TRACY CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, February 2, 2021, 7:00 P.M.

Tracy City Hall, 333 Civic Center Plaza, Tracy Web Site: www.cityoftracy.org

THIS REGULAR MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20 WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT

RESIDENTS ARE STRONGLY ENCOURAGED TO PARTICIPATE REMOTELY AT THE FEBRUARY 2, 2021 MEETING

Remote Access to City of Tracy Council Meeting:
In accordance with the guidelines provided in Executive Order N-29-20 on social distancing measures, the City of Tracy will allow for remote participation at the upcoming City Council meeting on Tuesday, February 2, 2021.

As always, the public may view the City Council meetings live on the City of Tracy's website at www.CityofTracy.org or on Channel 26. To view from the City's website, select "Watch Live Council Meetings" from the drop down menu "Select an Online Service" at the top of the City's homepage. You will be directed to the "Council Meeting Videos" page where you may select the video for the appropriate date under "Upcoming Events."

If you only wish to watch the meeting and do not wish to address the Council, the City requests that you stream the meeting through the City's website or watch on Channel 26.

Remote Public Comment:

*Public comment, limited to 250 words or less, submitted via email **will be accepted for agendized items before the start of the Council meeting at 7:00 p.m. Please send an email to** publiccomment@cityoftracy.org and Identify the item you wish to comment on in your email's subject line.*

During the upcoming City Council meeting public comment will be accepted via the options listed below. If you would like to comment remotely, please follow the protocols below:

- *Comments via:*
  - **Phone** by dialing (209) 831-6010, or
  - **Online by visiting** https://cityoftracyevents.webex.com and using the following **Event Number:** 126 040 8589 and **Event Password**: TracyCC
  - ***If you would like to participate in the public comment anonymously***, you may submit your comment via phone or in WebEx by typing "Anonymous" when prompted to provide a First and Last Name and inserting Anonymous@example.com when prompted to provide an email address.

- *Protocols for submitting comments by **phone**:*
    - *If you wish to discuss an item on the "Consent Calendar" identify the item when calling in. All requests to discuss an item on the "Consent Calendar" must be submitted before the Mayor announces that the time to submit such a request has expired.*
    - *Identify the item you wish to comment on to staff when calling in. Comments received by phone will be accepted for the "Items from the Audience/Public Comment" and "Regular Items" portions of the agenda.*
    - *Comments received by phone for the "Items from the Audience/Public Comment" portion of the agenda must be received by the time the Mayor opens that portion of the agenda for discussion.*
    - *Comments received by phone on each "Regular Item" will be accepted until the Mayor announces that public comment for that item is closed.*

- *Protocols for commenting via WebEx:*
    - *If you wish to comment on the "Consent Calendar", "Items from the Audience/Public Comment" or "Regular Agenda" portions of the agenda:*
        - *Listen for the Mayor to open that portion of the agenda for discussion, then raise your hand to speak by clicking on the Hand icon on the Participants panel to the right of your screen.*
        - *If you no longer wish to comment, you may lower your hand by clicking on the Hand icon again.*
    - *Comments for the "Consent Calendar" "Items from the Agenda/Public Comment" or "Regular Agenda" portions of the agenda will be accepted until the public comment for that item is closed.*

- *<u>The total allotted time for public comment will be as follows</u>:*
    - *Consent Calendar: **10 minutes***
    - *Items from the Audience: **15 minutes***
    - *Regular Items: **10 minutes***

Comments received by publiccomment@cityoftracy.org, phone call, or on Webex outside of the comment periods outlined above will not be included in the record.

Americans With Disabilities Act - The City of Tracy complies with the Americans with Disabilities Act and makes all reasonable accommodations for the disabled to participate in Council meetings. Persons requiring assistance or auxiliary aids should call City Hall (209/831-6105) 24 hours prior to the meeting.

Addressing the Council on Items on the Agenda - The Brown Act provides that every regular Council meeting shall provide an opportunity for the public to address the Council on any item within its jurisdiction before or during the Council's consideration of the item, provided no action shall be taken on any item not on the agenda. To facilitate the orderly process of public comment and to assist the Council to conduct its business as efficiently as possible, members of the public wishing to address the Council are requested to, but not required to, hand a speaker card, which includes the speaker's name or other identifying designation and address to the City Clerk prior to the agenda item being called. Generally, once the City Council begins its consideration of an item, no more speaker cards will be accepted. An individual's failure to present a speaker card or state their name shall not preclude the individual from addressing the Council. Each citizen will be allowed a maximum of five minutes for input or testimony. In the event there are 15 or more individuals wishing to speak regarding any agenda item including the "Items from the Audience/Public Comment" portion of the agenda and regular items, the maximum amount of time allowed per speaker will be three minutes. When speaking under a specific agenda item, each speaker should avoid repetition of the remarks of the prior speakers. To promote time efficiency and an orderly meeting, the Presiding Officer may request that a spokesperson be designated to represent similar views. A designated spokesperson shall have 10 minutes to speak. At the Presiding Officer's discretion, additional time may be granted. The City Clerk shall be the timekeeper.

Consent Calendar - All items listed on the Consent Calendar are considered routine and/or consistent with previous City Council direction. One motion, a second, and a roll call vote may enact the items listed on the Consent Calendar. No separate discussion of Consent Calendar items shall take place unless a member of the City Council, City staff or the public request discussion on a specific item.

Addressing the Council on Items not on the Agenda – The Brown Act prohibits discussion or action on items not on the posted agenda. The City Council's Meeting Protocols and Rules of Procedure provide that in the interest of allowing Council to have adequate time to address the agendized items of business, "Items from the Audience/Public Comment" following the Consent Calendar will be limited to 15-minutes maximum period. "Items from the Audience/Public Comment" listed near the end of the agenda will not have a maximum time limit. A five-minute maximum time limit per speaker will apply to all individuals speaking during "Items from the Audience/Public Comment". For non-agendized items, Council Members may briefly respond to statements made or questions posed by individuals during public comment; ask questions for clarification; direct the individual to the appropriate staff member; or request that the matter be placed on a future agenda or that staff provide additional information to Council. When members of the public address the Council, they should be as specific as possible about their concerns. If several members of the public comment on the same issue an effort should be made to avoid repetition of views already expressed.

Notice - A 90 day limit is set by law for filing challenges in the Superior Court to certain City administrative decisions and orders when those decisions or orders require: (1) a hearing by law, (2) the receipt of evidence, and (3) the exercise of discretion. The 90 day limit begins on the date the decision is final (Code of Civil Procedure Section 1094.6). Further, if you challenge a City Council action in court, you may be limited, by California law, including but not limited to Government Code Section 65009, to raising only those issues you or someone else raised during the public hearing, or raised in written correspondence delivered to the City Council prior to or at the public hearing.

Full copies of the agenda are available on the City's website: *www.ci.tracy.ca.us*

CALL TO ORDER
PLEDGE OF ALLEGIANCE
INVOCATION
ROLL CALL

1. CONSENT CALENDAR

1.A. APPROVAL OF JANUARY 19, 2021 CLOSED SESSION AND REGULAR MEETING MINUTES

1.B. AUTHORIZE THE APPOINTMENT OF THIRTEEN YOUTH COMMISSIONERS AND TWO ADULT COMMISSIONERS TO THE YOUTH ADVISORY COMMISSION

1.C. APPROVE REAL PROPERTY PURCHASE AGREEMENT BETWEEN THE CITY OF TRACY AND JTTT ENTERPRISES, L.P. TO ACQUIRE A PORTION OF APN 248-020-17 AND APN 248-030-05, ON THE EAST SIDE OF TRACY BOULEVARD, TO CONNECT THE SIDEWALK BETWEEN LINNE AND VALPICO ROADS AS PART OF CIP 73175

1.D. APPROVE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH GRANICUS, LLC FOR THE CITY OF TRACY WEBSITE CMS (CONTENT MANAGEMENT SYSTEM) FOR A TOTAL AMOUNT NOT TO EXCEED $92,000 OVER A FIVE YEAR TERM, AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT

2. ITEMS FROM THE AUDIENCE

3. REGULAR AGENDA

3.A. DISCUSS CITY'S RESPONSE TO COVID-19 (VERBAL REPORT)

3.B. RECEIVE A PRESENTATION AND ADOPT THE NATURE PARK CONCEPTUAL MASTER PLAN AND ADDENDUM TO THE 2010 HOLLY SUGAR SPORTS PROJECT ENVIRONMENTAL IMPACT REPORT

3.C. APPROVE THE REVISED POLICY FOR THE NAMING OF PUBLIC BUILDINGS, PARKS AND FACILITIES

3.D. INTRODUCE AN ORDINANCE AMENDING MULTIPLE SECTIONS OF CHAPTER 9.06 “FIRE PROTECTION AND PREVENTION” OF THE TRACY MUNICIPAL CODE REGARDING ASSIGNING THE SOUTH SAN JOAQUIN COUNTY FIRE AUTHORITY AS THE AUTHORITY HAVING JURISDICTION AND SETTING GEOGRAPHIC LIMITS FOR CERTAIN HAZARDOUS MATERIALS STORAGE WITHIN THE CALIFORNIA FIRE CODE

3.E. APPROVE NEW CLASSIFICATION SPECIFICATIONS AND SALARY RANGES FOR MULTIPLE POSITIONS AND AMEND MULTIPLE EXISTING SPECIFICATIONS AND AUTHORIZE AMENDMENTS TO VARIOUS DOCUMENTS TO IMPLEMENT THESE CHANGES

3.F. PROVIDE UPDATE ON EAST BAY COMMUNITY ENERGY PUBLIC OUTREACH AND IMPLEMENTATION PLAN

4. ITEMS FROM THE AUDIENCE

5. STAFF ITEMS

6. COUNCIL ITEMS AND COMMENTS

7. ADJOURNMENT

TRACY CITY COUNCIL - SPECIAL MEETING MINUTES

January 19, 2021, 6:00 p.m.

Tracy City Hall, 333 Civic Center Plaza, Tracy

1. CALL TO ORDER – Mayor Young called the meeting to order at 6:01 p.m. for the purpose of a closed session to discuss the items outlined below.

2. ROLL CALL – Roll call found Council Members Arriola, Davis, Mayor Pro Tem Vargas, and Mayor Young present.

   Council Member Bedolla arrived at 6:03 p.m.

3. ITEMS FROM THE AUDIENCE – There was no public comment.

4. CLOSED SESSION

   a. Conference with Legal Counsel – Existing Litigation (Gov. Code § 54956.9(d)(1))

      i. *City of Tracy v. BBS Adventures, LLC* (San Joaquin County Superior Court Case No. STK-CV-URP-2018-0009827)

      ii. *Fernandez v. City of Tracy* (San Joaquin County Superior Court Case No. STK-CV-LAT-2019-0013143)

      iii. *Kessner et al. v. City of Santa Clara, et al.* (Santa Clara County Superior Court Case No. 20CV364054)

      iv. *Mitracos v. City of Tracy* (San Joaquin County Superior Court Case No. STK-CV-UWM-2018-5531)

      v. *Munroe v. City of Tracy* (San Joaquin County Superior Court Case No. STK-CV-UAT-2018-0006183)

      vi. *Osborne, Michelle v. City of Tracy*, (USDC Eastern Dis. Case No. 20CECG00802)

      vii. *Santana v. City of Tracy, et al.* (San Joaquin County Superior Court Case No. STK-CV-UAT-2018-0011978)

      viii. *South San Joaquin County Fire Authority, City of Tracy, et al. v. San Joaquin County Emergency Medical Services Agenc*y (San Joaquin County Superior Court Case No. STK-CV-UCC-2020-0004468)

      ix. *Tracy Rural County Fire Protection District v. LAFCo of San Joaquin (City of Tracy, Real Party in Interest*) (San Joaquin County Superior Court Case No. STK-CV-UWM-2019-9687)

5. RECESS TO CLOSED SESSION **-** Motion was made by Mayor Pro Tem Vargas and seconded by Council Member Arriola to recess the meeting to closed session at 6:08 p.m. Roll call vote found all in favor; passed and so ordered.

6. RECONVENE TO OPEN SESSION – The meeting reconvened to open session at 6:59 p.m.

7. REPORT OF FINAL ACTION – None.

8. ADJOURNMENT – Time: 7:00 p.m.

ACTION: Motion was made by Council Member Arriola and seconded by Mayor Pro Tem Vargas to adjourn. Roll call found all in favor; passed and so ordered.

The agenda was posted at City Hall on January 14, 2021. The above are action minutes.

_____
Mayor

ATTEST:

_____
City Clerk

TRACY CITY COUNCIL REGULAR MEETING MINUTES

January 19, 2021, 7:00 p.m.

City Hall, 333 Civic Center Plaza, Tracy *Web Site: www.ci.tracy.ca.us*

Due to the COVID-19 emergency, the regular meeting was conducted pursuant to the provisions of the Governor's Executive Order N-29-20, which suspends certain requirements of the Ralph M. Brown Act. Residents participated remotely via email, phone and WebEx during the meeting.

Mayor Young called the meeting to order at 7:00 p.m.

Mayor Young led the Pledge of Allegiance.

Pastor Kevin James, New Creation Bible Fellowship offered the invocation.

Roll call found Council Members Arriola, Bedolla, Davis, Mayor Pro Tem Vargas, and Mayor Young present.

1. CONSENT CALENDAR – Following the removal of agenda item 1.H by Robert Tanner, motion was made by Mayor Pro Tem Vargas and seconded by Council Member Arriola to adopt the Consent Calendar. Roll call vote found all in favor; passed and so ordered

   1.A APPROVAL OF DECEMBER 15, 2020 REGULAR MEETING MINUTES, JANUARY 12, 2021, CLOSED SESSION MINUTES – **Minutes were adopted**

   1.B APPROVE THE PLACEMENT OF A MEMORIAL BENCH AND PLAQUE FOR THE LATE LON AND MARILYN MOBLEY AT VETERANS PARK PER CITY STANDARD AND POLICY – **Resolution 2021-001** approved the placement of the memorial bench and plaque.

   1.C AUTHORIZE THE APPROPRIATION OF $417,070 FROM THE CITIZENS' OPTION FOR PUBLIC SAFETY (COPS) FUND BALANCE TO UPGRADE THE POLICE RADIO SYSTEM AS MANDATED BY CALIFORNIA DEPARTMENT OF JUSTICE AND THE FEDERAL BUREAU OF INVESTIGATION AND TO PURCHASE ADDITIONAL ESSENTIAL RADIO EQUIPMENT– **Resolution 2021-002** authorized the appropriation**.**

   1.D APPROVE A GENERAL SERVICES AGREEMENT, NOT TO EXCEED $455,995 ANNUALLY, WITH CLEAN STREET SWEEPING, INC., OF GARDENA, CA, TO PROVIDE SERVICES REQUIRED FOR STREET, ALLEY, AND PARKING LOT SWEEPING AND AUTHORIZE THE CITY MANAGER TO AMEND THE AGREEMENT TO EXECUTE EXTENSIONS AND TO MAKE ANY MINOR AMENDMENTS TO THE AGREEMENT **– Resolution 2021-003** approved a General Services Agreement with Clean Street Sweeping, Inc.

   1.E APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH THE PUN GROUP, LLP FOR PROFESSIONAL AUDITING SERVICES AND AUTHORIZE THE CITY MANAGER TO AMEND THE AGREEMENT TO EXECUTE ANY EXTENSIONS AND TO INCREASE COMPENSATION UP TO THE CONTINGENCY AMOUNT AND ANY MINOR AMENDMENTS TO THE

AGREEMENT **– Resolution 2021-004** approved a Professional Services Agreement with Pun Group, LLP.

1.F ADOPT A RESOLUTION ACCEPTING THE CITY OF TRACY'S COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR THE FISCAL YEAR ENDING JUNE 30, 2020 **– Resolution 2021-005** adopted the CAFR**.**

1.G THAT THE CITY COUNCIL OF THE CITY OF TRACY, ACTING AS THE GOVERNING BOARD OF THE SUCCESSOR AGENCY TO THE COMMUNITY DEVELOPMENT AGENCY OF THE CITY OF TRACY, APPROVE THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS) 21-22 **– Resolution 2021-006** approved the Recognized Obligation Payment Schedule (ROPS) 21-22.

1.H ADOPT A RESOLUTION AMENDING THE CITY'S OPERATING AND CAPITAL IMPROVEMENT PROJECTS (CIP) BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2021, AS PROPOSED

Robert Tanner pulled the item to state Legacy Fields needs to be completed as it is missing paved parking lot and toilets, and the City should finish one project at a time.

Karin Schnaider, Finance Director provided the staff report.

Sherri MacKay, Tracy Youth Soccer League stated it is imperative to finish parking lots, safety of cross walks and whatever needs to done at Legacy Fields.

Jeremy Harrison, Tracy Express Softball League spoke in favor of any kind of fund raising to get Legacy Fields completed, adding Tournaments would bring revenue to the City.

ACTION: Motion was made by Council Member Arriola and seconded by Mayor Pro Tem Vargas to adopt **Resolution 2021-007** amending the City Operating and Capital Budget for Fiscal Year 2020-21. Roll call found all in favor; passed and so ordered.

2. ITEMS FROM THE AUDIENCE – Alice English requested all Council meetings be published on the website via video, and online. Ms. English also stated Planning Commission should also be included for public comment via video, and spoke about workshops not being available to view.

Robert Tanner stated previous Council approved approximately $2 million to be given to the mall to entice Macys to take over Gottchalks store with the understanding the City will be reimbursed and it would be done based on sales tax, and asked how much the City would lose on the $2 million if the Tracy Macys closes.

Karen Moore stated we can address the matrix we are using so as to not overload our health care system in place, makes sense to adjust what we do determined by what the hospitals can handle, and keep the community safe and work on our fiscal responsibility.

Harris McGee spoke about going into a worse summer in the State of California and looking at drought and the pandemic and hoped Council is planning for those scenarios.

3. REGULAR AGENDA

3.A DISCUSS CITY'S RESPONSE TO COVID-19 (VERBAL REPORT)

Jenny Haruyama, City Manager provided an update and presentation on the City's response to COVID-19.

City Council asked clarifying questions.

Claudia F. shared concerns about Governor Newsom's lockdowns, small businesses wanting to operate without harassment, relief packages are a small bandage, recall of Governor Newsom is growing, no longer in state of emergency and spoke about harmful impacts of wearing masks.

City Council comments and questions followed.

City Council accepted the report.

ACTION: Motion was made by Council Member Arriola and seconded by Mayor Pro Tem Vargas to accept the City's response to COVID-19 report. Roll call found all in favor; passed and so ordered.

3.B DISCUSS AND PROVIDE DIRECTION REGARDING BANNING THE SALE AND DISCHARGE OF SAFE AND SANE FIREWORKS IN THE CITY OF TRACY

ACTION: Motion was made by Council Member Arriola and seconded by Mayor Pro Tem Vargas to limit the time of Council Member debate to five minutes each. Roll call found all in favor; passed and so ordered.

Midori Lichtwardt, Assistant City Manager, provided the staff report.

City Council asked clarifying questions.

Robert Tanner stated he is against safe and sane and illegal fireworks, and suggested Tracy be the beginning of the end of all fireworks in the cities in the San Joaquin County.

Mary Mitracos spoke about the July 5, 2020 fire being one of the top three largest fires in the city with nine families displaced, diminishment of quality of life around new years and July 4, and requested that all fireworks be banned.

Tim Silva did not encourage prohibition of safe and sane fireworks, stating it is the only source of income for some non-profits and suggested educating, regulating and letting the public know about proper use of safe and sane fireworks.

Conrad Levoit listed non-profit organizations who are doing a great job and people want to support these organizations, and safe and sane fireworks is a good way to do that. Mr. Levoit spoke about stopping illegal fireworks, and non-profits continuing to be funded.

Linda Hawkins, U Need 2 stated they were able to give away 300 computers during the pandemic year to students of Tracy due to the fundraiser, and added banning would bring in more illegal fireworks.

Erika Johnson spoke about the opportunity for non-profits to fundraise in a pandemic era adding if the only fundraising possibility for 2021 is eliminated, how can they give back to the community.

Brian Fields, Surtec Adopt a Family stated lots of charities rely on selling safe and sane firework fundraisers. Mr. Fields asked Council to reconsider banning legal fireworks as it will only increase the problem with illegal fireworks, and decrease revenue and help for the community.

Sherri, Tracy Soccer League stated with fireworks fundraiser in 2016 they raised close to $20,000 and were able to purchase extra uniforms. The TNT fireworks booth was a huge boost, and safe and sane fireworks are not the problem.

Jeremy Harrison stated Tracy Express Girls Softball organization depends on the fireworks booth and fundraising to give scholarships, and suggested bringing education on how to use them safely.

Dennis Revell on behalf of TNT Fireworks applauded Council for wanting to do something regarding illegal fireworks in the community and shared his concerns regarding illegal fireworks. Mr. Revell encouraged Council to join Senator Bob Archuleta to free up funds to embolden the states enforcement efforts to keep illegal fireworks making it into California.

Cindy Sasser spoke about keeping Tracy money in Tracy or families will travel to other cities to get fireworks, and if safe and sane fireworks are banned there will be more illegal fireworks.

Erin from West High Athletic Booster Club shared the importance of fundraisers for their organization, banning safe and sane fireworks would be a real hit and need to focus on prosecuting the illegal fireworks.

Michelle Mavis stated banning safe and sane fireworks will make the problem worse, and people will go outside of Tracy to get fireworks, Ms. Mavis added 2020 should not be used as a guide for how to judge the sale of fireworks.

Dan Evans stated it is a bad idea to ban safe and sane fireworks, there is a historic problem with illegal fireworks, if people can't purchase safe and sane fireworks they will purchase illegal fireworks, people need outlets, safe and sane fireworks benefit non-profits, and spoke about fires caused by illegal fireworks.

Adrianne Richardson, City Clerk announced 71 members of the public submitted the same email stating illegal fireworks are the problem, banning the sale of safe and sane fireworks will not lead to less illegal fireworks, and supported the workgroups recommendations to increase proactive illegal fireworks enforcement operations, use technology to identify and cite violators, educational campaigns about the dangers and risks of illegal fireworks, and adoption of a fireworks social host ordinance.

Amanda Maxwell, Mission City Church stated safe and sane fireworks are not the problem, illegal fireworks are the problem, and banning the sale of safe and sane fireworks will lead to more illegal fireworks.

Barbara Lawson shared her concerns regarding banning safe and sane fireworks and taking away fundraising for local non-profits.

Jim Wright asked Council to not eliminate legal safe and sane fireworks as they have nothing to do with the illegal situation, and to remember the contributions the non-profits give back to the community.

Nancy Wright shared the mission of West High Science Boosters and stated the safe and sane fireworks program has been the most lucrative for their non-profit, and has enabled them to purchase supplies for students and teachers.

Reverend Ron Greasman disagreed with making safe and sane fireworks illegal in Tracy, and added the funds New Heart Church raised in 2019 with their fireworks booth helped fund weekly free dinners for those in need.

Rhonda Rallios, San Joaquin Chapter – Order of the Eastern Star stated sellers of safe and sane fireworks should not be punished for the illegal activity of others, and asked Council to consider the effect on non-profits if the safe and sane fireworks are banned.

Rachel Peckham stated banning fireworks in Tracy would not only harm local non-profit organizations, but also undermine the spirit of community during this COVID time.

Mayor Young entertained a motion to continue to allow the sale and discharge of safe and sane fireworks within the city limits. Motion made by Council Member Arriola and seconded by Mayor Pro Tem Vargas to continue to allow the sale and discharge of safe and sane fireworks within the city limits.

City Council comments and questions followed.

ACTION: Mayor Pro Tem Vargas called the question to end the debate. Council Member Davis seconded calling the question. Roll call found all in favor; passed and so ordered.

City Council comments continued.

ACTION: Motion was made by Council Member Arriola and seconded by Mayor Pro Tem Vargas to continue to allow the sale and discharge of safe and sane fireworks within the city limits. Roll call vote found all in favor; passed and so ordered.

Mayor Young called a recess at 9:19 p.m.

Mayor Young reconvened the meeting at 9:24 p.m.

3.C REVIEW AND DETERMINE APPOINTMENTS TO COUNCIL COMMITTEES AND OTHER COMMITTEES, BOARDS AND COMMISSIONS

Adrianne Richardson, City Clerk, provided the staff report.

Mayor Pro Tem Vargas provided Council with handouts to be included in the record, which consisted of two letters from the FPPC dated December 22, 2014 and March 15, 2019 containing their legal opinion about her participation in some of the committees and boards.

Neil Prescott shared his concerns regarding Mayor Pro Tem Vargas serving on the South San Joaquin County Fire Authority, and whether it was a conflict of interest.

Alice English shared her concerns regarding transparency and the Code of Conduct. Ms. English spoke in support of Council Members Davis, Bedolla and Arriola, and did not recommend Mayor Pro Tem Vargas being on the fire JPA.

Dan Evans stated he was not comfortable with Mayor Pro Tem Vargas being appointed to South San Joaquin County Fire Authority as it is a conflict of interest, why appoint someone who has to recuse themselves. City Council should honor Code of Conduct and referred to Section 3.4.1.

Mary Mitracos shared her support for Mayor Pro Tem Vargas to be reappointed to the Valley Link board.

Dino Margaros on behalf of Tracy City Center Associate Board of Directors, share unanimous support for Mayor Pro Tem Vargas to be renewed as Council's representative to the Tri-Valley/San Joaquin Valley Regional Rail Authority (Valley Link Light Rail).

Bob Gutierrez, on behalf of the San Joaquin Partnership requested reappointment of Mayor Pro Tem Vargas to the Valley Link (Tri-Valley-San Joaquin Valley Regional Rail Authority) project.

Bernice Tingle requested that Mayor Pro Tem Vargas remain appointed to the Valley Link Rail Joint Powers Authority (Tri-Valley-San Joaquin Valley Regional Rail Authority) project.

Leo Zuber shared support for Mayor Pro Tem Vargas to continue membership on the Tri Valley-San Joaquin Valley Region Rail Authority board.

Juan Soto shared support for the new Council Members, and concerns regarding Mayor Pro Tem Vargas serving on the fire board committee and regional transportation.

Tracy Firefighters Association shared their reservations regarding Mayor Pro Tem Vargas serving on the South San Joaquin County Fire Authority Board.

ACTION: Motion was made by Council Member Arriola and seconded by Mayor Pro Tem Vargas to adopt Mayor Young's proposed slate for 2021 Council committees and other committees, boards and commissions.

Council Member Bedolla made a friendly amendment to remove the Special City Selection Committee as it does not have anyone assigned to it.

ACTION: Motion was made by Council Member Arriola and seconded by Mayor Pro Tem Vargas to move to amend to appoint Council Member Bedolla to the Special City Selection Committee, SJVAPCD, and Council Member Davis as alternate. Roll call found all in favor, passed and so ordered.

City Council reviewed Mayor Young's slate of 2021 proposed list of City Council representatives on various committees/boards/commissions/agencies.

Mayor Young made a friendly amendment to not appoint to the Community Development Block Grant Policy while staff is looking at how to remove from the list. Council Member Arriola and Mayor Pro Tem Vargas accepted the friendly amendment.

Mayor Young made a friendly amendment to appoint Council Member Davis as voting member and Council Member Bedolla as alternate to the League of California Cities, Central Valley Division Executive Committee. Council Member Arriola and Mayor Pro Tem Vargas accepted the friendly amendment.

Mayor Young made a friendly amendment to consider Mayor Young, Council Members Arriola, Davis and Mayor Pro Tem Vargas to attend the virtual One Voice trip in April, and should the October one open up Council can discuss that at a later time in light of considering our own one voice as Tracy. Council Member Arriola accepted and Mayor Pro Tem Vargas accepted the friendly amendment.

City Council representatives on various committees/boards/commissions/agencies for 2021 are as follows:

Committee/Commission	Meetings Held	Council Members
*City/Chamber Liaison	Quarterly	Council Member Arriola Council Member Davis (Alternate)
*City/Schools Liaison	Every other month	Council Member Arriola Council Member Bedolla
*Investment Review Committee	Quarterly	Mayor Pro Tem Vargas Council Member Bedolla
*South San Joaquin County Fire Authority (SSJCFA)	Monthly	Mayor Young Council Member Davis Mayor Pro Tem Vargas (Alternate)
***City Selection Committee	Annually, additional meetings as needed	Mayor Young
***Community Development Block Grant Policy Advisory Committee	As needed, in conjunction with the distribution of the CDBG grants.	No one appointed at this time while looking how to take off the list

***Council of Governments	Monthly, in Stockton at 4:00 p.m. on the fourth Thursday of the month.	Mayor Young Council Member Arriola (Alternate)
***San Joaquin County Water Advisory Commission	Monthly	Kul Sharma Stephanie Reyna-Hiestand
***San Joaquin Partnership	Monthly, on the fourth Thursday of each month	Mayor Young Mayor Pro Tem Vargas (Alternate)
***San Joaquin Regional Rail Commission	Monthly	Mayor Young
***Solid Waste Management Plan Advisory Task Force	As needed	Mayor Pro Tem Vargas Don Scholl
***Special City Selection Committee, SJVAPCD	As needed	Council Member Bedolla Council Member Davis (Alternate)
***League of California Cities, Central Valley Division Executive Committee	Quarterly	Council Member Davis Council Member Bedolla (Alternate)
San Joaquin Council of Government's One Voice – Washington	Annual Delegation:	Mayor Young Council Member Arriola Council Member Davis Mayor Pro Tem Vargas *(Attend virtual in April and if October opens up discuss at later date)*
***Altamont Regional Traffic Authority (ARTA) JPA	As needed	Mayor Young
***Tri-Valley- San Joaquin Valley Region Rail Authority (Valley Link)	Monthly	Mayor Pro Tem Vargas Council Member Bedolla (Alternate)
***LAFCo		No appointment at this time
Tracy Chamber Governmental Affairs Committee	Monthly	Jenny Haruyama, City Manager (or Designee)
**Homelessness Strategic Plan Ad Hoc Committee		Expired
***East Bay Community Energy (EBCE)	Monthly	Council Member Arriola Council Member Davis (Alternate)
Ad Hoc Fiscal Sustainability Subcommittee		Expired – Term to be extended

ACTION: Motion was restated by Council Member Arriola and seconded by Mayor Pro Tem Vargas to adopt Mayor Young's proposed slate for 2021 appointments to Council committees and other regional committees, boards and commissions with the amendments made via motion.

Council Member Davis stated she wanted to go on record that she wanted to respect the feelings of the constituents regarding the fire item and that is the only one she will not be voting for.

Mayor Young made a friendly amendment to pull the South San Joaquin County Fire Authority to be voted on separately. Council Member Arriola accepted the amendment. Mayor Pro Tem Vargas did not accept the friendly amendment.

ACTION: Motion was made by Council Member Davis and seconded by Mayor Young to amend the original motion so Council can vote on South San Joaquin County Fire Authority separately. Roll call found all in favor; passed and so ordered.

ACTION: Motion was clarified by Council Member Arriola and seconded by Mayor Pro Tem Vargas to adopt Mayor Young's proposed slate for 2021 appointments to Council committees and other regional committees, boards and commissions with the amendments made via motion including the separate vote of the removal of the vote of the South San Joaquin County Fire Authority. Roll call found all in favor; passed and so ordered.

ACTION: Motion was made by Council Member Arriola and seconded by Mayor Pro Tem Vargas to adopt Mayor Young's proposed slate for the South San Joaquin County Fire Authority for 2021 *(Representatives: 1. Mayor Young, 2. Council Member Davis and Alternate - Mayor Pro Tem Young)*. Roll call found Council Members Arriola, Bedolla, Mayor Pro Tem Vargas and Mayor Young in favor. Council Member Davis opposed.

3.D CONSIDER DISPLAYING THE PAN-AFRICAN FLAG TO COMMEMORATE BLACK HISTORY MONTH

Leticia Ramirez, City Attorney, provided the staff report.

Dan Evans stated City Hall exists to stand for all Tracy residents not just specific groups our elected officials get to choose. Mr. Evans proposed Council bring back the flag policy for review, consider separate commemorative location, but not in front of City Hall. Flags flying In front of City Hall should be representative of our state and the City of Tracy.

City Council questions and comments followed.

ACTION: Motion was made by Mayor Pro Tem Vargas and seconded by Council Member Arriola to adopt **Resolution 2021-008** authorizing the display of the Pan-African flag to commemorate Black History Month in February. Roll call found Council Members Arriola, Bedolla, Mayor Pro Tem Vargas and Mayor Young in favor. Council Member Davis opposed.

Motion was made by Council Member Arriola and seconded by Mayor Pro Tem Vargas to limit the time of Council Member debate on item 3.E to five minutes each. Roll call found all in favor; passed and so ordered.

3.E DISCUSS LOCAL CONTROL OF COVID-19 BUSINESS RESTRICTIONS AND PROVIDE DIRECTION TO STAFF

Jenny Haruyama, City Manager, Leticia Ramirez, City Attorney and Andrew Malik, Assistant City Manager, provided the staff report and presentation.

Robert Tanner spoke about Council needing to do more to support small businesses. Stay at home orders are not working.

Neil Prescott asked how certain regulations are more stringent than current law, need to re-evaluate when shutting down business, and removing revenue, need more data and analysis – more evidence if we are in state of emergency.

Gabriella Machuca stated she did not want Council to jeopardize funding help, appreciated the formation of the Small Business COVID-19 Strategy Committee, hoped that the strategy committee is open to explore a virtual market place, applauded message City of Tracy published today.

Claudia F. stated we need to open up Tracy and all of America and shared her concerns regarding closing due to COVID, and people losing their livelihood.

William Muetzenberg referred to the tenth amendment – public health orders, supported the City using tools and resources to assist local businesses, urged residents to support local businesses, and wants to see action to get some financial resources from those who are benefiting from this crisis.

Conrad Levoit encouraged the public to get involved at City Council meetings, and stated shopping at big box businesses is an incubator, not as clean as it could be.

Mitra Behnam spoke about small businesses demanding to disregard all safety regulations, then the same right should be granted to the overwhelmed healthcare community. Ms. Behnam requested Council stop listening to those saying COVID-19 is not so bad, and listen to the frontline workers.

Nancy Rusch stated she understood people are frustrated, but suggested working together especially now when hospitals are full and rates are high.

Jim Nelson requested that the financial impact be reviewed and published before Council makes a decision to implement a sanctuary city. Tracy leaders should not be influenced by a small group who do not represent the vast majority of citizens.

P. Howell wanted the City to obey the public health rules established by State health officials and not lose federal or state money. Continue to offer businesses help.

A resident commented that the Council needs to stop wasting time considering becoming a sanctuary city, as the City risks losing more than $2 million in federal and state COVID aid. The residents and frontline workers deserve better. Healthcare workers are exhausted.

Mayor Young asked clarifying questions.

ACTION: Council Member Arriola motioned for a 15% restriction on delivery apps to support small businesses as a private right of action. Mayor Pro Tem Vargas seconded the motion.

Leticia Ramirez, City Attorney requested the motion wait until Council items.

Council Member Arriola withdrew his motion.

ACTION: Motion was made by Council Member Arriola and seconded by Council Member Davis to continue City efforts to support local businesses in COVID-19 response per pages 4 and 5 on the agenda item.

Jenny Haruyama, City Manager proposed the following: Immediate things we could do is set up meetings with our State representatives and gain their perspective about what is happening at the State capital. Work with our local lobbyist as different type of legislation starts to come out particularly at the federal level as there is a lot of opportunity for additional funding for locals that wasn't there before.

City Council questions and comments followed.

Roll call found all in favor of Council Member Arriola's motion and seconded by Council Member Davis to continue City efforts to support local businesses in COVID-19 response per pages 4 and 5 on the agenda item. Passed and so ordered.

4. ITEMS FROM THE AUDIENCE – Alice English spoke about the Brown Act and changing public speaking time limit to 2 minutes for people calling for items on the agenda, when agenda shows maximum three minutes. Ms. English spoke about Council considers televising anything with Council and Planning Commission meetings, and referred to Council Member Arriola bringing up election for the Mayor.

Neil Prescott stated that Council swears by oath to the constitution and when people hear that your hands are tied, it is very discerning. Mr. Prescott spoke about the Council listening to what the people of Tracy have to say and finding solutions within the City, and shared his frustrations about accepting mandates that are not laws.

Conrad Levoit encouraged community involvement at Council meetings. Mr. Levoit stated he would like to see the flag policy back on the agenda so it can be a more fair process and meet the needs of the community.

5. STAFF ITEMS – Jenny Haruyama, City Manager provided an update on the following actions taken by the City Manager during the COVID emergency:

- Approve the Inspection Improvement Agreement for Tract 3954, Tracy Hills Village 7C
- Approve the Improvement Inspection Agreement for Tracy Hills Phase 1A, Criseldo Mina Avenue Extension Improvements
- Approve OIA for Duke Realty Home Depot Parking Lot for Infrastructure Improvements and Frontage Improvements
- Accept the Construction of the Traffic Signal Modification at Schulte Road/Lauriana Lane and Tracy Boulevard Project CIP 72111 and 72115, Completed by St. Francis Electric

6. COUNCIL ITEMS – Council Member Bedolla requested an agenda item to discuss an urgency ordinance to limit third party delivery service fees charged to local restaurants to 15%. This item should include a provision for third party delivery services to make a reasonable attempt to maintain independent contractor compensation to a level immediately prior to this ordinance for increased compensation a grace period, a process for restaurants to request to obtain a refund of access fees charged and an option to set expiration of the time limit to the end of the local emergency ordinance. Council Member Arriola seconded the request.

Mayor Pro Tem Vargas requested the following: Agendize discussion to not allow cell towers to be installed in our public parks. Council Member Davis seconded the request. Bring for 2021 and ongoing to put back in rotation the celebration of the birthday of the armed forces for USA and fly flags. Council Member Bedolla seconded the request. Discussion and appointment to the ad hoc committees that expired in December - finance, homeless, and a prior advisory nature park committee and would like to add as ad hoc committee to look at deed restrictions, openness, accessibility of the park and grants that could be applied to the park. Mayor Pro Tem Vargas hoped to continue working with Council Member Arriola on the financial committee due to being in the middle of the process.

Mayor Young requested a friendly amendment to add to bring back those things to staff for the CDBG and Tracy Chamber Governmental Affairs Committee.

Jenny Haruyama, City Manager responded staff can bring those back under a separate item, and asked Mayor Pro Tem Vargas if she would like those to return as ad hoc committees or standing committees. Mayor Pro Tem Vargas clarified the financial and homelessness committees were ad hoc., and proposed to have all three as standing committees. Council Member Arriola seconded request.

Ms. Haruyama responded homeless and finance have expired so Council can either bring back and renew them via resolution, and asked about the intent for the nature park. Mayor Pro Tem Vargas responded the nature park is looking to be a standing committee as it will be open forever, an ongoing project. For the financial it is just to balance the budget and bring a proposal to Council so should have an end.

Ms. Haruyama stated homelessness is probably going to be an ongoing operational issue that will be with Council for a while if Council intends to move forward with opening a shelter and providing services. The fiscal sustainability plan can be completed, it is a fluid document and creating a standing committee could be something that you could handle policy issues on an ongoing basis as a fiscal and budget committee.

Mayor Pro Tem Vargas proposed to have all three to be ongoing standing committees. Council Member Arriola seconded the request.

Leticia Ramirez, City Attorney clarified that the resolution that approved the display of the military flags did state that it was supposed to be annually, so there is no need to bring the item back.

Mayor Pro Tem Vargas stated she was approached by citizens regarding Measure V dollars and some believe Council should consider if we are not spending the money to have a recall on Measure V. They believe the monies that were assigned for Measure V are tied up in a project that is not going to come to fruition and there are concerns that there are other projects that are low hanging fruit that we should look into putting those dollars back into the community and amenitize the community within the means that we have. Mayor Pro Tem Vargas did not think the measure should be recalled but Council should discuss reconsideration of Measure V dollars on projects and would like to move this agenda item as quickly as possible. Council Member Davis supported the request.

Mayor Young asked Mayor Pro Tem Vargas for clarification regarding her request. Mayor Pro Tem Vargas clarified she was not suggesting to recall Measure V, concerned citizens believed the dollars will not be spent on what it was assigned for and they are looking at possibly recalling Measure V.

Ms. Haruyama responded it sounds a little broader than some of the priority amenities that have been previously discussed by the Council. There may be a way to potentially combine conversations. Mayor Pro Tem Vargas responded she was ok with that as long as it is agendized the right way. The sentiment is we want to see if we can amenitize the community.

Council Member Arriola stated he had seconded Council Member Bedolla's 15% restriction on delivery apps to support small business, but would like to include discussion on using private right of action to make sure Tracy's businesses are empowering themselves. Council Member Arriola requested a resolution that would call for a temporary $5 increase of hazard pay for essential grocery workers of publically traded companies or companies of at least 300 employees nationwide while the City of Tracy remains in the purple widespread tier. Mayor Pro Tem Vargas seconded request.

Council Member Davis requested the following: Data regarding contact tracing data for Tracy specific businesses and industries, a workshop to better understand the flag policy and how the former Council came to it and as a new Council put our finger print on it, update on where we are with the homeless shelter and finances as well as receiving an update from FIX'D on how the warming shelter is doing, and if there is any conversation with Continuum of Care from the County and State or anybody about helping us get money for the homeless shelter. Mayor Pro Tem Vargas seconded the homeless shelter request including the warming center update.

Council Member Davis requested to look at easing enforcement on parents that have basketball courts in front of their house considering that children are not playing sports right now for the most part. Mayor Pro Tem Vargas stated she would second ordinance relief during the pandemic time.

Council Member Davis requested looking at exploring Gabriella Machuca's suggestion regarding the City sponsoring an online market for small businesses during the

pandemic and highlighting the different businesses on the City website. Mayor Pro Tem Vargas supported the discussion.

Council Member Davis requested discussion about how to keep El Pescadero Park clean. Mayor Pro Tem Vargas supported the request.

Ms. Haruyama asked for clarification from Council Member Davis regarding contact tracing. Council Member Davis responded she would like to know comparisons of restaurants, gyms, spa's, what their numbers are versus big box stores and interested in numbers coming out of warehouses that are open. Ms. Haruyama confirmed with Council Member Davis that the information could be provided by e-memo to the full Council and if there is something more specific that comes out of that we could have Council discussion and bring it up under Council items.

Mayor Young requested to add data that has to do with churches also.

Ms. Haruyama asked about the request for a workshop for history of the flag policy, and Mayor Pro Tem Vargas asked if that can be done in a memo or one on one. Mayor Young stated the one on one would suffice to enable Council Member Davis to understand how that came about. Council Member Davis agreed to a one on one.

Ms. Haruyama responded as for the update on the homeless shelter, warming center and opportunities through the COC or state, staff can combine that, already have an item that will be coming before Council as well as an e-memo to provide an up to date of where we are with funding because there is some financial implications that will be dealt with as part of the budget.

Ms. Haruyama stated as far as Council Member Davis's request regarding the easement of basketball court request, a memo will be sent to Council with a context of what we can enforce, can't enforce CC&R's but will give overview of what we can and can't do.

Ms. Haruyama stated staff can explore an on-line market for small businesses and provide update in an e-memo and if something requires Council action we can agendize.

Mayor Young asked if Council Member Davis's request regarding how to keep El Pescadero Park clean can be part of the homelessness discussion. Ms. Haruyama responded maybe a separate item to discuss, staff does go to El Pescadero Park and clean quite frequently and is required by law to do 72 hours' notice. Tracy Community Connections Center is trying to actively work with the homeless community out there to keep clean. Ms. Haruyama added she could start with letting Council know the frequency in which we are cleaning and could explore what it would take to do that more continuously, and suggested e-memo to Council and look at what can be done within her budget to increase our presence. If there is additional funding needed then that can be taken to Council as part of our mid-year for consideration to make that allocation. Council Member Davis agreed to do that.

Mayor Young requested bringing back the flag policy for clarification regarding auto renewal outside of what has already been said, and also need to ensure to address for example if a former Council Member passes. Council Member Bedolla seconded the request.

Mayor Young requested to revise and clarify Code of Conduct – 5.11.1 – regarding Council items being placed on all meetings. It does not mention closed session and needs to be cleaned up. Also Section 5.11 – want to make sure we are considering more of a majority to be able to approve whether or not we as a group want to bring back items that are going to come in the middle of priorities we have already set, it's a call to accountability.

Leticia Ramirez, City Attorney clarified that it is Council Protocols and not the Code of Conduct. Mayor Pro Tem Vargas supported 5.11.1 but not on 5.11. Mayor Young said there is room for clarification.

Mayor Young asked if Council needed to discuss the opportunity to televise Planning Commission meetings.

Ms. Haruyama responded it is currently done via Webex, and not recorded so what is being asked is to have that done similarly to Council meetings. Ms. Haruyama reminded Council to keep in mind that when we get out of this COVID environment there are budget implications with moving that forward. Workshops were also mentioned by a member of the public and just for point of clarification on the past three workshops, the first workshop was recorded because it was being tested because of the offsite location. The subsequent two workshops were not recorded. However if Council would like to blend in Planning Commission and workshops as a policy discussion going forward, we could agendize that for your discussion.

Mayor Young responded her main concern is making sure that people have the opportunity to participate because they cannot come in person. Ms. Haruyama confirmed they do but they cannot watch it the next morning.

Mayor Pro Tem Vargas clarified that people can see and participate during the meeting. What is being asked is to be able to rewatch the session which to televise it is a budget constriction. Mayor Pro Tem Vargas cautioned Council – great idea and maybe we can revisit when we are in a balanced budget and not in the red.

Mayor Young stated she was fine with that but meant to get clarification.

ADJOURNMENT – Time: 12:55 a.m. Date: January 20, 2021

ACTION: Motion was made by Mayor Pro Tem Vargas and seconded by Council Member Davis to adjourn. Roll call vote found all in favor; passed and so ordered.

The above agenda was posted at the Tracy City Hall on January 14, 2021. The above are action minutes. A recording is available at the office of the City Clerk.

_____
Mayor

ATTEST:

_____
City Clerk

February 2, 2021

AGENDA ITEM 1.B

REQUEST

AUTHORIZE THE APPOINTMENT OF THIRTEEN YOUTH COMMISSIONERS AND TWO ADULT COMMISSIONERS TO THE YOUTH ADVISORY COMMISSION

EXECUTIVE SUMMARY

The bylaws of the Youth Advisory Commission set the minimum number of youth appointed Commissioners at eight, with a maximum limit at fourteen and a maximum of three adult Commissioners. A selection panel was established and made recommendations for thirteen youth and two adults to be appointed for a two-year term to fill the existing youth and adult vacancies on the Youth Advisory Commission.

DISCUSSION

The bylaws of the Youth Advisory Commission call for a minimum of eight youth and a maximum of fourteen youth Commissioners and a maximum of three adult Commissioners that may sit on the Commission. The bylaws are crafted to include two youth representatives from each of the four comprehensive high schools in the area (Kimball, Millennium, Tracy and West) and the four alternative education high schools (Delta Charter, Duncan-Russell Continuation, Willow Community Day School and Stein Continuation). The selection process for the Youth Advisory Commission is to have a diverse group of teens that reflect each of the Tracy area high schools, and who wish to have a voice in their community and be involved in the Commission. Adult Commissioners shall reside within the jurisdiction of any Tracy school district to include one member of the School District and two members of the community who desire to work with youth. Currently the Commission has thirteen youth and two adult vacancies.

The City recruits new Commissioners on an ongoing basis to fill any vacancies created by outgoing Commissioners. Marketing efforts include: City website, social media, outreach to the various high schools, emails to the various community service clubs in the Tracy community, online and print ads in the local newspaper and any interest cards that have been completed with the City Clerk. The bylaws of the Youth Advisory Commission call for a selection panel to review new applications and make recommendations for appointment to the City Council. This year's panel consisted of Recreation Coordinator Lauren Repetto, Adult Youth Advisory Commissioner Wes Huffman and Parks and Community Services Commissioner Rajdeep Singh.

The interview panel conducted virtual interviews on December 8, 2020. The selection panel recommends the following five youth to fill the remainder of vacated two-year terms, from July 16, 2019 to July 31, 2021: Alexandra Almazon and Ingrid Moshan from Millennium High School, Samantha Crowley and Mysha Mamsa from Tracy High School and Seemani Dash from West High School; the following three youth to fill the remainder of vacated two-year terms, from August 1, 2020 to July 31, 2022: Ethan Karthikeyan and Kaavya Mahendran from West High School and Yasmeen Razi from Tracy High School; the following five youth to serve two-year terms, from February 2, 2021 to July 31, 2023:

Sashank Kala and Manasvini Kala from West High School, Harleen Dhillon and Peter Xiao from Trach High School, and Kayla Andrews from Kimball High School and two adults to serve two-year terms, from February 2, 2021 to July 31, 2023 : Scott Arbogast and Sarah Ying Bai.

STRATEGIC PLAN

This agenda item is a routine operational item and does not relate to the Council's Strategic Plans.

FISCAL IMPACT

This program is funded in the Parks and Recreation General Fund budget.

RECOMMENDATION

Staff recommends that the City Council approve, by resolution, the appointment of thirteen youth Commissioners and two adult Commissioners to the Youth Advisory Commission based upon the interview and selection panel recommendations.

Prepared by: Amanda Jensen, Recreation Coordinator I

Reviewed by: Jolene Jauregui, Recreation Program Manager
Brian MacDonald, Parks & Recreation Director
Karin Schnaider, Finance Director
Midori Lichtwardt, Assistant City Manager

Approved by: Jenny Haruyama, City Manager

RESOLUTION 2021-____

AUTHORIZING THE APPOINTMENT OF THIRTEEN YOUTH COMMISSIONERS AND TWO ADULT COMMISSIONERS TO THE YOUTH ADVISORY COMMISSION

WHEREAS, The bylaws of the Youth Advisory Commission (YAC) call for a minimum of eight youth Commissioners, and a maximum of fourteen youth Commissioners and a maximum of three adult Commissioners that may sit on the Commission, and

WHEREAS, The eligibility criteria and selection process of YAC Commissioners are established, and

WHEREAS, The City recruits new Commissioners on an ongoing basis to replace the outgoing Commissioners and existing vacancies, and has established a selection panel to recommend appointees to City Council, and

WHEREAS, The selection panel recommends the following five youth fill the remainder of vacated two-year terms, from July 16, 2019 to July 31, 2021: Alexandra Almazon and Ingrid Moshan from Millennium High School, Samantha Crowley and Mysha Mamsa from Tracy High School and Seemani Dash from West High School; the following three youth to fill the remainder of vacated two-year terms, from August 1, 2020 to July 31, 2022: Ethan Karthikeyan and Kaavya Mahendran from West High School and Yasmeen Razi from Tracy High School; the following five youth to serve two-year terms, from February 2, 2021 to July 31, 2023: Sashank Kala and Manasvini Kala from West High School, Harleen Dhillon and Peter Xiao from Trach High School, and Kayla Andrews from Kimball High School and two adults to serve two-year terms, from February 2, 2021 to July 31, 2023 : Scott Arbogast and Sarah Ying Bai;

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Tracy hereby approves the appointment of the thirteen youth Commissioners and two adult Commissioners, recommended by the selection panel as identified above, and for the recommended terms, to the Youth Advisory Commission.

* * * * * * * * * * * * * *

The foregoing Resolution 2021-_____ was passed and adopted by the Tracy City Council on the 2nd day of February 2021, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

_____
MAYOR

ATTEST:

_____
CITY CLERK

February 2, 2021

AGENDA ITEM 1.C

REQUEST

APPROVE REAL PROPERTY PURCHASE AGREEMENT BETWEEN THE CITY OF TRACY AND JTTT ENTERPRISES, L.P. TO ACQUIRE A PORTION OF APN 248-020-17 AND APN 248-030-05, ON THE EAST SIDE OF TRACY BOULEVARD, TO CONNECT THE SIDEWALK BETWEEN LINNE AND VALPICO ROADS AS PART OF CIP 73175

EXECUTIVE SUMMARY

This item requests City Council approval of a real property purchase agreement for the City to acquire, at no cost, twenty nine thousand one hundred sixty two (29,162) square feet of land on the east side of Tracy Boulevard, between Linne and Valpico Roads. The acquisition will provide additional street right-of-way so that the existing sidewalk gap can be closed as part of CIP 73175.

DISCUSSION

The City desires to improve pedestrian safety by closing a twenty-five hundred (2,500) foot long sidewalk gap on the east side of Tracy Boulevard, between Linne and Valpico Roads, adjacent to two undeveloped parcels owned by JTTT Enterprises, L.P.

Additional street right of way is required in order to construct the sidewalk on the east side of Tracy Boulevard. City staff contacted JTTT Enterprises, L.P. about acquiring the property and to negotiate an agreement. JTTT Enterprises, L.P. agreed to donate the needed right-of-way through a no cost property acquisition with the City.

Associated Right of Way Services completed an appraisal of the property in November of 2020. The appraised value of the portion of APN 247-020-17 to be dedicated to the City was determined to be $77,700. The appraised value of the portion of APN 248-030-05 to be dedicated to the City was determined to be $24,400.

Because the proposed acquisition relates to a street widening, this acquisition is exempt from the requirements under Government Code section 65402 in accordance Section 2.20.300 of the Tracy Municipal Code. Staff recommends City Council approve the purchase agreement.

STRATEGIC PLAN

This agenda item is a routine operational item and although it is not directly related to the City Council's Strategic Plans, the purpose is to improve pedestrian safety.

FISCAL IMPACT

There are no costs associated for this real property purchase agreement for CIP 73175, the land owner is dedicating the parcels to the City. The appraised value for the land is $102,100 and will be included in the General Fund assets.

The total budget for CIP 73175 is $724,581 for the sidewalk closure along; of which, the City is receiving $658,581 in funding through Measure K Tracy Blvd and 10% matching from the City. The project is in the early design phases and should be ready to advertise and construction this spring/summer.

RECOMENDATION

Staff recommends that City Council, by resolution, approve the real property purchase agreement between the City of Tracy and JTTT Enterprises, L.P. for acquisition of portions of APN 248-020-17 and APN 248-030-05.

Prepared by: Ilene Macintire, PE, Senior Civil Engineer

Reviewed by: Robert Armijo, PE, City Engineer / Assistant Development Services Director
Karin Schnaider, Finance Director
Andrew Malik, Assistant City Manager

Approved by: Jenny Haruyama, City Manager

ATTACHMENTS

Attachment A – Purchase Agreement

DocuSign Envelope ID: EE367A3B-A434-426D-8DF7-1A4908F241A6

GRANTOR: JTTT ENTERPRISES, L.P. **APN: 248-030-05, 248-020-17**
PROJECT: TRACY BLVD SIDEWALK

CITY OF TRACY
PURCHASE AND SALE AGREEMENT FOR ACQUISITION OF PROPERTY IN FEE

This Purchase and Sale Agreement ("Agreement") is entered into as of _____("Effective Date") between the City of Tracy, a municipal corporation, (hereinafter "City") and JTTT Enterprises, L.P., a California limited partnership, (hereinafter "Owner") for the purchase of certain real property owned by Owner. City and Owner are each referred to as a "Party" and collectively referred to herein as the "Parties." This Agreement is based on the following facts:

A. Owner owns Property located in the City of Tracy;

B. City wishes to construct a Project on the Owner's Property and will require acquisition of a portion of the Property.

C. An appraisal has been conducted on done on the Property by Associated Right of Way Services (ARWS) dated November 10, 2020 which valued the Property in its "as-is" condition at one hundred and two thousand, one hundred dollars ($102,100).

D. Owner desires to donate a portion of the Property to City despite their right to just compensation.

Now, therefore, the Parties agree:

1. Definitions. In this Agreement:

City means the City of Tracy, a municipal corporation, and its officers, employees, agents and contractors.
Escrow or *Escrow Account* means the escrow account established by the City with the Escrow Holder.
Escrow Holder means Old Republic Title Company, 150 West 10th Street, Tracy, CA 95376, Escrow No. _____.
Fee means fee simple of the Property as described in the Attachment 1 (Grant Deed.
Grantor or *Owner*, means JTTT Enterprises, L.P., a California limited partnership, with a notice address of 15504 Storm Dr., Austin, TX 78734.
Project means the City's Tracy Boulevard Sidewalk Project (CIP 73175) funded by Measure K.
Property means the parcel(s) owned by Grantor on which the property is located, identified in Exhibits A (Legal Description) and B (Plat Map) attached to this Agreement.

2. Conveyance of Grant Deed. In consideration of the terms in this Agreement, Grantor shall deposit in Escrow the Grant Deed, suitable for recordation and conveying from Grantor to City. The Property must be free and clear of all liens, leases, encumbrances, recorded or unrecorded, assessments and taxes, except for any exceptions to title identified in the title report which are acceptable to City. It is Grantor's responsibility to clear any title exceptions not acceptable to City or Grantor may elect to terminate this Agreement. The form of the Grant Deed shall be substantially as set forth in Attachment 1, with Exhibits A (Legal Description) and B (Plat Map) attached.

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A. Escrow. Within five (5) business days of the Effective Date, City shall open an escrow account (the "Escrow") maintained by the Old Republic Title Company. Escrow Holder shall perform all escrow and title services in connection with this Agreement. Within five (5) business days after the Effective Date, the Parties will deposit into Escrow the fully executed Agreement, or executed counterparts thereto. The date such fully executed Agreement is received by Escrow Holder will be deemed the "Opening of Escrow".
B. Escrow and title charges. City agrees to pay all escrow, recording and title insurance charges, if any, incurred in this transaction.
C. Current taxes. Taxes for the tax year in which this escrow closes shall be cleared and paid in the manner required by Revenue and Taxation Code Section 5086 if unpaid at the close of escrow.
D. City Contingencies.
    a. Clear title. Close of escrow for this transaction is contingent upon the title company receiving deeds of reconveyance from any deed of trust or mortgage holder trustees and beneficiaries.
E. Closing. The closing (the "Closing" or "Close of Escrow") will occur no later than 30 days after the Opening of Escrow or such other date that the Parties agree to in writing.

3. Consideration.

A. Donation. It is agreed that the Property conveyed by Grant Deed is donated to the City by the undersigned Grantor. Grantor, having initiated this donation, has been informed of the right to compensation for the Property and hereby waives such right to compensation, in light of the benefits the Project will provide to Grantor's remaining property. Such benefits include an improved sidewalk installed by the City that provides Property with access to abutting parcels.

B. Deductions. City may require Grantor to pay any amount necessary to satisfy any liens, bond demands and delinquent taxes due in any year except the year in which this escrow closes, together with penalties and interest, and/or delinquent and unpaid non delinquent assessments, which may have become a lien at the close of escrow.

C. Current taxes. Taxes for the tax year in which this escrow closes shall be cleared and paid in the manner required by Revenue and Taxation Code Section 5086 if unpaid at the close of escrow.

D. Improvements. No improvements of contributory value are noted to exist in the area to be acquired.

4. Permission to Enter Grantor's Land for Construction Purposes. Permission is hereby granted to City or its authorized agent to enter Grantor's adjacent land to relocate a mailbox which will be impacted by City's acquisition of the Property, to a mutually acceptable location and in accordance with Post Office regulations. The mailbox will be relocated by City at the time the Project is completed. City's entry and installation shall be completed at a mutually-acceptable time and manner. Grantor understands and agrees that after completion of the work described herein, said facilities will be considered Grantor's sole property and Grantor will be responsible for its maintenance and repair.

All work done under this agreement shall conform to all applicable building, fire and sanitary laws, ordinances, and regulations relating to such work, and shall be done in a good workmanlike manner. All structures, improvements or other facilities, when removed, and relocated, or reconstructed by the City or its authorized agent, shall be left in as good condition as found.

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5. City's Indemnification. City shall indemnify, defend, and hold harmless Grantor from and against all claims, causes of action, damages, liabilities, cost and expenses (including reasonable attorney fees and costs), arising from or related to City's use and exercise of City's rights under this Agreement, except as to action, damages, liabilities or costs due to Grantor's gross negligence or willful misconduct. This Section shall survive Closing.

6. Right of Possession and Use. City's right of possession and use of the Property, including the right to remove and dispose of improvements, and install and connect utilities, shall begin on July 30, 2020, or close of Escrow, whichever occurs first, and planning, design, and construction of said sidewalk to be completed on or before June 2022. If City's use or access of the Property occurs prior to close of Escrow, City shall i) provide Grantor with no less than three (3) business days' prior written notice and ii) use reasonable efforts to coordinate with Grantor to minimize any adverse impact to Grantor's use and enjoyment of the Property. The consideration shown in Section 3.A includes, but is not limited to, the possession and use from that date, including interest and damages if any.

7. Notice to successors. City and Grantor agree to record a memorandum of this Agreement at Closing burdening the Property and benefiting Grantor's adjacent property. The memorandum shall be in form and substance reasonably acceptable to both parties, and shall be finalized as soon as reasonably practicable prior to Closing.

8. Escrow Instructions. Grantor authorizes City to prepare and file escrow instructions in accordance with this Agreement on behalf of both parties.

9. Hazardous Wastes. If the Property being acquired is found to be contaminated by the presence of hazardous waste which requires mitigation under Federal or State law, the City may elect to recover its clean-up costs from those who caused or contributed to the contamination. Grantor shall further indemnify, defend, save and hold harmless the City from any and all claims, costs and liability, including reasonable attorney's fees, for any damage, injury or death to persons or property arising directly or indirectly from or connected with the existence of toxic or hazardous material on the Property during Grantor's ownership, possession and/or control of the Property, save and except claims, costs or litigation arising through the gross negligence or willful misconduct of the City.

10. No Leases. Grantor warrants that there are no oral or written leases on all or any portion of the Property exceeding a period of one month. Grantor agrees to hold City harmless and reimburse City for any of its losses and expenses occasioned by reason of any lease of the Property held by a tenant for a period exceeding one month.

11. Release of All Claims. Except as provided in Sections 5 and 9, this is intended as a full and complete release of all or any claims that either party has against the other and is in full settlement of any and all such claims and intends to and does hereby release all of said persons, firms, associations and corporations of and from any and all liability of any nature whatsoever for all claims or causes of action including those for all consequences, effects and results of any loss, injury or damage, whether the same are now known or unknown to the undersigned, expected or unexpected by the undersigned, or have already appeared or developed or may now be latent or may in the future appear or develop.

The Parties expressly waive their rights granted under the provisions of any law that provides that a general release does not extend to claims that a party does not know or suspect to exist in its favor at the time of executing the release, which if known by it must have materially

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affected its agreement to release the other party including, without limitation, California Civil Code §1542, which provides:

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY."

Grantor and City have each initialed this Section 11 to further indicate their awareness and acceptance of each and every provision of this Agreement. The provisions of this Section 11 will survive the Closing.

Grantor's Initials: DS DS _____

City's Initials: _____

12. Miscellaneous.

A. Authority to sign; Approval of City. Grantor and the signatories represent and warrant that the signatories to this Agreement are authorized to enter into this Agreement to convey real property and that no other authorizations are required to implement this Agreement on behalf of Grantor. Grantor understands that this Agreement is subject to the approval of the City Council, and this Agreement shall have no effect unless and until the City Council approves it.

B. Counterparts Signature. This Agreement may be executed in counterparts, each of which shall be an original, but all counterparts shall constitute one agreement.

C. Specific Performance. In the event of Grantor's breach of this Agreement, City shall be entitled to pursue any and all remedies available to it, including, without limitation, claims for damages attributable to Grantor's breach, and specific performance of this Agreement.

D. Entire Agreement. The parties have here set forth the whole of their agreement. The performance of this Agreement constitutes the entire consideration for the Property and shall relieve City of all further obligations or claims on this account or on account of the location, grade, construction or operation of the proposed Project.

E. Binding on Successors and Assigns. This Agreement shall be binding on and inure to the benefit of the respective heirs, successors and assigns of the parties.

F. Further Assurances. The parties hereto agree to execute all such additional instruments and documents, including escrow instructions, and to take all such additional actions, as may be reasonable and necessary to carry out the provisions of this Agreement.

[SIGNATURES ON FOLLOWING PAGE]

DocuSign Envelope ID: EE367A3B-A434-426D-8DF7-1A4908F241A6

CITY OF TRACY:

By_____

Title:

Date: _____

Approved as to Form:

By:_____

Title: _____

GRANTOR/PROPERTY OWNER(S):

JTTT Enterprises, L.P., a California limited partnership

By: Great Solutions, a California corporation, its General Manager

DocuSigned by:
199D6B1165A449B...

By:_____
James B. A. Tracy, II, President
1/5/2021 | 11:54:11 PST

Date:_____

DocuSigned by:
3E184EDA48144BB...

By:_____
Teresa Tracey, Secretary
1/5/2021 | 11:58:14 PST

Date:_____

Attachments:

1. Grant Deed with Exhibits A (Legal Description) and B (Plat Map)

DocuSign Envelope ID: EE367A3B-A434-426D-8DF7-1A4908F241A6

ATTACHMENT 1

RECORDING REQUESTED BY:
City of Tracy
333 Civic Center Plaza
Tracy, CA 95376

WHEN RECORDED MAIL TO:
City of Tracy
Attn: Adrianne Richardson, City Clerk
333 Civic Center Plaza
Tracy, CA 95376

APN: 248-030-05, 248-020-17

Space Above This Line for Recorder's Use

This document is exempt from the payment of a recording fee pursuant to Government Code § 27383 and §6103, and exempt from Documentary Transfer Tax pursuant to California Revenue and Taxation Code Section 11922

GRANT DEED

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged and memorialized in that certain Agreement for Acquisition of Property in Fee entered into on _____ 2020,

JTTT ENTERPRISES, a California Limited Partnership

hereby grant(s) to the **CITY OF TRACY, A MUNICIPAL CORPORATION** the real property in fee more particularly described in Exhibits A and B attached hereto and made a part hereof.

SIGNED:

By: _____
,

Date: _____

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CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF _____

On this _____ day of _____, 20__, before me, _____, a Notary Public in and for the State of California, personally appeared _____ proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS MY HAND AND OFFICIAL SEAL the day and year first above written.

_____
NOTARY PUBLIC

MAIL TAX STATEMENTS AS DIRECTED ABOVE
(Grantee is exempt from County transfer tax)

DocuSign Envelope ID: EE367A3B-A434-426D-8DF7-1A4908F241A6

EXHIBIT A
TRACY BOULEVARD SIDEWALK
RIGHT-OF-WAY DEDICATION IN FEE
LEGAL DESCRIPTION

Being a portion of Parcel 1, as described in that Corporation Grant Deed recorded as Document No. 2003-232711, San Joaquin County Records, situated in the West half of Section 4, Township 3 South, Range 5 East, Mount Diablo Meridian, City of Tracy, County of San Joaquin, State of California, more particularly described as follows:

BEGINNING at the Northwest corner of said Parcel 1, being 42.00 feet Easterly at right angles from the Westerly line of the Northwest quarter of said Section 4; thence South 89°26'29" East along the Northerly line of said Parcel 1, a distance of 18.80 feet; thence leaving last said line, 60.80 feet Easterly and parallel to the Westerly line of the Northwest quarter of said Section 4, South 0°33'31" West 1140.26 feet to beginning of a curve concave to the Northeast having a radius of 40.00 feet; thence along said curve through a central angle of 90°00'00" an arc distance of 62.83 feet to the Southerly line of said Parcel 1 , also being the Northerly line of a 68.00 feet wide Gandy Dancer Drive, as shown on Book 14 of Parcel Maps, Page 84, San Joaquin County Records; thence along last said line North 89°26'29" West 18.80 feet to beginning of a curve concave to the Northeast having a radius of 40.00 feet; thence along said curve through a central angle of 90°00'00" an arc distance of 62.83 feet to the Westerly line of said Parcel 1; thence along last said line 42.00 feet Easterly at right angles and parallel to the Westerly line of the Northwest quarter of said Section 4, North 0°33'31" East 1140.26 feet to **THE POINT OF BEGINNING**.

Containing a total of 22,189 square feet = 0.509 acre, more or less.

Subject to covenants, conditions, restrictions, reservations, rights, rights-of-way, and easements of record, if any.

See Exhibit B attached hereto and made a part hereof.

Prepared by:

Kaiser I. Shahbaz, L. S. 8599

10/26/2020
Date



DocuSign Envelope ID: EE367A3B-A434-426D-8DF7-1A4908F241A6

EXHIBIT A
TRACY BOULEVARD SIDEWALK
RIGHT-OF-WAY DEDICATION IN FEE
LEGAL DESCRIPTION

Being a portion of Parcel 2, as described in that Corporation Grant Deed recorded as Document No. 2003-232711, San Joaquin County Records, situated in the West half of Section 4, Township 3 South, Range 5 East, Mount Diablo Meridian, City of Tracy, County of San Joaquin, State of California, more particularly described as follows:

BEGINNING at the Southwest corner of said Parcel 2, thence along the Westerly line of said parcel 2, 55.00 feet Easterly at right angles and parallel to the Westerly line of Southwest quarter of said Section 4, North 0°34'47" East 261.25 feet; thence continue on the Westerly line of said parcel 2, 55.00 feet Easterly and parallel with the Westerly line of the Northwest quarter of said Section 4, North 0°33'31" East 900.96 feet to beginning of a curve concave to the Southeast having a radius of 40.00 feet; thence along said curve through a central angle of 90°00'00" an arc distance of 62.83 feet to the Northerly line of said Parcel 2, also being the Southerly line of a 68.00 feet wide Gandy Dancer Drive, as shown on Book 14 of Parcel Maps, Page 84, San Joaquin County Records; thence along last said line South 89°26'29" East 5.80 feet to beginning of a curve concave to the Southeast having a radius of 40.00 feet; thence Southwesterly along said curve through a central angle of 90°00'00" an arc distance of 62.83 feet; thence 60.80 feet Easterly at right angles and parallel to the Westerly line of the Northwest quarter of said Section 4, South 0°33'31" West 900.97 feet; thence 60.80 feet Easterly at right angles and parallel to the Westerly line of the Southwest quarter of said Section 4, South 0°34'47" West 261.24 feet to the Southerly line of said Parcel 2; thence along last said line North 89°26'29" West 5.80 feet to **THE POINT OF BEGINNING**.

Containing a total of 6,973 square feet = 0.160 acre, more or less.

Subject to covenants, conditions, restrictions, reservations, rights, rights-of-way, and easements of record, if any.

See Exhibit B attached hereto and made a part hereof.

Prepared by:

Kaiser I. Shahbaz, L. S. 8599

10/26/2020
Date



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PROPERTY OWNER:

JTTT ENTERPRISES, L.P. A LIMITED PARTNERSHIP
555 McCORMICK STREET
SAN LEANDRO, CA 94577
D.N. 2003-232711
APN 248-020-17

BASIS OF BEARINGS:

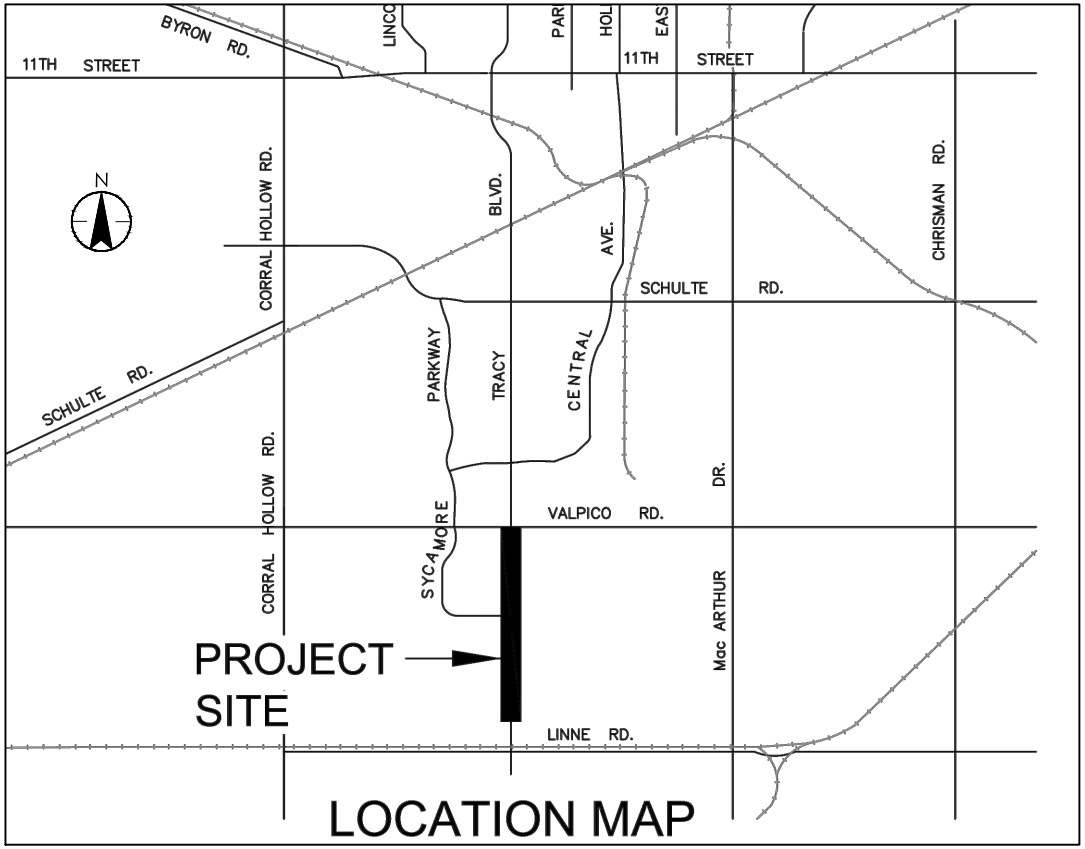
THE BEARING OF NORTH 0°33'31" EAST, FOR THE WESTERLY LINE OF THE NORTHWEST QUARTER OF SECTION 4, TOWNSHIP 3 SOUTH, RANGE 5 EAST, MOUNT DIABLO MERIDIAN, AS SHOWN ON BOOK 20 OF PARCEL MAPS, PAGE 127, SAN JOAQUIN COUNTY RECORDS

REFERENCES:

(R1) BOOK 20 OF PARCEL MAPS, PAGE 127, S.J.C.R.
(R2) BOOK 14 OF PARCEL MAPS, PAGE 84, S.J.C.R.
(R3) D.N. 2003-232711

LEGEND:

AC	ACRE
APN	ASSESSOR'S PARCEL MAP
BK	BOOK
D.N.	DOCUMENT NUMBER
PM	PARCEL MAP
P.O.B.	POINT OF BEGINNING
S.J.C.R.	SAN JOAQUIN COUNTY RECORDS
SQ.FT.	SQUARE FEET



LICENSED LAND SURVEYOR
KAISER ISAAC SHAHBAZ
NO. 8599
STATE OF CALIFORNIA

10/26/2020

SHEET 1 OF 2

VVH CONSULTING ENGINEERS
430 10th Street
Modesto, CA 95354
Tel: 209.568.4477 Fax: 209.568.4478

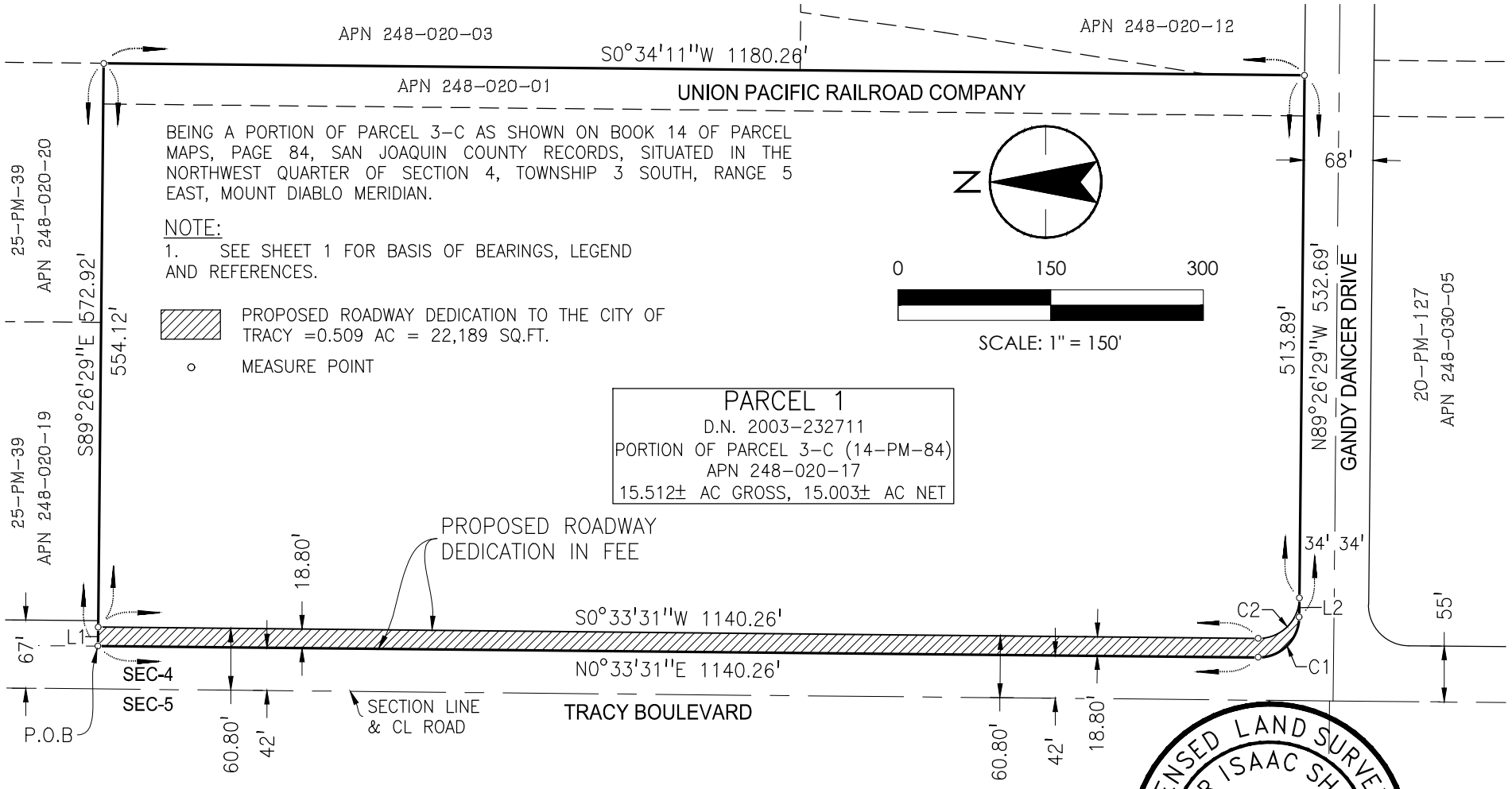
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PREPARED FOR
CITY OF TRACY
DEVELOPMENT SERVICES
333 CIVIL CENTER PLAZA
TRACY, CA 95376

PROPOSED ROADWAY DEDICATION IN FEE
TRACY BOULEVARD SIDEWALK
C.I.P. NO. 73175

EXHIBIT
B

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CURVE DATA TABLE			
CURVE	DELTA	RADIUS	LENGTH
C1	90°00'00"	40.00'	62.83'
C2	90°00'00"	40.00'	62.83'

LINE DATA TABLE		
LINE	BEARING	DISTANCE
L1	S89°26'29"E	18.80'
L2	N89°26'29"W	18.80'

Kaiser Isaac Shahbaz
10/26/2020

LICENSED LAND SURVEYOR
KAISER ISAAC SHAHBAZ
NO. 8599
STATE OF CALIFORNIA

SHEET 2 OF 2

VVH CONSULTING ENGINEERS
430 10th Street
Modesto, CA 95354
Tel: 209.568.4477 Fax: 209.568.4478

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PREPARED FOR
CITY OF TRACY
DEVELOPMENT SERVICES
333 CIVIL CENTER PLAZA
TRACY, CA 95376

PROPOSED ROADWAY DEDICATION IN FEE
TRACY BOULEVARD SIDEWALK
C.I.P. NO. 73175

EXHIBIT
B

DocuSign Envelope ID: EE367A3B-A434-426D-8DF7-1A4908F241A6

PROPERTY OWNER:

JTTT ENTERPRISES, L.P. A LIMITED PARTNERSHIP
555 McCORMICK STREET
SAN LEANDRO, CA 94577
D.N. 2003-232711
APN 248-030-05

BASIS OF BEARINGS:

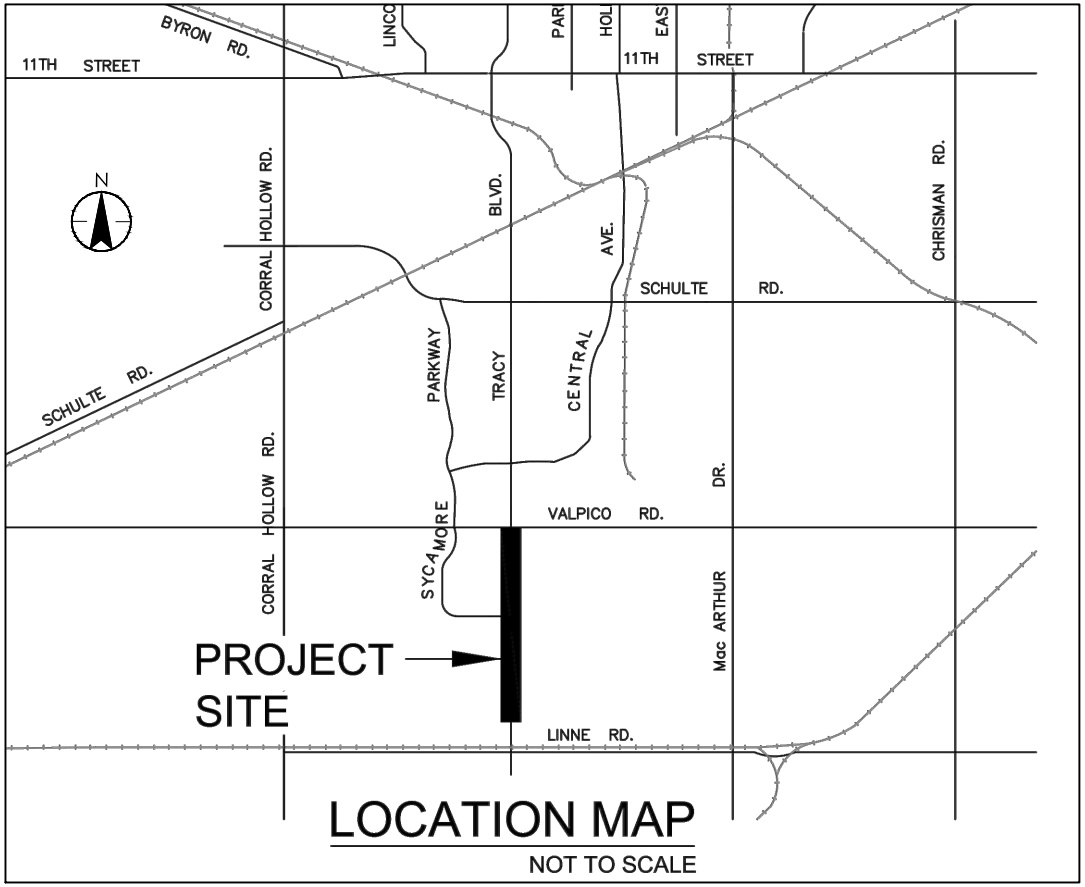
THE BEARING OF NORTH 0°33'31" EAST, FOR THE WESTERLY LINE OF THE NORTHWEST QUARTER OF SECTION 4, TOWNSHIP 3 SOUTH, RANGE 5 EAST, MOUNT DIABLO MERIDIAN, AS SHOWN ON BOOK 20 OF PARCEL MAPS, PAGE 127, SAN JOAQUIN COUNTY RECORDS

REFERENCES:

(R1) BOOK 20 OF PARCEL MAPS, PAGE 127, S.J.C.R.
(R2) BOOK 14 OF PARCEL MAPS, PAGE 84, S.J.C.R.
(R3) D.N. 2003-232711

LEGEND:

AC	ACRE
APN	ASSESSOR'S PARCEL MAP
BK	BOOK
D.N.	DOCUMENT NUMBER
PM	PARCEL MAP
P.O.B.	POINT OF BEGINNING
S.J.C.R.	SAN JOAQUIN COUNTY RECORDS
SQ.FT.	SQUARE FEET



LOCATION MAP
NOT TO SCALE

10/26/2020

LICENSED LAND SURVEYOR
KAISER ISAAC SHAHBAZ
NO. 8599
STATE OF CALIFORNIA

SHEET 1 OF 2

VVH CONSULTING ENGINEERS
430 10th Street
Modesto, CA 95354
Tel: 209.568.4477 Fax: 209.568.4478

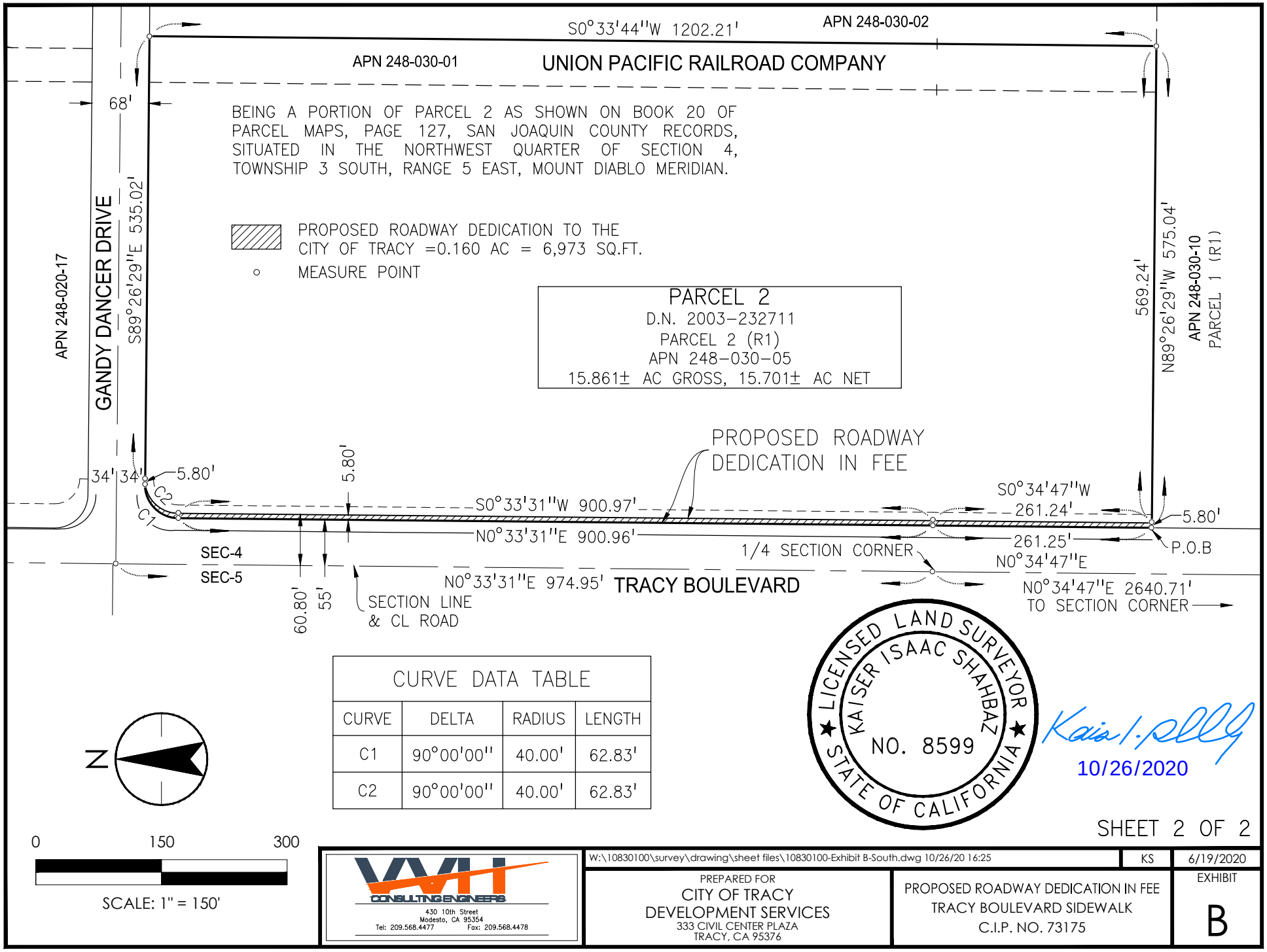
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PREPARED FOR
CITY OF TRACY
DEVELOPMENT SERVICES
333 CIVIL CENTER PLAZA
TRACY, CA 95376

PROPOSED ROADWAY DEDICATION IN FEE
TRACY BOULEVARD SIDEWALK
C.I.P. NO. 73175

EXHIBIT
B

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CURVE DATA TABLE			
CURVE	DELTA	RADIUS	LENGTH
C1	90°00'00"	40.00'	62.83'
C2	90°00'00"	40.00'	62.83'

LICENSED LAND SURVEYOR
KAISER ISAAC SHAHBAZ
NO. 8599
STATE OF CALIFORNIA

10/26/2020

SHEET 2 OF 2

VVH CONSULTING ENGINEERS
430 10th Street
Modesto, CA 95354
Tel: 209.568.4477 Fax: 209.568.4478

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PREPARED FOR
CITY OF TRACY
DEVELOPMENT SERVICES
333 CIVIL CENTER PLAZA
TRACY, CA 95376

PROPOSED ROADWAY DEDICATION IN FEE
TRACY BOULEVARD SIDEWALK
C.I.P. NO. 73175

EXHIBIT
B

RESOLUTION 2021-_____

APPROVING REAL PROPERTY PURCHASE AGREEMENTS BETWEEN THE CITY OF TRACY AND JTTT ENTERPRISES, L.P. FOR A PORTION OF APN 248-020-17 AND APN 248-030-05, ON THE EAST SIDE OF TRACY BOULEVARD, TO CONNECT THE SIDEWALK BETWEEN LINNE AND VALPICO ROADS AS PART OF CIP 73175

WHEREAS, The City of Tracy has a Capital Improvement Project (CIP) to close a gap in the sidewalk between Linne and Vasco Roads, CIP 73175, and

WHEREAS, The Project requires procurement of 29,162 square feet of land on the east side of Tracy Boulevard to construct the Project, and

WHEREAS, City staff in coordination with the City's consultant, Associated Right of Way Services, Inc. of Pleasant Hill, California, negotiated with the property owners to secure right of way from the JTTT Enterprises, L.P., and

WHEREAS, The City has negotiated an agreement with the property owners for the donation of the land to the City at a value of $102,100, and

WHEREAS, Because the proposed acquisition relates to a street widening, this acquisition is exempt from the requirements under Government Code section 65402 in accordance Section 2.20.300 of the Tracy Municipal Code;

NOW, THEREFORE BE IT RESOLVED, That City Council of the City of Tracy hereby approves the real property purchase agreement between the City of Tracy and JTTT Enterprises, L.P. for a portion of APN 248-020-17 and APN 248-030-05, on the east side of Tracy Boulevard, to connect the sidewalk between Linne and Valpico Roads as part of CIP 73175.

* * * * * * * * * * * * *

The foregoing Resolution 2021-_____ was adopted by the Tracy City Council on the 2nd day of February 2021, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

_____
MAYOR

ATTEST:

_____
CITY CLERK

February 2, 2021

AGENDA ITEM 1.D

REQUEST

APPROVE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH GRANICUS, LLC FOR THE CITY OF TRACY WEBSITE CMS (CONTENT MANAGEMENT SYSTEM) FOR A TOTAL AMOUNT NOT TO EXCEED $92,000 OVER A FIVE YEAR TERM, AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT

EXECUTIVE SUMMARY

In 2019, the City Council awarded a Professional Services Agreement to Granicus, LLC to develop a new City website or Content Management System (CMS). The website is currently under development and the next step is to migrate content from the existing City website onto the new CMS. In order to limit operational impacts to the organization and project delays, staff recommends amending the existing agreement with Granicus to migrate all of the City's existing content (which consists of over 2,000 pages of content) for a total not to exceed amount of $92,000. When combined with the City's existing Granicus services, the total bundled amount is $120,876, which exceeds the City Manager's contract authority. Staff recommends that the City Council approve the amendment to the Professional Services Agreement with Granicus, LLC for content migration services as outlined in Attachment "A" and authorize the City Manager to execute the agreement.

DISCUSSION

On May 13, 2019, the City of Tracy entered into an agreement with Granicus, LLC to develop the new City website, or Content Management System (CMS), through its Vision platform. The term of the Granicus contract is for five years with a total not to exceed amount of $71,355. The City is currently in year two of the agreement with an anticipated completion of summer 2021. The agreement is budgeted within the City Clerk's Office budget, and is bundled with other products from Granicus, including:

Software	Fee
Government Transparency Suit (Live video streaming of meetings. Annual fee)	$9,668
Upgrade to SDI 720p Video Streaming (High definition live streaming. Annual fee)	$2,100
Peak Agenda Management (Agenda creation and staff report routing. Annual fee)	$11,642

Granicus Encoding Appliance Software (Distribution and streaming of live or on-demand meetings. Annual fee)	$1,389
Open Platform Suite (Uploading and indexing of meeting video archives, posting of agendas and minutes to City website. Annual fee)	$4,722
Website CMS (five-year term)	$71,355
Website CMS Content Migration (one-time expense)	$20,000
Total	**$120,876**

The website is currently under development and the next step is to migrate content from the existing City website onto the new CMS. Per the City's agreement with Granicus, 200 pages of existing content will be migrated over to the new CMS. A page represents an actual webpage or 20 documents = 1 page (such as PDFs or images). The City has roughly 2,000 pages on the existing website.

Should City staff undertake the migration of 1,500+ pages of content onto the new CMS, it would require a significant amount of staff time and training, which could disrupt regular City operations and extend the website implementation timeline. In order to limit operational impacts and project delays, staff recommends amending the existing agreement with Granicus for an additional $20,000 to migrate all of the City's existing website content over to the new CMS. Funding has been identified within the City Manager's Office operational budget to support this cost. When combined with the City's existing Granicus services, the total bundled amount is $120,876, which exceeds the City Manager's contract authority.

Staff recommends that the City Council approve the amendment to the Professional Services Agreement with Granicus, LLC for content migration services as outlined in Attachment "A" and authorize the City Manager to execute the agreement.

FISCAL IMPACT

The original contract amount for the website CMS is $71,355, which will be paid over a five year term. The one-time content migration cost is $20,000, and funding has been identified in the City Manager's Office FY 2020-21 operating budget. Approval of this contract amendment would adjust the not to exceed amount for the website CMS contract to $92,000.

STRATEGIC PLAN

This agenda item meets the City Council's 2019-2021 strategic priority item number three (3) Quality of Life, Goal three (3): Cultivate Community Engagement through Digital and Traditional Communications Means.

Objectives one (1): Explore opportunities to promote the City's brand through various marketing and communication activities. And two (2): Enhance methods of informing and engaging the community on City related projects, programs and events.

RECOMMENDATION

That the City Council, by resolution, approve an amendment to the Professional Services Agreement with Granicus, LLC for Website CMS (Content Management System) Services for the City of Tracy in the amount not to exceed $92,000, and authorize the City Manager to execute the agreement.

Prepared by: Dan Summa, Media Services Supervisor

Reviewed by: Vanessa Carrera, Assistant to the City Manager
Karin Schnaider, Finance Director
Andrew Malik, Assistant City Manager

Approved by: Jenny Haruyama, City Manager

ATTACHMENTS

Attachment "A" – Amendment to the Granicus CMS Professional Services Agreement

GRANICUS

Fifth Amendment to the Granicus Service Agreement between Granicus, LLC and City of Tracy

This Fifth Amendment to the Granicus, LLC Service Agreement is effective on the date this document is signed and entered into by and between Granicus, LLC, a Minnesota Limited Liability Company d/b/a Granicus (hereinafter referred to as "Granicus"), and City of Tracy, with reference to the following:

WHEREAS, City of Tracy and Granicus entered into an Agreement effective 6/22/2017 (the "Agreement"); and

WHEREAS, in addition to City of Tracy's existing solution, Client wishes to add certain products and services as detailed in Q-123006, which is attached as Exhibit A and incorporated herein by reference;

NOW, THEREFORE, in consideration of the premises, the parties intend that the Agreement be amended as follows:

1. Compensation shall be amended to include the fees detailed in Exhibit A. Exhibit A is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of The City of Tracy to provide applicable exemption certificate(s).
2. Except as amended by this Fifth Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.
3. In the event of any inconsistency between the provisions of this Fifth Amendment and the documents comprising the Agreement, the provisions of this Fifth Amendment shall prevail.

IN WITNESS WHEREOF, the parties have caused this Fifth Amendment to be executed by their duly authorized representatives.

Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

City of Tracy	Granicus
Signature:	Signature: Jessica Yang
Name:	Name: Jessica Yang
Title:	Title: Manager of Business and Contracts
Date:	Date: Dec 15, 2020

GRANICUS

Exhibit A

Granicus Proposal for Tracy, CA

Granicus Contact

Name: Thomas Raville

Phone: 415-408-7931

Email: thomas.raville@granicus.com

Proposal Details

Quote Number: Q-123006

Prepared On: 12/7/2020

Valid Through: 1/12/2021

Pricing

Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

Currency: USD

One-Time Fees

Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Content Migration - Up to 1,100 Pages of Migration Total	Up Front	2 Each	$19,700.00
		SUBTOTAL:	**$19,700.00**

Product Descriptions

Name	Description
Content Migration - Up to 1,000 Pages of Migration Total	Includes the migration of up to 1,100 pages of content

RESOLUTION 2021-_____

APPROVING AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH GRANICUS, LLC FOR WEBSITE CMS (CONTENT MANAGEMENT SYSTEM) SERVICES FOR THE CITY OF TRACY FOR A TOTAL AMOUNT NOT TO EXCEED $92,000, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT

WHEREAS, On May 13, 2019, the City of Tracy entered into an agreement with Granicus, LLC to develop the new City website, or Content Management System (CMS), through its Vision platform, and

WHEREAS, The website is currently under development and the next step is to migrate content from the existing City website onto the new CMS, and

WHEREAS, In order to limit operational impacts to the organization and project delays, staff recommends amending the existing agreement with Granicus to migrate all of the City's existing content (which consists of over 2,000 pages of content) for a total not to exceed amount of $92,000, and

WHEREAS, When combined with the City's existing Granicus services, the total bundled amount is $120,876, which exceeds the City Manager's contract authority;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Tracy approves an amendment to the Professional Services Agreement with Granicus, LLC for Website CMS (Content Management System) Services for the City of Tracy for a total amount not to exceed $92,000 over a five year period, and authorizes the City Manager to execute the agreement.

* * * * * * * * * * *

The foregoing Resolution 2021-_____ was passed and adopted by the Tracy City Council on the 2nd day of February, 2021, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

_____
MAYOR

ATTEST:

_____
CITY CLERK

February 2, 2021

AGENDA ITEM 3.B

REQUEST

RECEIVE A PRESENTATION AND ADOPT THE NATURE PARK CONCEPTUAL MASTER PLAN AND ADDENDUM TO THE 2010 HOLLY SUGAR SPORTS PROJECT ENVIRONMENTAL IMPACT REPORT

EXECUTIVE SUMMARY

On March 5, 2019, the City Council approved a professional services agreement (PSA) with WRT, LLC (WRT) of San Francisco, California to establish a vision for an 86-acre nature park by creating a conceptual master plan and conducting necessary environmental review.

WRT worked with City staff, stakeholders and community members through a series of public engagements, including a site visit, to define what a nature park experience should look like in the City of Tracy. Background information and existing conditions examined at the site further identified opportunities and constraints. After a year-long process, a community-based conceptual master plan was accepted and recommended to the City Council for final adoption by the Parks & Community Services Commission.

Following a presentation from WRT, staff requests the City Council consider final adoption of the Conceptual Master Plan and Environmental Review Addendum.

DISCUSSION

Currently the City of Tracy does not have a significant passive recreation area like a nature park. This type of amenity provides the community with opportunities to immerse themselves in nature providing a myriad of physical and mental health benefits. The current COVID-19 pandemic has exposed park and open space inequities throughout the country testing connectivity and distribution of these spaces with millions of Americans being asked to stay home. Communities lacking thoughtful park and open space master planning have been exposed more than ever. A nature park in Tracy would create an ecological preserve in the urban core complete with walking trails, boardwalks, bird watching platforms, outdoor classrooms, an Interpretive Nature Center and more. It would further diversify the amenities in the City's park system and create a more inclusive approach to recreation in the city. Tracy residents currently have to travel a long distance to other communities to take advantage of quality open spaces.

The park site is located on 86 acres of City-owned land immediately south of Legacy Fields Sports Complex between Corral Hollow Road and North Tracy Boulevard. Just north of I-205, this multi-benefit green infrastructure project would help to naturally treat our air, clean our stormwater, recharge our aquifers and reduce the heat island effect. Working in tandem with the active recreational opportunities at Legacy Fields, this nature park would create a one-stop shop for all things recreation in Tracy.

In October of 2018, the City Council authorized the creation of a new Nature Park CIP 78180 and allocated $100,000 to begin the master planning of a new nature park in Tracy. This was in response to a grassroots effort by the local community, including the Tracy Nature Park Advocates, to establish a nature park in Tracy.

Shortly after the creation of the CIP, the City Council approved a contract with WRT, LLC. of San Francisco to Update the Citywide Parks, Recreation & Trails Master Plan (Parks Master Plan) and develop a Nature Park Conceptual Master Plan. The Nature Park task item included establishing a vision, conducting site evaluations and analysis, developing a nature park conceptual plan, and completing environmental review pursuant to the California Environmental Quality Act (CEQA).

At this time funding to construct the Nature Park is limited to $371,000 collected from developer impact fees along the I-205 corridor for impacts to critical Swainson's Hawk habitat. The Swainson's Hawk Mitigation funding aligns with the Nature Park project as it will create new habitat for the hawk and many other local and migratory animals. Future Council action, including additional funding, will be required to complete construction of the project. The Nature Park Conceptual Master Plan does include a "Phase Now" which contemplates using volunteer efforts to complete elements such as accessible paths, trailheads, initial tree planting and more.

In May of 2019, Council approved the transfer of deed restrictions and federal reversionary rights on 150 acres of the Schulte Road property (Antenna Farm)to 300 acres of undeveloped property in the Legacy Fields area and the Public Use Plan for the deed-restricted site. The transfer of those restrictions allowed the City of Tracy to own the 150 acres free and clear, while placing restrictions to only allow park use on the 300 acres in the Legacy Fields area. The Nature Park site is located within this area, aligns with the approved Public Use Plan, and further develops the vision of an active and passive recreation area in North Tracy around Legacy Fields. Per the Public Use Plan, the City has developed a three phased approach to developing the 300 acres around Legacy Fields. The Nature Park Master Plan aligns with the goals of the Public Use Plan and sets the City up to fulfill its obligation of developing a portion of the 300 acres into passive recreation. This project compliments Legacy Fields in many ways and allows for shared-use of infrastructure including pedestrian and vehicular circulation, recycled water connections, security systems, and more. Legacy Fields' traffic circulation is problematic at times and staff is working on addressing that through an additional access road. This new access road could potentially double as access to the Nature Park.

CONCEPTUAL MASTER PLAN

The conceptual design of Nature Park was the result of community input and informed by site analysis. The community identified the need for a nature park to serve as a retreat from urban life in parallel to providing a home for habitat. The challenge for designers was to create a park where ecology could flourish while maintaining the ability for the community to immerse themselves in a natural environment. The solution was to limit the intensive human use to the periphery and provide a series of diagonal cuts across the landscape. Initial earth moving maximizes the variety of environments that can establish themselves promoting biodiversity. The landscape remains free to change over time as the major walks would be in the form of elevated bridges providing a degree of separation between people and sensitive habitat below. Earthen hiking trails can be

found between these cuts to give users an ability to more deeply immerse themselves in the natural environment. A permeable parking lot and compost restroom are environmentally sensitive solutions that provide critical needs to users before they head out into the park. Along the southern edge of the property, the long-term planning of the project contemplates a direct connection to the Larch Clover Community and its community center. This connection is bolstered with the integration of a proposed 60,000 square foot Interpretive Nature Center that would include ranger-led activities out into the park. Furthermore, future connections to an expanded Legacy Fields are considered as well as connections to Old River to the north.

The Conceptual Master Plan is broken up into four phases: Phase Now, Phase 1, Phase 2, and Phase 3. The phasing proposed is a guideline only and can be adjusted based on available funding.

Similar to Legacy Fields, the establishment of a Nature Park in Tracy is a legacy of its own. Adoption of the Conceptual Master Plan will be the "planting of a seed" for future generations and provide a new home to hundreds of plant and wildlife species in the greater delta ecosystem.

COMMUNITY ENGAGEMENT SUMMARY

WRT, along with City staff (Design Team), have led an intensive community engagement process consisting of a series of kick-off events, breakout groups, site visits, and periodic reviews to develop the Master Plan. Below is a list and description of community engagement events:

- August 28, 2019 – A kickoff meeting was held for the Nature Park with approximately 30 members from the community. After a presentation and a walk on the site, participants worked in small groups to discuss their vision for a nature park, the elements it should include, and how these might be laid out on the site. Nature park stakeholders were enthusiastic about natural elements, especially oak woodlands and wet meadow / riparian landscape. Participants expressed that the park should be low maintenance in order to ensure long term success. Stakeholders agreed that nature trails were essential to allow people to enjoy the site. The ideas of nature tours and volunteering were received positively.

- October 2, 2019 – Progress on the Nature Park was included in a Community Workshop involving the Citywide Parks, Recreation & Trails Master Plan. Participants reacted positively about developing a nature park in Tracy. Beyond just liking the idea, some participants mentioned getting involved with the process: community planting days and other volunteer opportunities through organizations. Three more priorities emerged: encouraging naturalistic habitats, building long, uninterrupted trails, and creating gathering and contemplative spaces. This process also included a survey, conducted by phone with a random and statistically-valid sample of 472 residents and also made available online for interested community members (some 100+ responses were received). This survey asked residents to evaluate potential priorities for the Parks Master Plan. "Creating open space areas and nature trails" ranked very highly, with 82% of respondents rating it a high or very high priority. Social media posts of the Nature Park including sketches received substantial engagement including hundreds of

likes and shares and thousands of views. Concerns of homeless encampments and maintenance emerged alongside much excitement for the project.

- December 10, 2019 – The design team returned to the community and received feedback on the draft vision and framework for a future nature park. The community was excited to see the potential of the Nature Park site demonstrated by the amount of life found on the site despite its initial appearance. The community suggested park elements should respond to streams of money available. The community also emphasized that habitat buffers should be prioritized as well as the individual's passive experience of the site over more active uses found in traditional parks. A dedicated entry to Nature Park along with dedicated parking was also made a priority by the community. The community began to recognize that the Nature Park has the potential to demonstrate a delta ecosystem and holds a unique form of nature unlike any other parks throughout the region.

- March 5, 2020 – The design team presented the Conceptual Master Plan, including a detailed booklet (Attachment A), to the Parks & Community Services Commission at a regular meeting per Chapter 7.16 of the City of Tracy Municipal Code. Under the Parks and Community Services Commission powers and duties, per Section 7.16.030(e) of the Tracy Municipal Code the Commission is to "Advise the Council on the subject of recreation and facility master planning and development." Comments from the Commission and community were documented. The draft Conceptual Master Plan was released online for a 2-week public review and comment period.

- May 28, 2020 – At a Special Meeting of the Parks & Community Services Commission, comments and responses were reviewed from the 2-week public comment period. After review, the Commission made a motion to approve and recommend to City Council the Nature Park Master Plan with the addition on page 51 that states phases identified in this report are a guideline, but park improvements could occur as funds become available without regard to specified phases.

ENVIRONMENTAL REVIEW ADDENDUM

The project environmental sub-consultant LSA has prepared an Initial Study, in the form of an "Environmental Checklist", and an Addendum to the 2010 Holly Sugar Sports Park Project Environmental Impact Report (2010 EIR) (Attachment A - Appendix G). Based on LSA's analysis and pursuant to CEQA Guidelines Sections 15162, 15164, and 15168(c)(2), staff has determined that adoption and implementation of the Conceptual Master Plan is within the scope of the development program evaluated in the 2010 EIR, an Addendum to the 2010 EIR is the appropriate form of CEQA compliance, and no further environmental review is required.

NEXT STEPS

The final adoption of the Nature Park Conceptual Master Plan gives staff a Council-approved road map to building out the project. It will make the project more competitive for grant opportunities. Staff and stakeholders are already pursuing grant opportunities

and will continue to do so given the limited funding currently available for the project. Staff can also begin to work with local non-profits, volunteer groups and stakeholders to begin “Phase Now” including projects that create immediate access to the site. Donors and sponsorships can also be pursued. Maintenance staff can discontinue the annual tillage of the site and potentially start the planting of native seed mixes launching the site on a journey back in time to its more natural state.

STRATEGIC PLAN

This agenda item supports the City of Tracy’s Quality of Life Strategic Priority, which is to provide an outstanding quality of life by enhancing the City’s amenities, business mix and services and cultivating connections to promote positive change and progress in our community.

FISCAL IMPACT

The funds for the master planning process were already allocated. There is no fiscal impact associated with this report as this is for informational purposes only. However, depending on Council direction, there may be future fiscal impact that will require Council action.

RECOMMENDATION

That the City Council, by resolution, adopt the Nature Park Conceptual Master Plan and the Initial Study/Addendum to the 2010 Holly Sugar Sports Park Project Environmental Impact Report (2010 EIR).

Prepared by: Richard Joaquin, Parks Planning & Development Manager

Reviewed by: Brian MacDonald, Parks & Recreation Director
Midori Lichtwardt, Assistant City Manager

Approved by: Jennifer D. Haruyama City Manager

ATTACHMENTS
Attachment A – Tracy Nature Park Master Plan Booklet



TRACY NATURE PARK

Master Plan

June 2020

ACKNOWLEDGMENTS

The **City of Tracy** thank all who participated in the development of this Tracy Nature Park Master Plan

PARKS AND COMMUNITY SERVICES COMMISSION

Jill Costa
Linda Jimenez
Conrad Levoit III
Todd Lieberg
Yolanda Magana
Mark Miller
Rajdeep Singh
Jacy Krogh

STAKEHOLDER ORGANIZATIONS

Tracy Nature Park Advocates

MEMBERS OF THE TRACY COMMUNITY

All of you who participated in workshops and showed an interest for the creation of Tracy Nature Park

CITY OF TRACY CALIFORNIA
Think Inside the Triangle™

WRT

LSA

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1 EXECUTIVE SUMMARY

1.1 WHAT IS NATURE?

1.2 NATURE LOST

1.3 NATURE FOUND

1.4 NATURE CREATED

1.5 NATURE ENABLED

A group within the greater Tracy community banded together with an aspiration to establish a nature park. The City Council responded to their request by designating 86 acres on the northern boundary of Tracy (near the sports complex of Legacy Fields) to be transformed from agricultural fields to a nature refuge for the community.* In 2019 WRT was hired by the City of Tracy to define a vision for the park through community engagement and research. Site analysis included documenting the life that exists near and within the site. Research uncovered the evolution of the landscape from the early 1800's delta ecosystem to its present-day condition of channelized canals and agricultural fields. A series of community engagement events defined a vision for the Tracy Nature Park. The combination of analysis and community vision led to a Master Plan which provides the foundation for a legacy for the community of Tracy.

**In the early 2000s, a 150 acres was authorized by the United States Congress to be conveyed by the General Services Administration to the City pursuant to special legislation enacted in 1998. The special legislation provided that the 150 acres were to be transferred, at no cost, to the City for educational and/or recreational "public benefit" purposes. After analyzing the 150 acres for educational and/or recreational "public benefit" purposes, the City concluded that this type of use for the property was no longer viable and staff began developing alternative use options for the site. After numerous discussions between GSA and City staff, a concept was conceived whereby the use restrictions and reversionary rights recorded on the 150 acres at the Schulte Road property could be transferred to other undeveloped park property in the City. Since then, the development of Legacy Fields re-focused the City's effort to develop that part of Tracy into a recreational use area based on location and land use planning efforts. A major component of this transfer is a public use plan that details the City's plans for the entire replacement property with a development schedule. The public use plan is congruent with the vision to develop the Legacy Fields area into an active and passive recreational use area. This 86-acre parcel will help fulfill that vision.*

WHAT IS A NATURE PARK?

Nature. A word often used, but much more difficult to define. A local version of nature was defined by the community of Tracy. Through workshops and site analysis, a vision was defined which will provide the framework for the establishment of Tracy Nature Park.



word cloud from a summary from the The Tracy Nature Park kickoff







"PASSIVE, NATURAL, DRAW[ING] ON TRACY'S ECOLOGY, WATER, TREES, AND WILDLIFE."

"ZEN-LIKE REFUGE, GIVING PEOPLE IN TRACY A PLACE TO INTERACT WITH NATURE AND SOLITUDE IN A WAY THAT IS CURRENTLY LACKING"

workshop participant responses in defining a vision for Tracy Nature Park

NATURE LOST

The Central Valley was once home to several indigenous tribes that depended on the inverted-delta ecosystem which was unlike any in the world. During the 1800's, a desire to use the landscape for agricultural purposes resulted in the channelization of this novel ecosystem. The site selected for Tracy Nature Park was once a pattern of ecosystems including grasslands, tidal freshwater wetland, non-tidal freshwater wetland and seasonal wetland. The variety of ecosystems is due in large part to the fact that the site's average elevation is just a few feet above sea level resulting in a dynamic hydrological system reflected by seasonal change.

Robinson, A.; Safran, S. M.; Beagle, J.; Grenier, J. Letitia; Grossinger, R. M.; Spotswood, E.; Dusterhoff, S. D.; Richey, A. 2016. A Delta Renewed: A Guide to Science-Based Ecological Restoration in the Sacramento-San Joaquin Delta. Delta Landscapes Project. Prepared for the California Department of Fish and Wildlife and Ecosystem Restoration Program. A Report of SFEI-ASC's Resilient Landscapes Program. SFEI Contribution No. 799. San Francisco Estuary Institute - Aquatic Science Center: Richmond, CA.



This early 1900s photograph showing early dredging work on a levee. (Covello ca. 1900, courtesy of Bank of Stockton Historical Photograph Collection)



Habitat complexity of the South Delta. Laura Cunninghamby, artists, naturalist.

NATURE FOUND

Upon visits to the Nature Park site, the seemingly barren landscape reveals that life does, in fact exist. A river otter was observed commuting between agricultural ditches. The hum of birds was heard and a dense flock was seen feeding on a flooded agricultural field just to the north. A couple miles away a remnant riparian ecosystem exists along the Old River that provides a sample of what could one day exist on the site of Tracy Nature Park.

For a full site analysis conducted by WRT see appendix D which also includes a list of observed species.





At the north-west edge of the site a flooded agricultural field provides habitat for several species of birds and even a river otter. WRT



Native Oak stand along the Old River just a few miles from Tracy Nature Park. WRT

NATURE CREATED

While the 1800's witnessed the rapid conversion of ecosystems into agriculture in the Central Valley, another movement was taking place in metropolitan cities around the world. The value of inserting nature into urbanized areas was being recognized and massive public projects were occurring from New York's Central Park to San Francisco's Golden Gate Park. These parks were designed in a way to appear as if they were sculpted by nature itself. While beautiful and treasured, these parks require significant maintenance and irrigation while providing minimal ecological function. As the community of Tracy has determined that a functioning ecology and respite from urban life are a priority, Tracy Nature Park will be implemented in a way where ecology is given equal weight to creating an environment for the human.



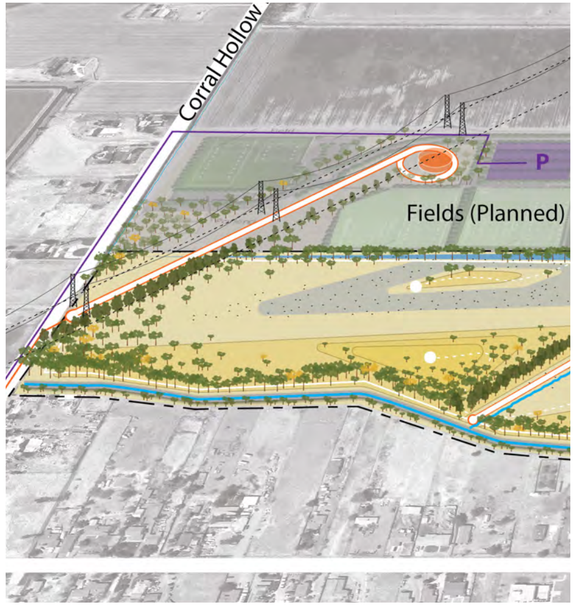
A naturalistic park in Munich, Germany

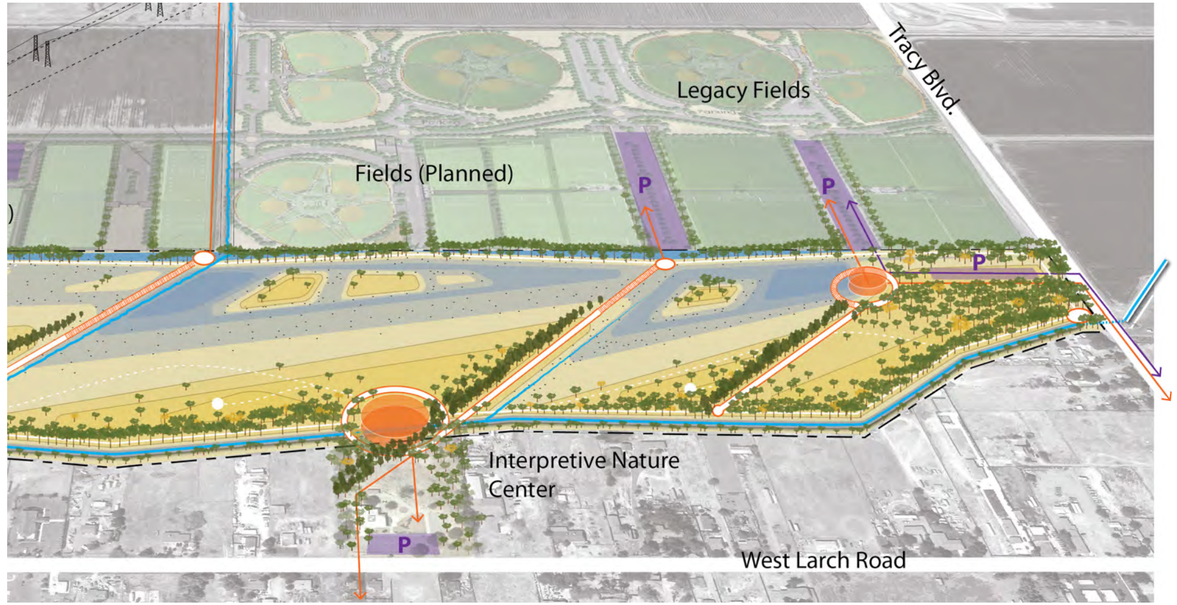


Illustrative Bird's-eye View of Golden Gate Park - 1892

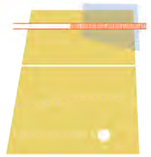
NATURE ENABLED

The conceptual Master Plan for Tracy Nature Park builds a framework which allows nature to be the actor. The park concept features structured walkways adjacent to wind-breaks that echo the cultural context of the Central Valley and provide a means for protected access while elevating users from sensitive habitat areas. The landscape is allowed to flow below elevated walks. Earth-moving creates a subltle topography allowing for a range of number of habitats to emerge. As the natural landscape evolves, and with the helping hand of the community, what will emerge will be a nature authentic to Tracy, California.





- Grassland
- Open Water
- Wet Meadow (Seasonal)
- Woodland
- Windbreak



- Accessible Pedestrian Trail/Bridge
- Multi-Use Path
- Earthen Trail
- Overlook

- P Automobile / Parking
- Pedestrian Connection
- Trailhead
- Trailhead Building (With Restroom/Maintenance/Education)

- Property Line
- Concrete Irrigation Canal
- Vegetated Ditch/ Canal

N

0′ 300′

2 THE LAND

2.1 CONSTRAINTS AND OPPORTUNITIES

2.2 ECOLOGICAL POTENTIAL









While the site of the potential Tracy Nature Park can feel barren today, a walk around the open field reveals that life is indeed present.

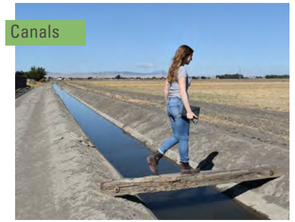
CONSTRAINTS & OPPORTUNITIES

The context of the Tracy Nature Park site provides a range of constraints, but equally a number of opportunities including:

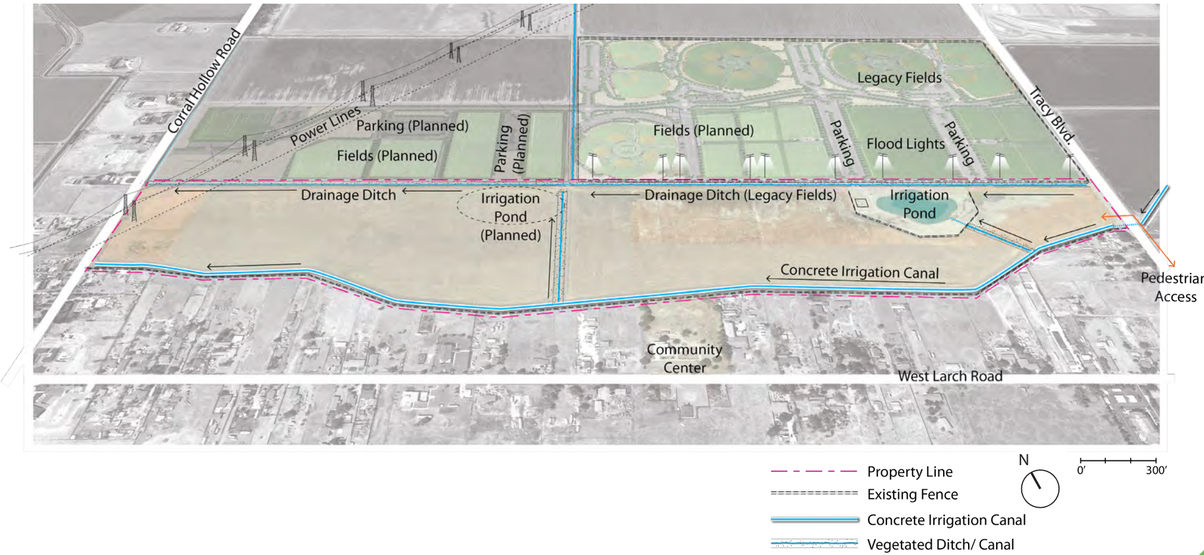
- Existing infrastructure such as power lines and irrigation canals on the site must remain, but provide an opportunity to tell the cultural story of the central valley as it relates to wind, water, and power.
- A large irrigation pond will remain as a source of water for the Legacy Fields Sports Complex, but may be modified and integrated into the Nature Park to provide a greater ecological value.
- Legacy Fields to the north provides opportunities to attract people by providing trail-heads and sight-lines into Nature Park. Challenges to be address are light pollution from the fields which could disrupt sensitive species if not properly buffered. Additionally, run-off from the fields will require appropriate bio-filtration to ensure algae blooms do not disrupt the nutrient balance of the aquatic habitats of Nature Park. See Appendix B for diagrams representing how topography modification might provide a solution for treating potential contaminants.
- Given the site's low elevation (just a few feet above sea level) the water table is anticipated to be just below the surface. The high water table is an opportunity to support a diversity of habitats with seasonal variety. The high water table could also result in flooding; a properly designed Nature Park might buffer the adjacent Larch Clover community from existing flooding risks. It is recommended that appropriate engineering studies be conducted to better understand the existing hydrology of the site prior to the next phase of design.
- Preliminary soil samples taken from Legacy Fields suggest high levels of boron which may discourage the establishment of several species. Boron can be leached out of the soil, but given the high water table the boron would likely be brought back up to the surface during a wet season. If soils were first mounded well above the highest anticipated water table the strategy of watering might be successful. Further soil samples should be taken in order to better understand the conditions of the site before the next phase of design. See Apendix B for diagrams of possible solutions through berming.
- Funding for implementation and maintenance are undefined at this time. Grant funding opportunities may be pursued as well as the potential for private donors that might be interested in leaving their name as part of the legacy of Tracy Nature Park.



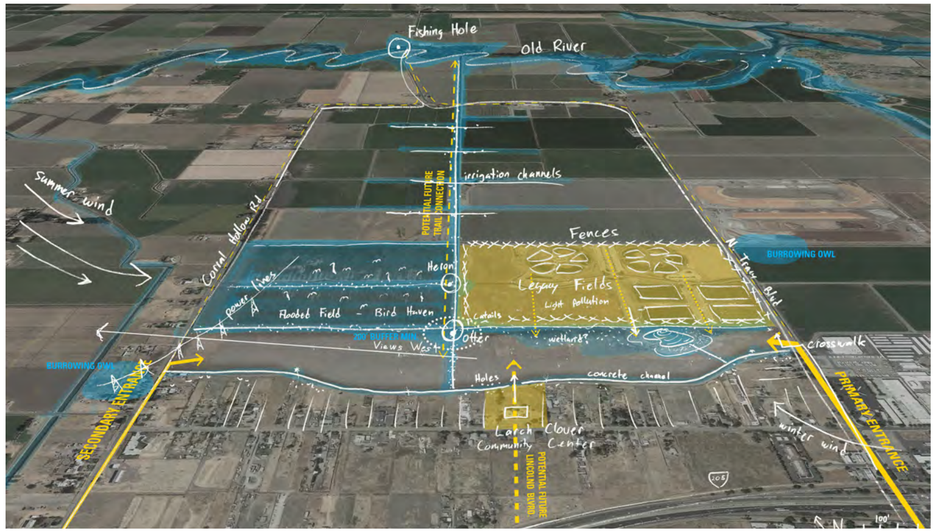




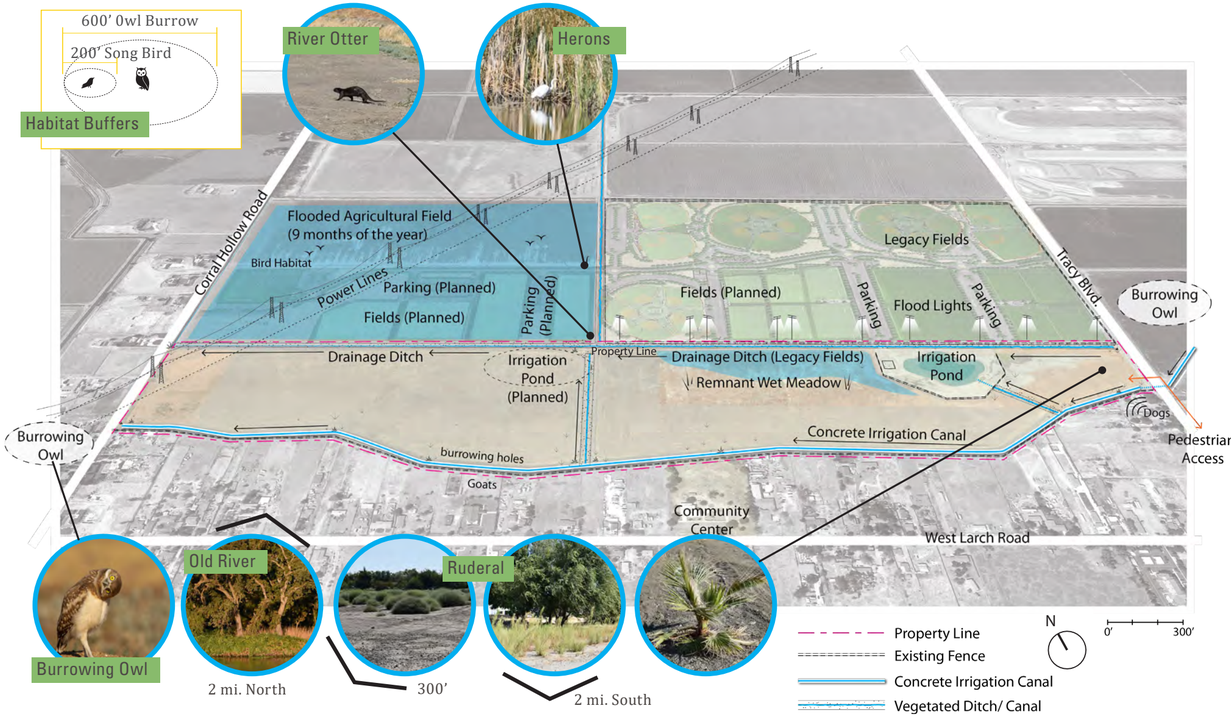




ECOLOGICAL POTENTIAL



As discovered during site visits, a surprisingly rich ecology already exists around the site. Many of these pioneer species were mapped and assisted in defining metrics for the design framework. Buffer distances for sensitive species will be important to incorporate into the path network. Fortunately, the site is large enough to accommodate several of these buffers while maintaining access for visitors of the park. See Appendix D for a full list of observed species as well as Apendix F for a list of species that might be anticipated to call Tracy Nature Park home.



3 COMMUNITY VISION

3.1 COMMUNITY ENGAGEMENT

3.2 NATURE AS THE ACTOR

The vision for Tracy Nature Park started with a vigorous community engagement process which included a series of presentations, engagement events, and site visits. Design elements were presented and the feedback was documented and incorporated into the framework for the Tracy Nature Park Master Plan.

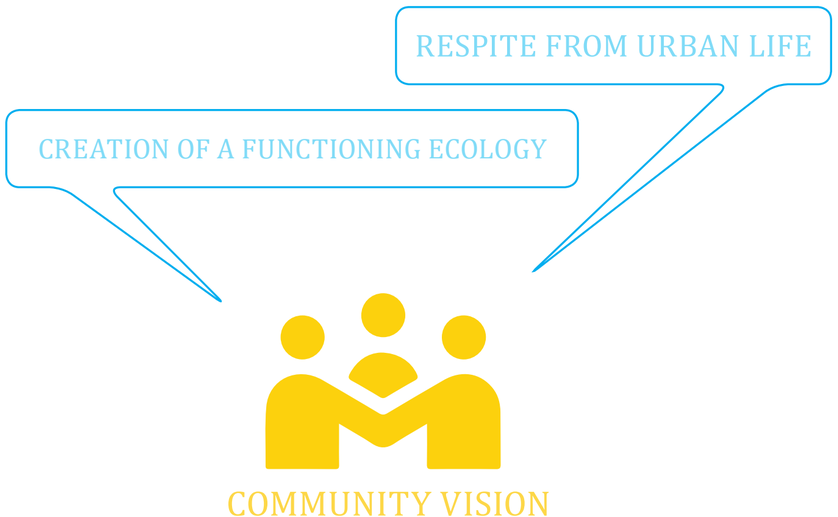






A kick-off for the Nature Park Master Plan included a site visit to the future home of Nature Park. Community members were able to see the existing irrigation pond, canal, feel the wind and sounds of the birds, freeway and sense the strong afternoon sun. The community then broke into groups where they discussed the specific elements of the site and presented their findings to the larger group.

COMMUNITY ENGAGEMENT



Two major themes emerged from the kickoff event which provided the vision for the conceptual master plan. The community acknowledged that these themes are not mutually exclusive and instead have some level of co-dependency.

ELEMENTS TO INTEGRATE INTO TRACY NATURE PARK:

- Nature trails
- Native plants & woodlands
- Wet meadow
- Habitat buffers & islands
- Multi-use trail on periphery open to bikes and dogs*
- Interior trails to be for passive use/ hiking only
- Benches with appropriate spacing for elderly on trail loops
- Outdoor classrooms
- Pollinator & demonstration gardens
- Facilities - with appropriate budget for management/maintenance
- Disc golf*
- Gathering and contemplative space
- Boardwalks over sensitive areas
- Berms with overlooks
- Protection from westerly winds
- Dedicated parking
- Interpretive Nature Center



GATHERING AND CONTEMPLATIVE SPACES



WET MEADOW LANDSCAPE



OAK WOODLAND



OUTDOOR CLASSROOM



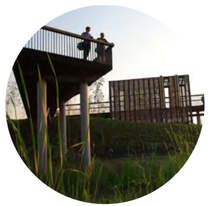
NATURE TRAIL



INTERPRETIVE NATURE CENTER



NATURE TOURS / VOLUNTEER OPPORTUNITIES



ELEVATED WALKWAYS



MULTI-USE TRAIL*

List compiled based on a series of community workshops.

*Any active uses within the park should be managed to be consistent with the ecological and nature-based vision. If such active uses are deemed to be detromental to the ecological value, or passive user experience of the Nature Park the use may not be permited.

4 DESIGN FRAMEWORK

4.1 HABITATS

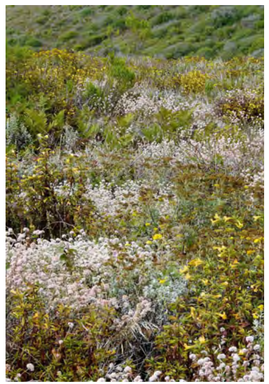
4.2 SUCCESSION & MANAGEMENT

4.1 EXPERIENCE

The community engagment events and site analysis lead to design framework which guide the concept of the Tracy Nature Park Master Plan. Habitat types were identified which historically existed within close proximity to the site. Ecological succession was defined as a management tool to aid in the evolution of Tracy Nature Park. Experiences are illustrated that enable visitors to feel a sense of refuge in a natural setting.

HABITATS

GRASSLAND





Low herbaceous communities occupying well-drained soils and composed of native forbs and annual and perennial grasses and usually devoid of trees. Few to no vernal pools present.

Species: Lasthenia californica - Plantago erecta - Vulpia microstachys (California goldfields - Dwarf plantain - Six-weeks fescue flower fields), Elymus triticoides (Creeping rye grass turfs) , Nassella pulchra, Eschscholzia (californica) (California poppy fields) , Amsinckia (Fiddleneck fields) , Plagiobothrys nothofulvus (Popcorn flower fields)

OAK WOODLAND





Oak dominated communities with sparse to dense cover and an herbaceous understory.

Species: Quercus agrifolia, Quercus lobata, Quercus wislizeni, Quercus douglasii

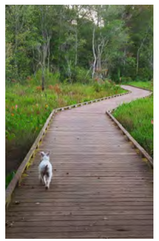
OPEN WATER




Permanently flooded depressions, largely devoid of emergent palustrine vegetation. These occupy the lowest-elevation positions within wetlands.

Species: Azolla (filiculoides, mexicana) (Mosquito fern mats) , Stuckenia (pectinata) - Potamogeton spp. (Pondweed mats), Nuphar polysepala (Yellow pond-lily mats)

WET MEADOW


Perennially wet, high water table, dominated by emergent vegetation. Woody vegetation (e.g., willows). Wetted or inundated by spring tides at low river stages (approximating high tide levels).

Species: Schoenoplectus acutus (Hardstem bulrush marsh), Schoenoplectus californicus (California bulrush marsh), Typha (domingensis, latifolia) (Cattail marshes), American bulrush marsh, California bulrush marsh, Juncus effusus (Soft rush marshes), Juncus articus (Baltic and Mexican rush marshes), Salix lucida (Shining willow groves), Eleocharis macrostachya (Pale spike rush marshes)

Source: Robinson, A.; Safran, S. M.; Beagle, J.; Grenier, J. Letitia; Grossinger, R. M.; Spotswood, E.; Dusterhoff, S. D.; Richey, A. 2016. A Delta Renewed: A Guide to Science-Based Ecological Restoration in the Sacramento-San Joaquin Delta. Delta Landscapes Project. Prepared for the California Department of Fish and Wildlife and Ecosystem Restoration Program. A Report of SFEI-ASC's Resilient Landscapes Program. SFEI Contribution No. 799. San Francisco Estuary Institute - Aquatic Science Center: Richmond, CA.

SUCCESSION & MANAGEMENT

Maintenance and management will be critical to the long-term success of Tracy Nature park. A process-based strategy incorporating succession has been proposed for Tracy Nature Park. The gradual and natural transition of plant communitites from one ecology to another; is called ecological succession. Through understanding the evolution required for certain habitats to be achieved, a successful management plan can be carried out which embraces change as part of the process. Rather than try to establish a habitat "overnight," the Nature Park Master Plan proposes to lay the foundation for a 'succession-based design' in which establishment of habitats occur when site conditions are appropriate. This process can be 'induced' through land-form modification, planting, irrigation, and specific management practices such as grazing, and controlled burns. Given uncertainty in the site hydrology, succession-based design allows for flexibility in the exact locations of habitat that might also change through different times of the year and during different climatic conditions. This will add an additional layer of seasonality ensuring the experience of Tracy Nature Park is ever changing.

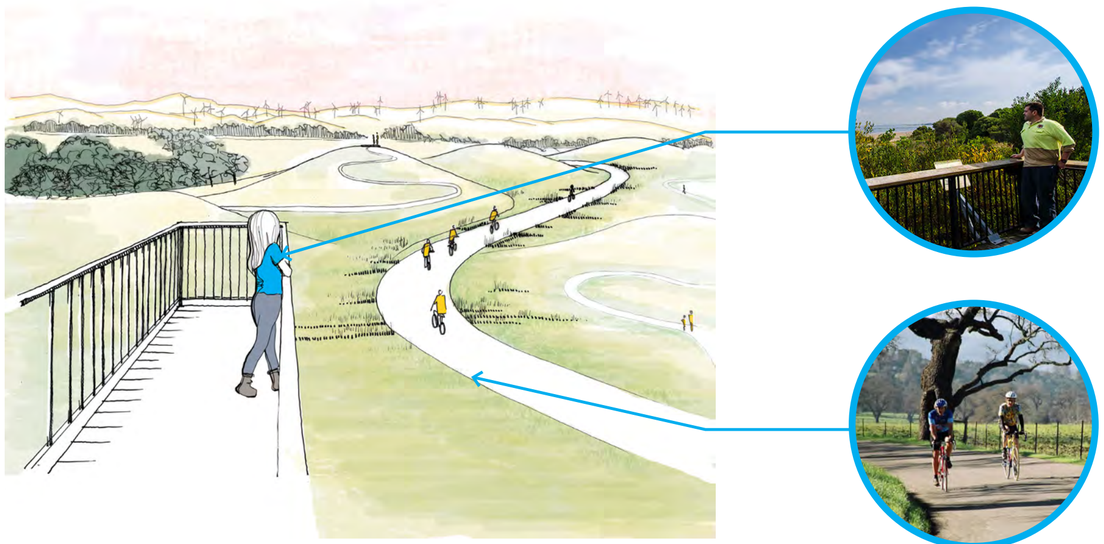


**Management of certain noxious species will be required.*
Seeding of a grass mix (native or non-native) will reduce maintenance and provide habitat but will require fire management.

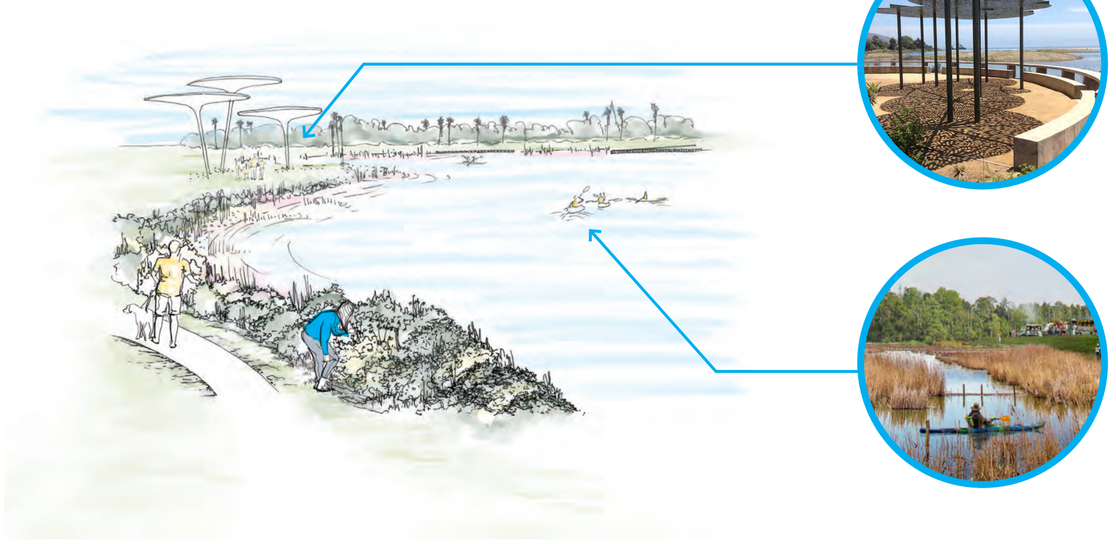


**Planting of certain species such as Black Walnut, certain Eucalyptus, Willow, Cottonwood, Oaks, Coyote Bush, and White Alder can be explored*

EXPERIENCE



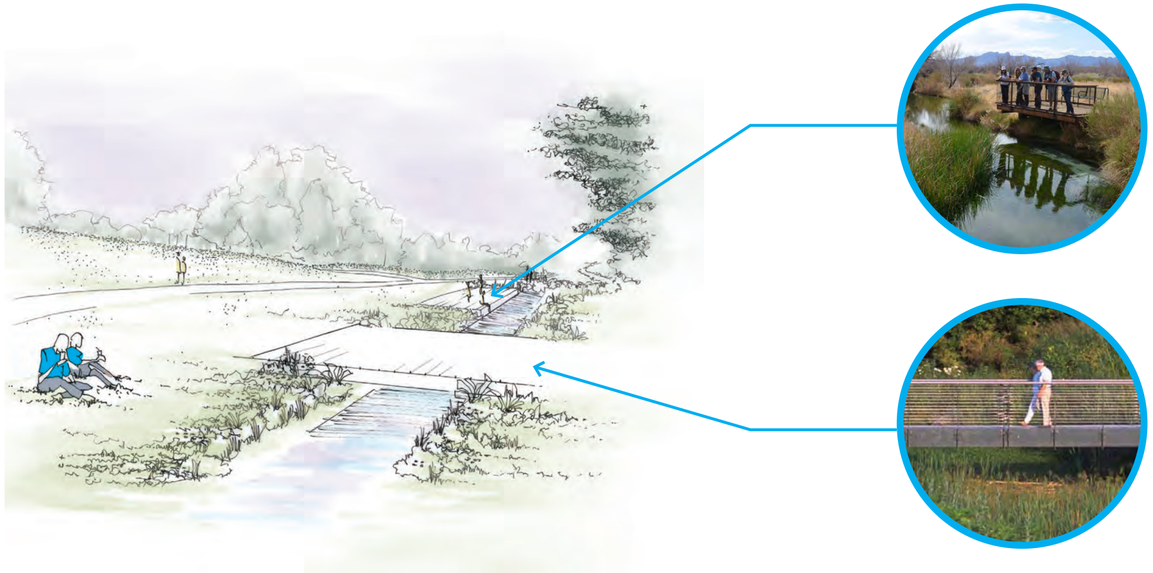
TRAILS



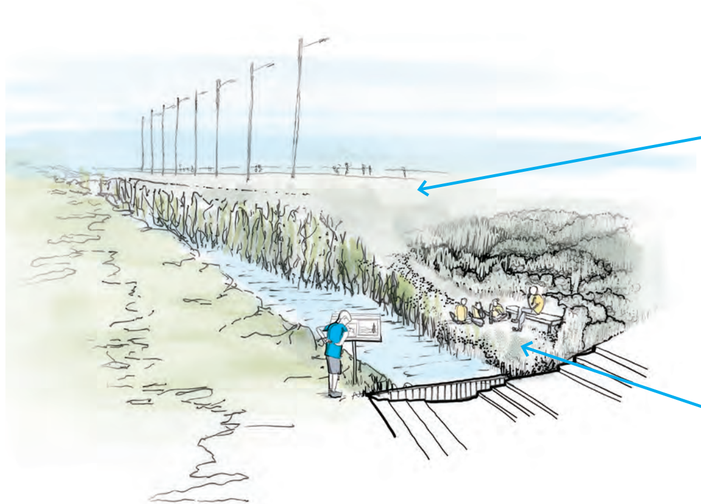


WATERFRONT ACCESS

EXPERIENCE



BRIDGE CONNECTIONS

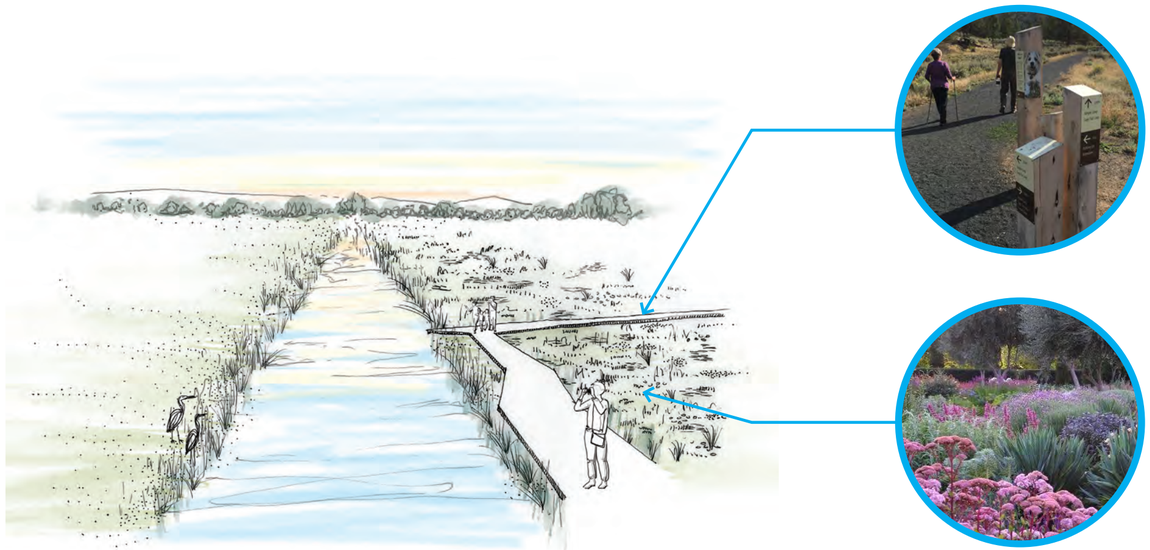




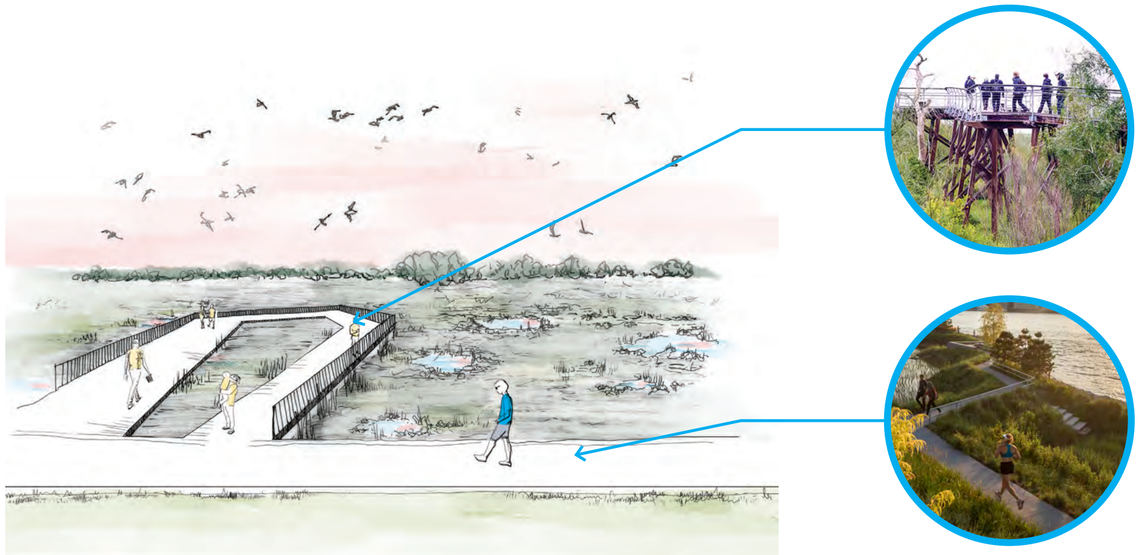


OUTDOOR CLASSROOMS

EXPERIENCE



ENVIRONMENTAL EDUCATION



VIEWING PLATFORMS

5 THE CONCEPT

5.1 MASTER PLAN

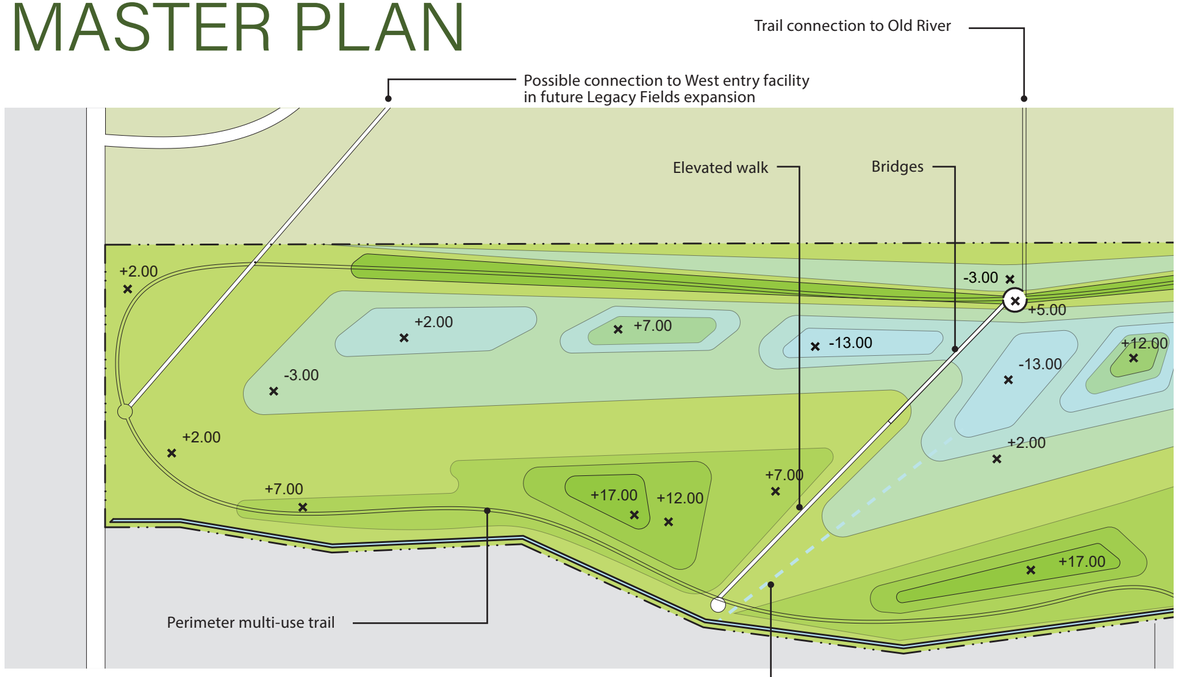
5.2 ELEMENTS

5.3 PHASING

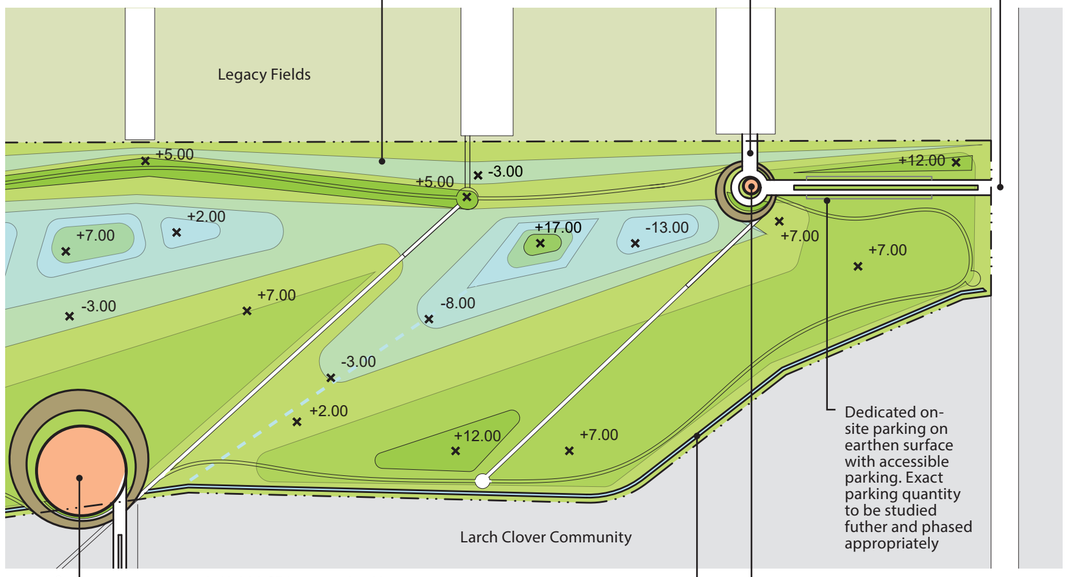
5.4 A LEGACY

The conceptual design of Tracy Nature Park was the result of community input and informed by site analysis. The community identified the need for a nature park to serve as a retreat from urban life in parallel to providing a home for habitat. The challenge for designers was to create a park where this ecology could flourish while maintaining the ability for the community to immerse themselves in a natural environment. The solution was to limit the intensive human use to the periphery and a series of diagonal cuts across the landscape. Initial earth moving maximizes the variety of environments that can establish themselves. The landscape remains free to change over time as the major walks would be in the form of elevated bridges providing a degree of separation between people and sensitive habitat. Earthen hiking trails can be found between these cuts to give users an ability to more deeply immerse themselves in the natural environment.

MASTER PLAN



*All phases identified in this report are a guideline but park improvements could occur as funds become available without regard to specified phases



ELEMENTS

VEGETATION

Planted windbreaks to provide protection from the westerly winds along structured trails and reference the cultural landscape of the Central Valley. A planted woodland ecosystem would be established along the east entry. Buffer planting would filter out light and sound pollution from Legacy fields to the north and filter views into residential backyards of the Larch Clover community to the south.

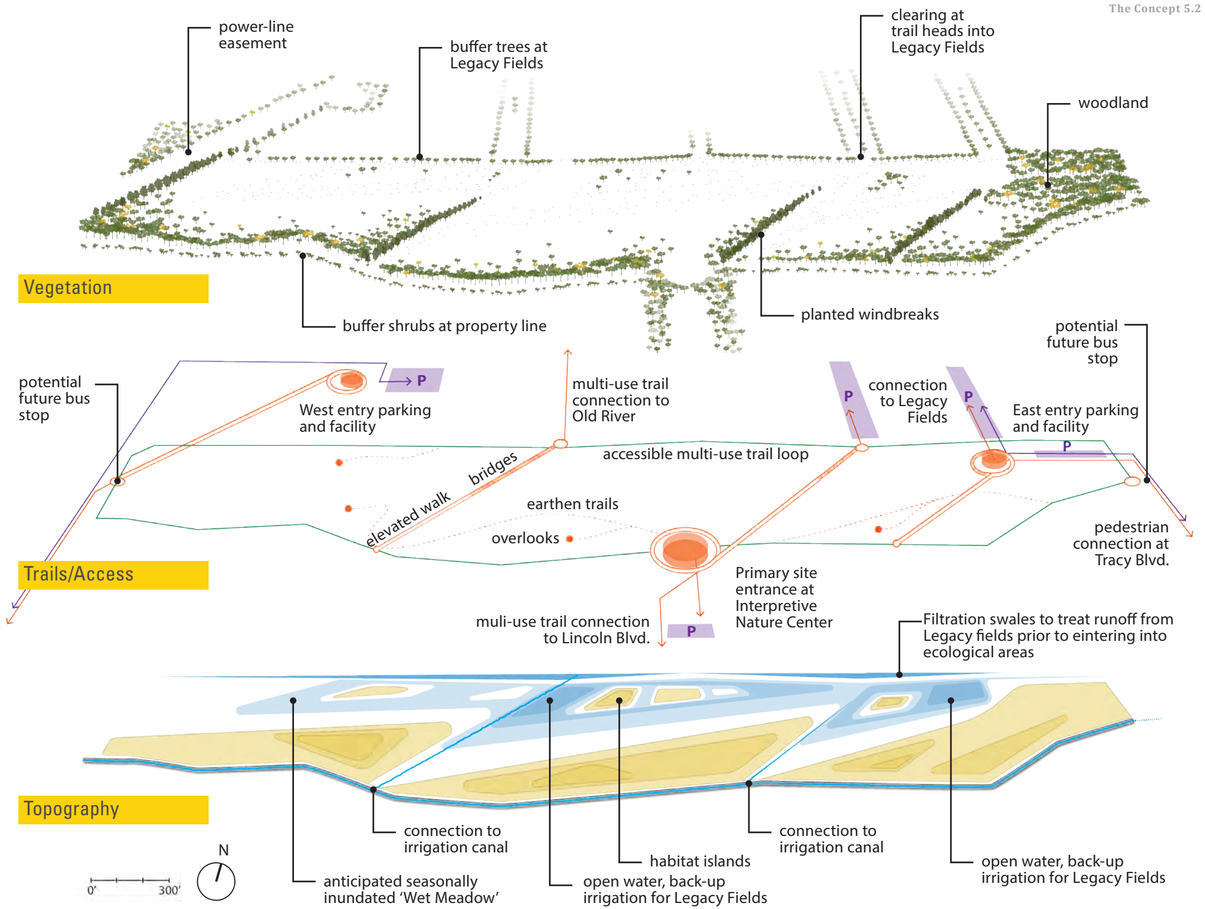
TRAIL / ACCESS

Primary access would occur along Tracy Blvd. With the establishment of an Interpretive Nature Center, the primary entrance may shift to West Larch Road* Additionally a west entry may be introduced with the expansion of Legacy Fields. A peripheral accessible multi-use trail would be open to more active users such as bikes while all internal trails would be limited to the passive experience of the user. Bridges and elevated walks would run across the site diagonally with elevated bridges providing views of wet meadows without impacting sensitive habitat. Multi-use trails should connect offsite to future expansion of Lincoln Blvd to the south and north to the Old River. Integration with regional transit system and the integration of bus stops at Nature Park will be critical to provide access for all users.

*This would require further study and integration with existing Larch Clover community Center.

TOPOGRAPHY

The creation of berms would created the framework for a greater variety of habitats. It would enable the establishment of woodland habitat without being influenced by the higher levels of boron expected on the site. Habitat islands could be established to provide sanctuary for certain nesting birds. Berms would also allow earthen paths to lead to overlooks giving a greater view of the nature park and beyond to the Tracy Hills and Diablo Range. Meanwhile, portions of the site where soil has been borrowed to create berms could become wet meadow and open water landscapes. See appendix B for further diagrams and sections regarding topography



PHASING





PHASE NOW

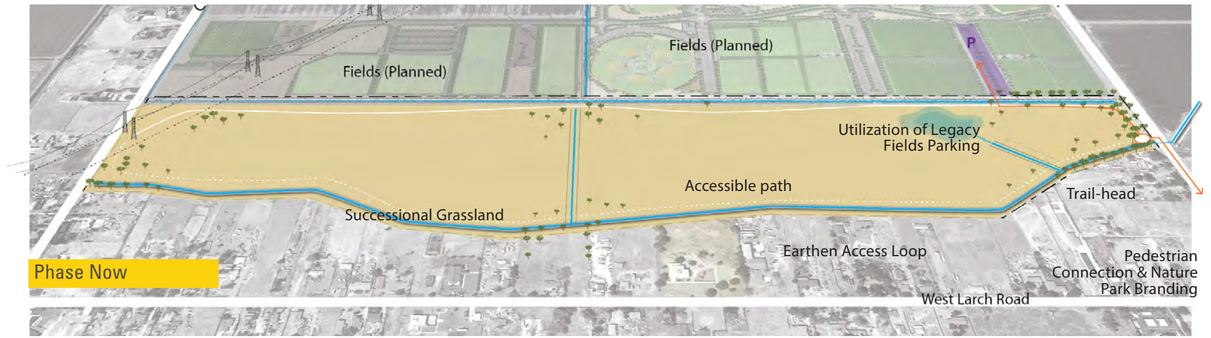
COMMUNITY BUILD – UPON PLAN ADOPTION BY CITY COUNCIL

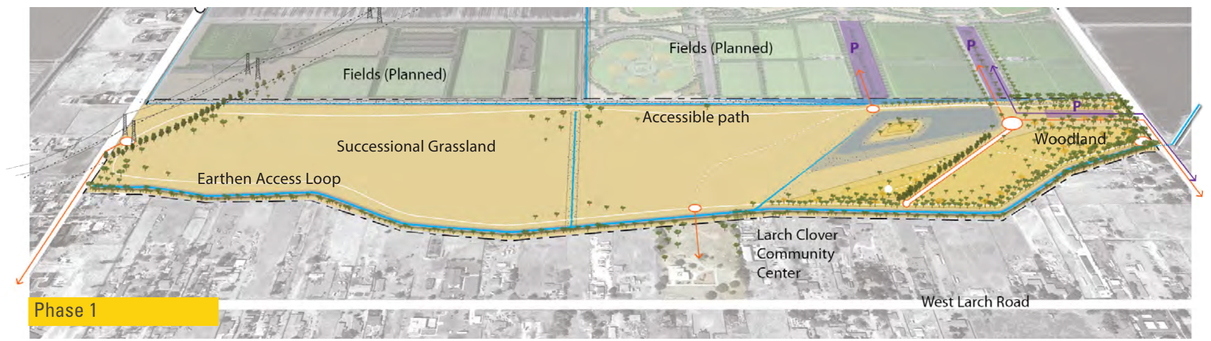
Accessible trailhead connecting to existing crosswalk with temporary shade structure
1 mile accessible path connecting to trailhead & existing Legacy Field's parking
2 mile earthen access loop around perimeter
Discontinue tillage of fields & planting of native/non-native seed mix
Identity signage / Nature Park branding along Tracy Blvd.
Initial tree planting by community
Secure funding for implementation and management of phase 1
Hydrological & soil analysis
Begin schematic design of phase 1

PHASE 1

INITIAL EARTH MOVING & GRAND OPENING OF NATURE PARK

Earth moving – wet meadow zones, habitat islands, hills, buffers, windbreaks
¼ mile paved accessible trail loop with benches
Dedicated intersection and Nature Park entrance added on Tracy Boulevard
(30-40)dedicated on-site parking on earthen surface with accessible parking
Native restoration & climate appropriate tree planting in woodland areas & buffers
Interpretive sign-age & education
Temporary restroom facility - at accessible trailhead
Trailheads with appropriate shading elements and picnic tables





Dedicated automobile intersection & parking for Nature Park

PHASING



PHASE 2

COMPLETE SITE EARTHWORK

Earth moving – wet meadow zones, habitat islands, hills, buffers, windbreaks
Integration with Larch Clover Community Center
Permanent trail-head facility / restrooms at East entry
West entry added in conjuction with Legacy Fields expansion
Additional accessible trial loops added
Additional on-site parking based on further traffic and use studies

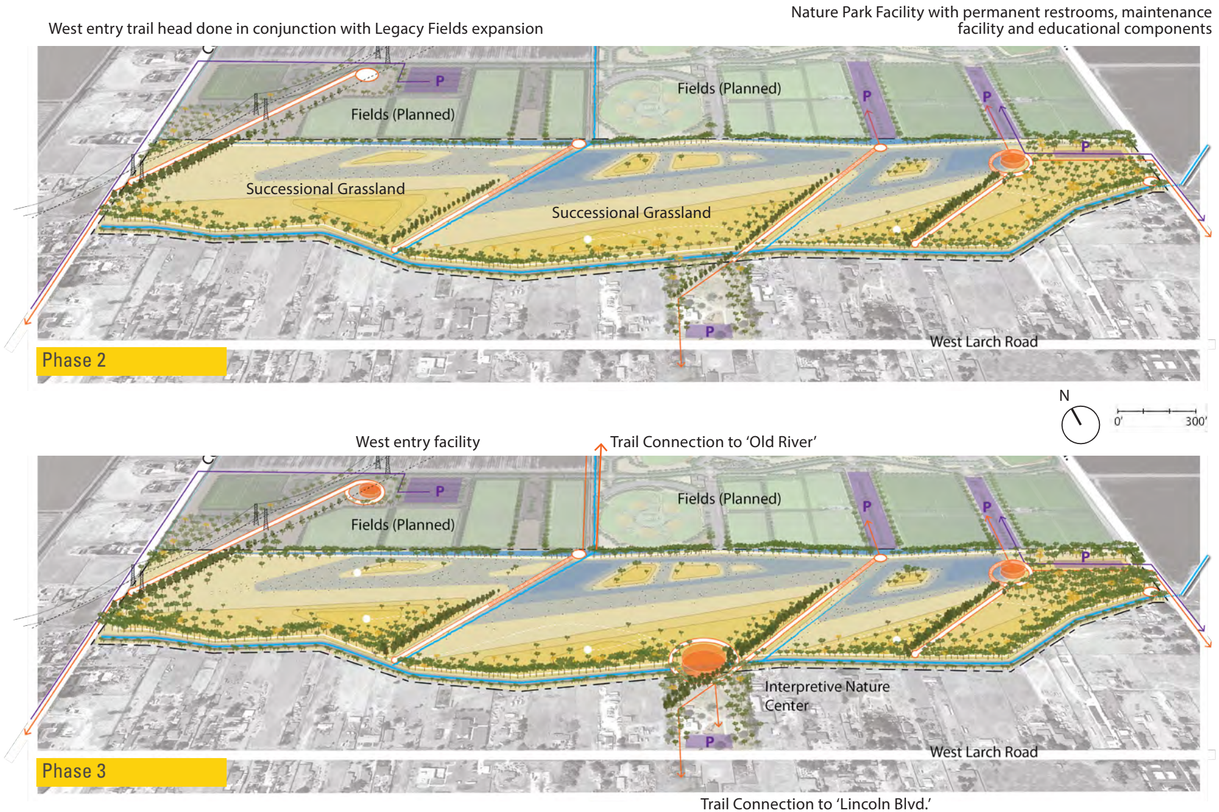


PHASE 3

BASED ON FURTHER FUNDING OPPORTUNITIES

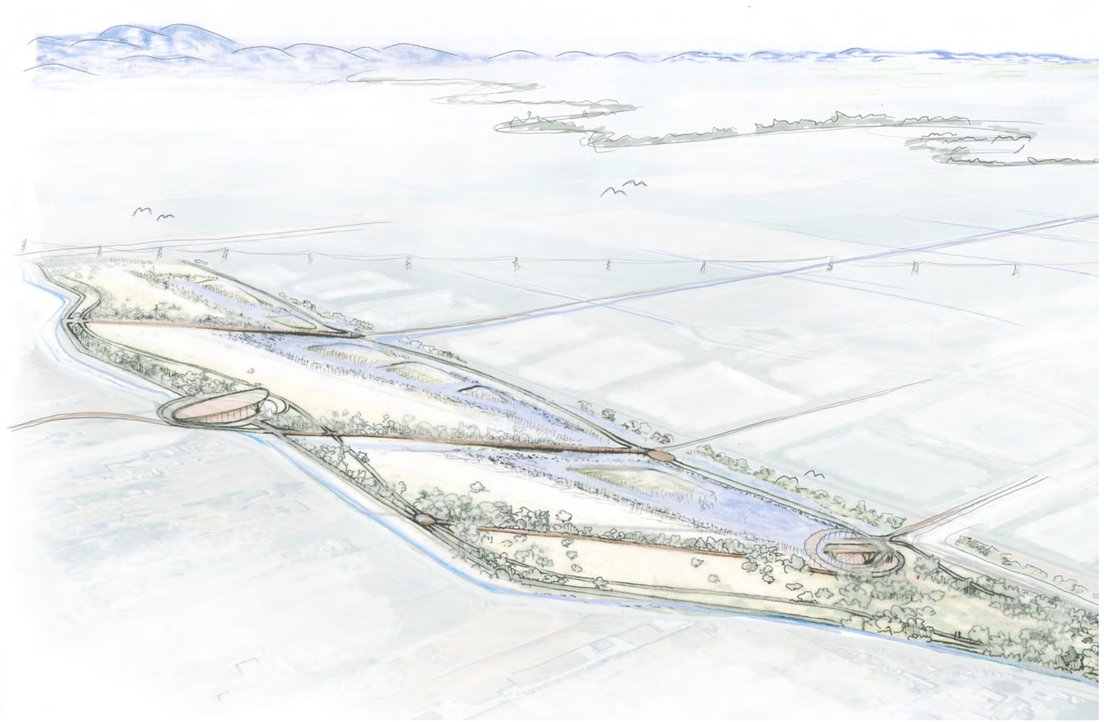
Dedicated drive entry & parking in conjuction with Larch Clover Community Center
Expansion of trail loops & overlooks
Expansion of actively managed native habitat zones
Interpretive Nature Center with ranger lead activites and hands-on-learning

*All phases identified in this report are a guideline but park improvements could occur as funds become available without regard to specified phases



THE SEED OF A LEGACY

Similar to its neighbor Legacy Fields, the establishment of Tracy Nature Park is a legacy of its own. Adoption of Tracy Nature Park Master Plan will be the “planting of a seed” for future generations and be a new home for hundreds of species in the greater delta ecosystem.

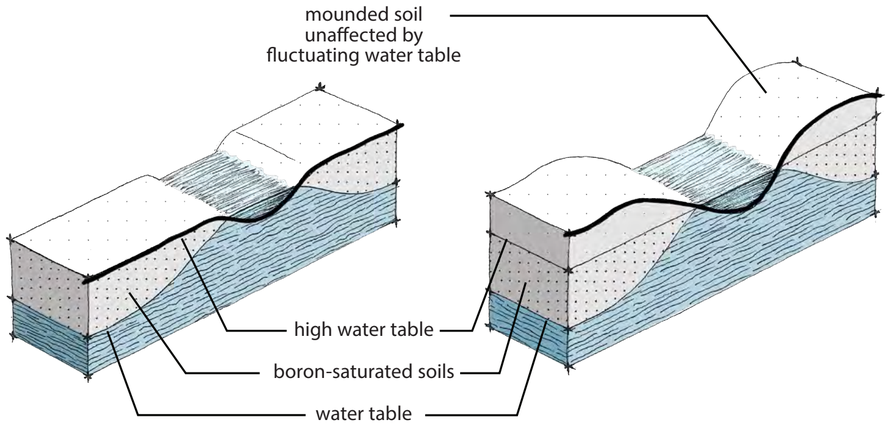


APPENDIX A NEXT STEPS

Upon acceptance by the community and adoption by the City Council several steps can be taken to as suggested below:

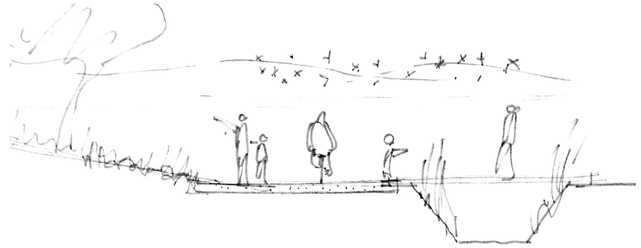
- cost estimate - for different phases
- establish potential connetions and integration with Legacy Fields
- drafting of successsional management plan for phase 0
- implmentation of phase 0
- Identification of funding sources including grants and donors
- soil samples
- water samples
- hydrological analysis & engineering support of existing conditions and evaluation of master plan
- site easements & implacations of design
- site survey including documentation of ruderal species that might provide insight into soil and hydrological conditions of the site
- traffic access study for phase 1 intersection at Tracy Blvd.
- opportunites for pedestrian access and integration with legacy fields
- partnership with Larch Clover community
- phase ‘0’ planting plan
- commjnity-driven tree planting to occur in locaitons not effected by future phases of earth moving

APPENDIX B TOPOGRAPHY

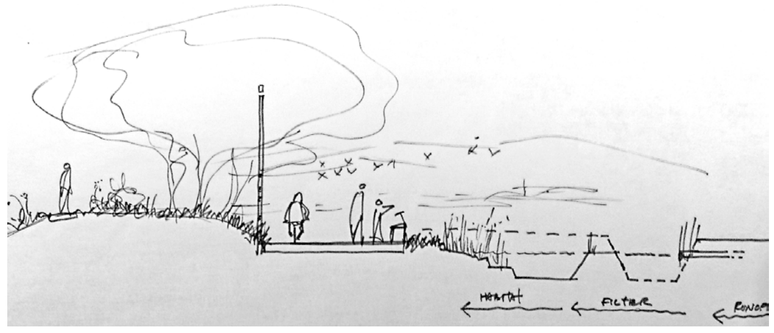


CURRENT SITE SECTION

PROPOSED SITE SECTION



A - SECTION THROUGH IRRIGATION CHANNEL



B - SECTION THROUGH LEGACY FIELDS EDGE

WRT

Tracy Nature Park Master Plan Kickoff | Event Summary

August 28, 2019, 5pm -7pm

Location: Southwest Soccer Field Shade Structure, Legacy Fields

INTRODUCTION

The City of Tracy initiated the Tracy Nature Park master planning process with a community meeting held at Legacy Fields Sports Complex on the evening of August 28, 2019. Approximately 30 people attended for at least part of the program, which consisted of a presentation, a site visit, a group exercise, and the sharing of priorities and visions.

The meeting began with introductions of City Staff, the Consultant team, and stakeholders—many of whom have been active proponents of a nature park in Tracy. Peter Winch (WRT) and Brian MacDonald (City of Tracy) described the project and its background, including the relationship between the nature park and the citywide parks master plan update and why the Legacy Fields site was being considered. John Gibbs (WRT) reflected on the value of natural spaces and the various ways a nature park could be conceived of and created, sharing a range of examples. Several participants mentioned their own precedents: Bernal Community Park in Pleasanton, Audubon Canyon Ranch in the Marin Headlands, Wildcat Canyon Regional Park in Richmond, Woodward Park in Fresno, and Golden Gate Park in San Francisco. There was a discussion on how a nature park at this site, with its relatively flat topography, could be complemented by preserved open space at Tracy Hills, and about making a natural environment work at this location.

The group then took a walk out to the site, observing the irrigation pond and canal; hearing the wind and the sounds of the freeway and birds; and feeling the strong afternoon sun.

Returning to the picnic area, the group split into three smaller discussion groups to complete a series of activities designed to capture what elements people desired in a nature park, how those elements might be distributed on this site, and—perhaps most importantly—what their vision was for a nature park in Tracy. Representatives from each group then summarized these conversations and findings to the larger group. These are described below.

GROUP ACTIVITIES

Group 1



Group 2



WRT

MEMORANDUM

Group 3



SUMMARY

Group 1: *Passive, Natural Environment*

Group 1 indicated a strong priority for the creation or restoration of a natural landscape and vegetation on the site, that could include oak woodlands, native plants, and wet meadow / riparian areas. People would be given opportunities to experience the site using a multiuse trail along the perimeter and walking trails in the site's interior. The group also supported the inclusion of restrooms at the site entrance, but was otherwise opposed to more developed visitor elements or active recreation features. Group 1 described their nature park as "passive, natural, draw[ing] on Tracy's ecology, water, trees, and wildlife."

Group 2: *Restoration, Recreation and Learning*

Group 2 favored an environment featuring oak woodlands, native plants, and wet meadow/ riparian landscape. This group also suggested the inclusion of berms that would shield

WRT

MEMORANDUM

visitors in the park from wind and sun and from the sights and sounds of traffic and recreation. The park would create a sheltered experience within the landscape.

Group 2's nature park would support recreation, learning, and interaction centered on the outdoor environment. The park could create opportunities for hiking, cycling, and horseback riding; classes and tours; and educational signage for wildlife, bird watching, and historical information.

When asked to describe their park, representatives of Group 2 proposed that restoration of a natural environment should be the first phase. After natural qualities were reestablished, recreational use could begin.

Group 3: *Natural Refuge and Place of Beauty*

Group 3 prioritized trees, which would be the means to create new types of spaces not otherwise found in Tracy. Group 3 envisioned working with the site's winter wet areas and the irrigation pond, creating new waterways across the site and a naturalized pond that supports life. The park could include boardwalks, allowing people to interact intimately with the landscape, and educational signage. Group 3 saw the potential for a natural setting to be a valuable backdrop for events, photos, and art installations. The essence of the park would be a Zen-like refuge, giving people in Tracy a place to interact with nature and solitude in a way that is currently lacking.

CONCLUSION / NEXT STEPS

Nature park stakeholders were enthusiastic about natural elements, especially oak woodlands and wet meadow / riparian landscape. Participants expressed that the park should be low maintenance in order to ensure long term success.

Stakeholders agreed that nature trails were essential to allow people to enjoy the site. The ideas of nature tours and volunteering were received positively. Participants generally felt that Tracy already provides sufficient active recreational programming for children and youth, and did not see a role for that in the nature park. Participants were excited to see progress in realizing a nature park for Tracy.

APPENDIX D SITE ANALYSIS REPORT

WRT

Tracy Nature Park Site Evaluation | Findings

INTRODUCTION

WRT was hired by the City of Tracy to define a vision for a nature park. Site Evaluation was conducted through site visits to remnant wetland ecosystems along the Old River just 3 miles from the potential Tracy Nature Park site. Additionally, notes and observations were made from walking the site and documenting adjacencies such as Legacy Fields to the north, Larch Clover to the south, and flooded agricultural fields to the northwest. LSA provided initial ecological analysis through dialogue with WRT. Research was conducted on the evolution of the landscape from the early 1800's delta ecosystem to its present-day condition of channelized canals and agricultural fields.

EVOLUTION OF AN ECOSYSTEM

Prior to the channelization of the delta for agricultural purposes, the site of the potential Tracy Nature Park was adjacent to several ecosystems including grasslands, tidal freshwater wetland, non-tidal freshwater wetland and seasonal wetland. This is also reflected in the fact that the average elevation of the site is just 3' above sea level.



Habitat complexity of the South Delta. by artists and naturalist Laura Cunningham

ADJACENT ECOLOGIES

Just 3 miles from the future site of Tracy Nature Park, just north of where Tracy Boulevard crosses the Old River, is Sam's Market. Behind Sam's Market is an informal fishing hole

WRT

MEMORANDUM

which provides a lush riparian environment publicly accessible. While only 3 miles from the site of Tracy Nature Park, the lack of a dedicated bike lane, or walking trail makes a bike ride or hike hostile next to the fast-moving traffic. A separated multi-use hiking/biking path would make for a nice future connection to Tracy Nature Park and a citywide network of parks and trails.



Photo of native Oak stand on an island of the Old River just a few miles from Tracy Nature Park. Photo by WRT



Fishing hole on the Old River Photo by WRT



Tule, willow, lady fern, dogwood, bur reed and Sagittaria

WRT

MEMORANDUM



At the north-west edge of the site a flooded agricultural field provides habitat for several species of birds. Photo by WRT

NATURE PARK TODAY

While the site of the potential Tracy Nature Park can feel barren today, a walk around the open field reveals that life is present.



A panorama of the site from North Tracy Bouvard Photo by WRT

Current tenants of Nature Park emerged from the agricultural ditches on the periphery of the site. A white heron was seen amongst a flock of birds in the flooded agricultural field just to the north-west of the site. In the distance a hum of noise could be heard from the site as it appeared hundreds of birds were feeding in the adjacent field. It should be noted that though adjacent sites are agricultural in nature does not exclude them from providing habitat for an array of species.

A river otter was encountered in commute between 2 ditches in the center of the Nature Park. As he seen humans approaching, he quickly turned back to his original ditch and swam quickly away. In addition to the river otter, and heron several birds were observed in the area including:

Canada goose (Branta canadensis)

WRT

MEMORANDUM

green heron (Butorides virescens)

American coot (Fulica americana)

killdeer (Charadrius vociferus)

American crow (Corvus brachyrhynchos)

Eurasian collared dove (Streptopelia decaocto)

northern mockingbird (Mimus polyglottos)

house finch (Haemorhous mexicanus)

lesser goldfinch (Spinus psaltria)



Hank the Heron – Photo by WRT



Rosie the River Otter – Photo by WRT

In addition to Hank and Rosie, Nature Park might provide home to several other residents. LSA Environmental Consultants thought the following species might have a chance to one day call Nature Park Home:

Swanson's Hawk - Buteo swainsoni

Burrowing Owl - Athene cunicularia

Mallard - Anas platyrhynchos

Snowy Egret - Egretta thula

WRT

MEMORANDUM

Pacific tree frog - Hyliola regilla

River Otter – Lontra canadensis

Great egret – Ardea alba



Burrowing Owl - Athene cunicularia



Northern Pacific Treefrog - Hyliola regilla

While the site of Tracy Nature Park provides an opportunity to be home to a range of species, the human/nature interface will be important to ensure species do not feel threatened to the proximity of humans. LSA Environmental Consultants suggested buffer distances ranging from 50'-300' depending on the species. As the site is 5,000'x800' there should be ample space to provide both walking paths and several habitat zones within the site. A question for the community will be determining a balance between space for humans and space for habitat.

RESPONSE TO TRACY NATURE PARK PROJECT KICKOFF August 28, 2019

Group 1: *Passive, Natural Environment*

Group 1 indicated a strong priority for the creation or restoration of a natural landscape and vegetation on the site, that could include oak woodlands, native plants, and wet meadow / riparian areas. People would be given opportunities to experience the site using a multiuse trail along the perimeter and walking trails in the site's interior. The group also supported the inclusion of restrooms at the site entrance but was otherwise opposed

to more developed visitor elements or active recreation features. Group 1 described their nature park as "passive, natural, draw[ing] on Tracy's ecology, water, trees, and wildlife."

Response: Having zones of more developed program at the entrance would leave much of the remaining park open to habitat. An important question to be answered will be the exact number and locations of entrances to the park. Through analysis, it was envisioned the park might want to provide a primary entrance along North Tracy Boulevard, with additional access at Legacy Fields, Clover Larch Community Center, and Corral Hollow Road.

Group 2: *Restoration, Recreation and Learning*

Group 2 favored an environment featuring oak woodlands, native plants, and wet meadow/ riparian landscape. This group also suggested the inclusion of berms that would shield visitors in the park from wind and sun and from the sights and sounds of traffic and recreation. The park would create a sheltered experience within the landscape.

Group 2's nature park would support recreation, learning, and interaction centered on the outdoor environment. The park could create opportunities for hiking, cycling, and horseback riding; classes and tours; and educational signage for wildlife, bird watching, and historical information.

When asked to describe their park, representatives of Group 2 proposed that restoration of a natural environment should be the first phase. After natural qualities were re-established, recreational use could begin.

Response: The site visit confirmed the quality of the open expanse of the site. Sounds far in the distance could be heard such as barking dogs, traffic, and birds. While the expansive of the site can be amenity for views, it will be important to provide areas of quiet and calm refuge. It was noticed that sitting just a few feet lower in the fields was a feeling of enclosure and protection from the wind and sound. The utilization of berms and subtle topography changes would provide for zones of refuge contributing to a greater variety of environments for the site.

If a more active path is to be defined on the site, it will be important to position it in a way that provides buffer for important habitat zones as defined above. While education was important to group two the edge of these buffer zones might want to provide vistas where the habitat could be observed from a distance.

A phased approach will be important to the success of the Nature Park. While ecosystems require time to move through various states of succession, human activities might evolve in parallel with the ecosystem to ensure they are not detrimental to the success of the Nature Park.

Group 3: *Natural Refuge and Place of Beauty*

Group 3 prioritized trees, which would be the means to create new types of spaces not otherwise found in Tracy. Group 3 envisioned working with the site's winter wet areas and the irrigation pond, creating new waterways across the site and a naturalized pond that supports life. The park could include boardwalks, allowing people to interact intimately with the landscape, and educational signage. Group 3 saw the potential for a natural setting to be a valuable backdrop for events, photos, and art installations. The essence of the park would be a Zen-like refuge, giving people in Tracy a place to interact with nature and solitude in a way that is currently lacking.

Response: While a broad range of trees are possible for the site much of the native oak stands along the Old River would take decades to reach maturity. Other tree species such as willows, cottonwood, elderberry, and eucalyptus would be faster growing, providing enclosure and habitat in a shorter amount of time. While native plants might want to be prioritized for the Nature Park Site, certain exotics might be more appropriate if they are faster growing, provide habitat, require less maintenance and do not pose risk of being invasive or fire prone.

The existing irrigation pond provides an opportunity for habitat and a meditative experience. The exact function and anticipated future of the irrigation pond should be studied in order to understand if it can become a permanent fixture of the Nature Park, and to what degree of adaptability might allow it to evolve.

CONCLUSION / NEXT STEPS

Site analysis provided promising results as the presence of life was found to exist around all edges of the site. The native riparian habitat along the Old River provides a sample of what might one day be able to exist in the Nature Park. Challenges were identified such as the exposure to wind, sounds, and light pollution (from adjacent Legacy Fields). Uncertainties such as the hydrology of the site will need to be better understood in order to better predict the success of certain habitats. This might require the consultation of a hydrologist. Additionally, access to Nature Park will be a challenge given its location on the periphery of town. This will continue to be studied as it relates to the future of the Tracy Parks Master Plan. Potential future connections with the extension of Lincoln Blvd will be considered as well as mapping potential future multiuse routes to the Old River. Tracy Nature Park has potential to evolve into a rich natural environment unique to the cultural ecology of the south delta, and provide a place of refuge for animals and humans alike.

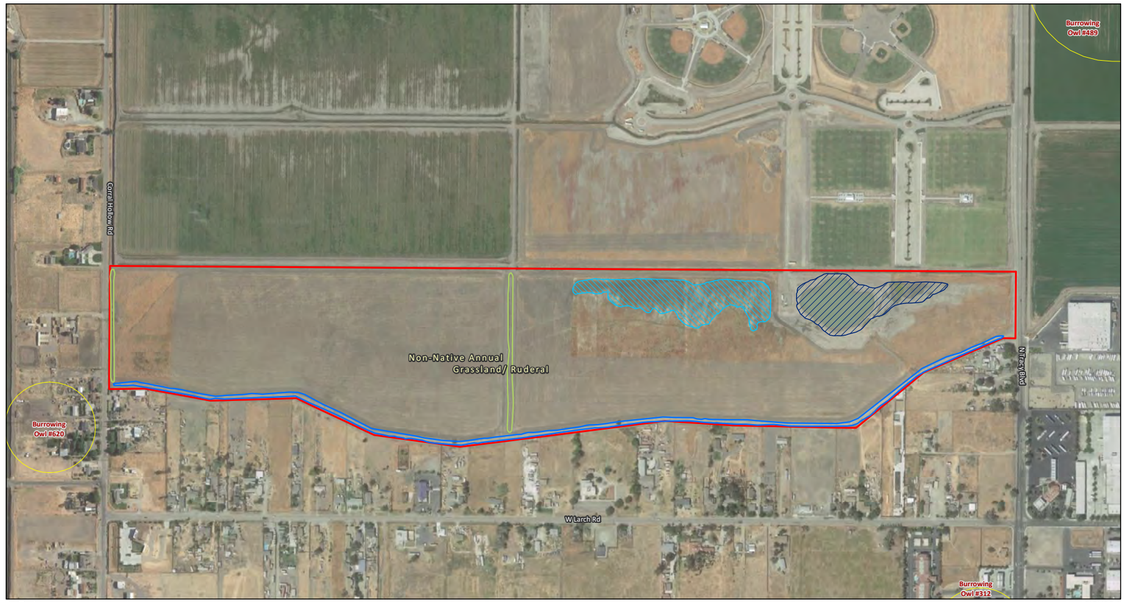
WRT

MEMORANDUM



Site Analysis Diagram of Tracy Nature Park - WRT

APPENDIX E EXISTING CONDITIONS SURVEY



LSA

LEGEND

- Tracy Nature Park
- CNDDB Occurrences
- Concrete-lined Drainage Channel
- Drainage Channel
- Reservoir
- Approximate location of Potentially Jurisdictional Seasonal Wetland (based on aerial imagery)

0 200 400
FEET

SOURCE: Google Maps Sat (07/2019); CDFW CNDDB (07/2019).
I:\WRT1902\GIS\Maps\Bio Report\Figure 1_Existing Conditions.mxd (9/13/2019)

FIGURE 1

Tracy Nature Park
Tracy, San Joaquin County, California
Existing Conditions

APPENDIX F SPECIAL STATUS SPECIES LIST

Table A: Special-Status Species Potentially Occurring in the Vicinity of the Project Site

Species	Common Name	Status*	Ecological and Biogeographical Information	Probability to Occur within Project Site
Plants				
Blepharizonia plumosa	Big tarplant	1B.1	Occurs in annual grassland on clay to clay-loam soils, usually on slopes and often in burned areas, and below 1,500 feet.	No suitable habitat present due to prior disturbance at the site, such as alfalfa production and regular discing. Not likely to occur.
Tropidocarpum capparideum	Caper-fruited tropidocarpum	1B.1	Occurs in low, alkaline grasslands of hillsides or valleys.	No suitable habitat present. Not likely to occur.
Cirsium crassicaule	Slough thistle	1B.1	Occurs in shallow water in sloughs and canals.	No suitable habitat present. Not likely to occur.
Lilaeopsis masonii	Mason's lilaeopsis	SR, 1B.1	Occurs in freshwater and brackish marshes, riparian scrub; in tidal zones, in muddy or silty soil formed through river deposition or riverbank erosion. 0-10 meters.	Although unlikely due to regular maintenance of the ditches, could occur in irrigation ditches within the project site.
Symphyotrichum lentum	Suisun Marsh aster	1B.2	Occurs in marshes and swamps (brackish and freshwater), mostly along sloughs. 0-3 meters.	Although unlikely due to regular maintenance of the ditches, could occur in irrigation ditches within the project site.
Eryngium racemosum	Delta button celery	SE, 1B.1	Riparian scrub. Seasonally inundated floodplain on clay. 3-75 meters.	Although unlikely due to regular maintenance of the ditches, could occur in irrigation ditches within the project site.
Fish				
Oncorhynchus mykiss irideus	Steelhead - Central Valley Distinct Population Segment	FT	Occurs in waters of San Joaquin River.	No suitable habitat present. No potential to occur.
Spirinchus thaleichthys	Longfin smelt	FC, ST	Occurs in waters of San Joaquin River.	No suitable habitat present. No potential to occur.
Invertebrates				
Branchinecta lynchi	Vernal pool fairy shrimp	FT	Endemic to the eastern margin of the Central coast mountains in seasonal astatic grassland vernal pools; inhabit small, clear-water depressions in sandstone and clear-to-turbid clay/grass-bottomed pools in shallow swales.	No suitable habitat present. No potential to occur.
Branchinecta longiantenna	Longhorn fairy shrimp	FE	Endemic to the eastern margin of the Central coast mountains in seasonal astatic grassland vernal pools; inhabit small, clear-water depressions in sandstone and clear-to-turbid clay/grass-bottomed pools in shallow swales.	No suitable habitat present. No potential to occur.
Desmocerus californicus dimorphus	Valley elderberry longhorn beetle	FT	Occurs only in the Central Valley of California, in association with blue elderberry (Sambucus nigra ssp. caerulea). Preferable to branches greater than 1 inch in diameter.	No suitable habitat present. No potential to occur.
Amphibians				
Spea hammondii	Western spadefoot	SSC	Occurs primarily in grassland habitats but also found in valley-foothill hardwood woodlands. Ephemeral drainages or seasonal wetlands are essential for breeding and egg-laying.	No suitable habitat present. No potential to occur.
Rana draytonii	California red-legged frog	FT, SSC	Ponds, streams, drainages and associated uplands; requires areas of deep, still, and/or slow-moving water for breeding.	No suitable habitat present. No potential to occur.
Rana boylii	Foothill yellow-legged frog	ST, SSC	Partly shaded, shallow streams and riffles with a rocky substrate.	No suitable habitat present. No potential to occur.
Ambystoma californiense	California tiger salamander	FT, ST	Grasslands and foothills that contain small mammal burrows (for dry-season retreats) and seasonal ponds and pools (for breeding during the rainy season).	No suitable breeding habitat present on or near the project site. No potential to occur.
Reptiles				
Emys marmorata	Western pond turtle	SSC	Occurs in permanent or nearly permanent water sources, ponds, marshes, rivers, streams and irrigation ditches with emergent vegetation and basking sites.	Could occur in the constructed reservoir and briefly along the irrigation ditches when water is present.
Masticophis flagellum ruddocki	San Joaquin coachwhip	SSC	Typically occurs in grassland and scrub habitats in the Central Valley.	No suitable habitat present.
Arizona elegans occidentalis	California glossy snake	SSC	Typically occurs in desert habitats, but also in chaparral, sagebrush, valley-foothill hardwood, pine-juniper, and annual grasslands.	No suitable habitat present.
Phrynosoma blainvillii	Blainville's horned lizard	SSC	Typically occurs in sandy and gravelly soil substrates of grassland and scrub habitats.	No suitable habitat present.
Anniella pulchra	Northern California legless lizard	SSC	Occur in loose, sandy soils or leaf litter, typically in sand dunes.	No suitable habitat present.
Birds				
Athene cunicularia	Burrowing owl	SSC	Occurs in open, dry annual grasslands, deserts and scrublands. Requires suitable burrows for nesting.	Suitable nesting, wintering, and foraging habitat present within the on-site irrigation ditches. Nine burrowing owls observed by the De Novo Group in February 2009. No burrowing owls or owl sign observed during LSA's 2019 site visit.

Species	Common Name	Status*	Ecological and Biogeographical Information	Probability to Occur within Project Site
Asio flammeus	Short-eared owl	SSC	Occurs in open grasslands, meadows, marshes, and irrigated alfalfa fields with few trees. Requires dense ground vegetation for both roosting and nesting.	No suitable nesting habitat present. Could forage at the site.
Buteo swainsoni	Swainson's hawk	ST	Forages in open grasslands and agricultural fields. Nests in large trees such as valley oak, cottonwood, or eucalyptus.	Suitable foraging habitat present and could nest in large trees on and adjacent to the site. Several known nests have been recorded in the vicinity (CDFW 2020). De Nov Group observed species flying over project site in February 2009.
Circus hudsonius	Northern harrier	SSC	Nests in wet meadows and marshes, forages over open grasslands and agricultural fields.	No suitable habitat present. Could forage at the site.
Lanius ludovicianus	Loggerhead shrike	SSC	Open grasslands, agricultural areas, and woodlands with scattered shrubs, fence posts, utility lines, or other perches. Builds nests in densely-foliated shrubs or trees. Forages in open grasslands and often skewers prey on thorn, twig, or barbed wire.	Could forage at the site or nest in adjacent trees and shrubs.
Elanus leucurus	White-tailed kite	CFP	Nests in tall shrubs and small tress of grasslands and savannas.	Could forage at the site or nest in adjacent trees and shrubs. De Novo Group observed species flying over project site in 2009.
Melospiza melodia	Song sparrow ("Modesto" population)	SSC	Prefers moderately dense vegetation to supply cover for nest sites, a source of standing or running water, semi-open canopies to allow light, and exposed ground or leaf litter for foraging.	No suitable nesting habitat present on project site. Unlikely to occur.
Agelaius tricolor	Tricolored blackbird	SE, SSC	Nests in freshwater marshes with tules or cattails, or in other dense vegetation such as thistle, blackberry thickets, etc. in close proximity to open water. Forages in a variety of habitats including pastures, agricultural fields, rice fields, and feedlots.	No suitable nesting habitat present on project site. Could forage at the project site.
Xanthocephalus xanthocephalus	Yellow-headed blackbird	SSC	Nesting colony located in dense emergent wetland of cattails, tule, often along border of lake or pond. Breeds only where large insects such as Odonata are abundant; large wetlands preferred	No suitable nesting habitat present on project site.
Mammals				
Antrozous pallidus	Pallid bat	SSC	Roost under bridges, in large culverts, in buildings and in tree hollows. Forages over a variety of habitat types.	No suitable roosting habitat present. Could forage over site.
Eumops perotis californicus	Western mastiff bat	SSC	Roosts in crevices in cliff faces, tunnels, and high buildings.	No suitable roosting habitat present. Could forage over site.
Corynorhinus townsendii	Townsend's big-eared bat	SSC	Found in wooded areas with caves or old buildings for roost sites.	No suitable roosting habitat present. Could forage over site.
Sylvilagus bachmani riparius	Riparian brush rabbit	FE, SE	Prefers dense brush and nearby openings associated with the banks of the Stanislaus River and San Joaquin River.	No suitable habitat present on project site. Not likely to occur on project site.
Taxidea taxus	American badger	SSC	Builds dens and burrows in open grassland areas or at the edge of cropland.	Could pass through the site, but not likely to burrow at the site due to the site's urban setting and lack of abundant prey.
Vulpes macrotis mutica	San Joaquin kit fox	FE, ST	Annual grasslands or grassy open stages with scattered shrubby vegetation. Needs loose-textured sandy soils for burrowing and a suitable prey base.	Could pass through the site, but not likely to burrow at the site due to the site's urban setting and lack of abundant prey.

Status:

FE =Federally Endangered
FC = Federal Candidate Listed Species
ST = State Threatened
CE = Candidate State Endangered
SSC = California Species of Special Concern
FT = Federally Threatened
SE = State Endangered
SR = State Rare
CFP = California Fully Protected
1B = CRPR (California Rare Plant Rank): plant considered rare, threatened, or endangered in California and elsewhere.

CRPR Threat Extensions:
0.1 = Seriously threatened in California (over 80 percent of occurrences threatened/high degree and immediacy of threat)
0.2 = Moderately threatened in California (20-80 percent of occurrences threatened/ moderate degree and immediacy of threat)

APPENDIX G CALIFORNIA ENVIRONMENTAL QUALITY ACT ADDENDUM

CARLSBAD
FRESNO
IRVINE
LOS ANGELES
PALM SPRINGS
POINT RICHMOND
RIVERSIDE
ROSEVILLE
SAN LUIS OBISPO

MEMORANDUM

DATE: November 17, 2020

TO: Peter Winch, WRT

FROM: Theresa Wallace, AICP, Principal
Shanna Guiler, AICP, Associate/Environmental Planner

SUBJECT: California Environmental Quality Act Addendum and Initial Study Checklist for the Tracy Nature Park Project, Tracy, California

This document, prepared pursuant to the California Environmental Quality Act (CEQA) and the regulations and policies of the City of Tracy, provides information and analysis concerning the Tracy Nature Park Project (proposed project). This document is an Addendum to the Holly Sugar Sports Park Project Final Environmental Impact Report[1] (2010 EIR), which was certified by the City of Tracy in June 2010. This Addendum to the 2010 EIR evaluates whether changes associated with the proposed project would result in new or substantially more adverse significant effects or require new mitigation measures not identified in the 2010 EIR. See Attachment A for a full description of the proposed project. An Initial Study Checklist, provided as Attachment B, supports the environmental findings documented in this memorandum. The City of Tracy is the Lead Agency under CEQA. In accordance with CEQA Section 21093(b) and CEQA Guidelines Section 15152(a), this Addendum tiers off the 2010 EIR, adopted in June 2010, which is hereby incorporated by reference.

INTRODUCTION

The project site consists of 86 acres of currently vacant land (Assessor's Parcel Number [APN]: 212-15-001) in the northern portion of the City of Tracy. The project site is part of the larger Holly Sugar Sports Park facility (now Legacy Fields Sports Complex), located between Tracy Boulevard and Corral Hollow Road north of Larch Road, and south of Sugar Road. Lands to the west and east of the project site are agricultural lands with a few scattered residences. Land to the south of the project site is developed with rural residential uses associated with the Larch Clover community.

The proposed project would result in the development of the Tracy Nature Park, consisting of habitat creation/restoration, walking and biking trails, bridges and structures trails, parking area, and an interpretive Nature Center. As described in the 2010 EIR, this area was proposed as a "Passive Recreation Area" to serve as a buffer between the more developed active parks uses associated with the Legacy Fields Sports Complex and the rural residences to the south. Proposed passive recreational activities would include, but not limited to walking and biking trails, bocce ball, disc golf, or an arboretum.

[1] De Novo Planning Group. 2010. *Final Environmental Impact Report for the Holly Sugar Sports Park Project, SCH# 2008122103*. June.

This Addendum is prepared pursuant to CEQA Guidelines Section 15164 which states: "The lead agency or a responsible agency shall prepare an addendum to a previously certified EIR if some changes or additions are necessary, but none of the conditions described in Section 15162 calling for preparation of a subsequent EIR have occurred." Section 15162 specifies that "no subsequent EIR shall be prepared for that project unless the lead agency determines … one or more of the following:"

1. Substantial changes are proposed in the project which will require major revisions of the previous EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects;

2. Substantial changes occur with respect to the circumstances under which the project is undertaken which will require major revisions of the previous EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects; or

3. New information of substantial importance, which was not known and could not have been known with the exercise of reasonable diligence at the time the previous EIR was certified as complete was adopted, shows any of the following:

   (A) The project will have one or more significant effects not discussed in the previous EIR;

   (B) Significant effects previously examined will be substantially more severe than shown in the previous EIR;

   (C) Mitigation measures or alternatives previously found not to be feasible would in fact be feasible and would substantially reduce one or more significant effects of the project, but the project proponents decline to adopt the mitigation measure or alternative; or

   (D) Mitigation measures or alternatives which are considerably different from those analyzed in the previous EIR would substantially reduce one or more significant effects on the environment, but the project proponents decline to adopt the mitigation measure or alternative.

Pursuant to CEQA Guidelines Section 15164(e), the purpose of this Addendum is to describe and evaluate the proposed project (development of the Tracy Nature Park as described in the Tracy Nature Park Master Plan[2]), assess the proposed modifications to the project evaluated in the 2010 EIR, and identify the reasons for the City's conclusion that changes to the proposed project and associated environmental effects do not meet the conditions described in CEQA Guidelines Section 15162 calling for preparation of a subsequent or supplemental EIR.

[2] WRT, 2020. *Tracy Nature Park Master Plan*. February.

Attachment A to this Addendum provides a complete description of the proposed project, its location, existing site characteristics, proposed development, and required approvals and entitlements.

Attachment B to this Addendum provides the Environmental Checklist prepared for the project. This checklist provides information to: (1) compare the environmental impacts of the proposed project with impacts expected to result from implementation of the project evaluated in the 2010 EIR; (2) demonstrate that the proposed project would not result in new or more severe significant environmental impacts; (3) provide new or revised mitigation measures not identified in the 2010 EIR, and (4) conclude that no substantial changes with respect to the circumstances under which the project would be undertaken since the 2010 EIR was certified resulted in new or more severe significant environmental effects.

COMPARISON TO THE CONDITIONS LISTED IN CEQA GUIDELINES SECTIONS 15162 AND 15163

The following discussion summarizes the reasons that a subsequent or supplemental EIR, pursuant to CEQA Guidelines Sections 15162 and 15163, is not required and an Addendum to the 2010 EIR is the appropriate CEQA document.

Substantial Changes

Per the analysis included in Attachment B, Environmental Checklist, the proposed modifications to the project evaluated in the 2010 EIR would not result in new significant impacts beyond those identified in the 2010 EIR, would not substantially increase the severity of impacts identified in the 2010 EIR, and would not require major revisions to the 2010 EIR. Therefore, the proposed changes to the project would be minor modifications, not substantial changes, and an Addendum is the appropriate document to address these minor modifications rather than a subsequent or supplemental EIR.

Substantial Changes in Circumstances

As described in the Environmental Checklist for each topic, environmental conditions in and around the project site have not changed such that implementation of the proposed minor modifications to the 2010 EIR would result in new significant environmental effects or a substantial increase in the severity of environmental effects identified in the 2010 EIR, and thus would not require major revisions to the 2010 EIR.

New Information

No new information of substantial importance, which was not known or could not have been known when the 2010 EIR was adopted, has been identified which shows that the proposed minor modifications to the 2010 EIR associated with the proposed project would be expected to result in: (1) new significant environmental effects not identified in the 2010 EIR; (2) substantially more severe environmental effects than shown in the 2010 EIR; (3) mitigation measures or alternatives previously determined to be infeasible would in fact be feasible and would substantially reduce one or more significant effects of the project, but the City declines to adopt the mitigation measure or alternative;

or (4) mitigation measures or alternatives which are considerably different from those analyzed in the 2010 EIR would substantially reduce one or more significant effects on the environment, but the City declines to adopt the mitigation measure or alternative. In addition, the proposed minor modifications would require no new mitigation measures, as described throughout the Environmental Checklist, because no new or substantially more severe impacts are expected beyond those identified in the 2010 EIR.

CONCLUSION

The proposed minor modifications to the 2010 EIR described in this Addendum would not require major revisions to the 2010 EIR due to new or substantially increased significant environmental effects. The analysis contained in the Environmental Checklist confirms that the revised project is within the scope of the 2010 EIR and will have no new or more severe significant effects and no new mitigation measures are required. Therefore, no subsequent or supplemental EIR or further CEQA review is required prior to approval of the revised project, as described in this Addendum.

Attachments: A: Project Description
B: Environmental Checklist Pursuant to CEQA Guidelines Section 15168

ATTACHMENT A
PROJECT DESCRIPTION

The following describes the proposed Tracy Nature Park Project in the City of Tracy. The project would include development of a nature park on 86 acres of currently undeveloped land just south of the Legacy Fields Sports Complex. This project description is part of the preparation of an Addendum to the Holly Sugar Sports Park Project Final Environmental Impact Report[1] (2010 EIR), which was certified by the City of Tracy in June 2010. The City is the CEQA lead agency for the proposed project.

1.0 BACKGROUND

A group within the greater Tracy community banded together with an aspiration to establish a "Nature Park" within the City. The City Council responded to their request by designating 86 acres on the north boundary of the City to be transformed from agricultural fields to a nature refuge for the community. These 86 acres were part of the larger Holly Sugar Sports Park (now called Legacy Fields Sports Complex), which was formally evaluated in the 2010 EIR. As described in the 2010 EIR, the project site was intended as a Passive Recreation Area to buffer the active sports fields to the north from residential development to the south (hereinafter referred to as the "2010 Project"). The 2010 EIR was prepared pursuant to the California Environmental Quality Act (CEQA) and certified by the City of Tracy.

As part of the most recent City of Tracy Parks Master Plan update, the City hired WRT to define a vision for the park through community engagement and research, resulting in the Tracy Nature Park Master Plan. The Master Plan provides a foundation for future development of the Tracy Nature Park Project. As described in detail below, the Nature Park (hereinafter referred to as the "Proposed Project") would include the following improvements: earthen hiking and biking trails, bridges and structural (elevated) walkways, parking area, trailheads, and an interpretive center, as well as, tree planting and habitat creation/restoration.

Refinements to the park design constitute modifications to the 2010 Project that were not evaluated in the 2010 EIR, which necessitates subsequent environmental review/documentation under CEQA. Section 15164(b) of the CEQA Guidelines states that an Addendum to a certified EIR may be prepared if only minor technical changes or additions are necessary or none of the conditions described in Section 15162 apply.

The City of Tracy is the Lead Agency under CEQA and has prepared this Addendum to address the potential environmental impacts of implementing the Proposed Project on the project site.

[1] De Novo Planning Group. 2010. *Final Environmental Impact Report for the Holly Sugar Sports Park Project, SCH# 2008122103*. June.

1.1 PROJECT SITE

The following section describes the project location, existing conditions, surrounding land uses, and the regulatory setting.

1.1.1 Project Location

The City of Tracy is located near the southwestern corner of San Joaquin County, which is situated in the Central Valley of California, east of the California Coastal Range and west of the Sierra Nevada. The City of Stockton is northeast of the City and Modesto is due east. The City is surrounded by agricultural land.

The project site consists of 86 acres of undeveloped land located just south of the existing Legacy Fields Sports Complex. The site is located between Tracy Boulevard and Corral Hollow Road north of Larch Road and south of Sugar Road (see Figures 1 and 2).

1.1.2 Existing Conditions

Prior to acquisition by the City, the project site was farmed with alfalfa. The project site is currently undeveloped and the City has been periodically disking/mowing the site. An existing drainage ditch runs along the northern boundary of the project site and another ditch bisects the site. A concrete-lined irrigation canal runs along the southern boundary. A large irrigation pond in the northeastern portion of the project site is currently used to supply water for the adjacent Legacy Fields Sports Complex. The northwestern corner of the project site is traversed by PG&E power transmission lines with towers, and a 12-inch diameter underground PG&E gas pipeline. The project site is essentially flat, and is void of native vegetation, landscaping, and trees. There are no homes or buildings located on the project site. Figure 3 shows the existing conditions on the project site.

1.1.3 Surrounding Land Uses

The project site is located just south of the existing Legacy Fields Sports Complex, and other lands owned by the City for the future expansion of Legacy Fields. Lands to the west and east of the project site consist of agricultural lands with a few scattered residences. The project site is bound to the south by rural residential uses associated with the Larch Clover community.

1.1.4 Regulatory Framework

The City's General Plan Land Use Map designates the project site as Park (P). The site is also zoned for Park. This designation provides for current and future locations for public parks of all sizes in the City. Examples of specific land uses that are appropriate within this designation include active playing fields, parks and recreation facilities, urban parks and plazas, bicycle and walking trails, fountains, landscaped areas and corridors, natural open space and wildlife areas, water recharge and detention facilities (that are also used as public parks when they are not flooded) and renewable energy and/or alternative energy uses.

1.3 2010 PROJECT

The 2010 EIR designated the project site as a "Passive Recreation Area," which would serve as a buffer between the more developed active park uses and the rural residences to the south of the

park site. According to the 2010 EIR, this area may be used for passive recreational activities including, but not limited to, walking and biking trails, bocce ball, disc golf, or an arboretum. No structures or athletic fields are proposed for this area. No parking was proposed for this area, nor was non-emergency vehicular access proposed.

1.4 PROPOSED PROJECT

Since certification of the 2010 EIR, the City has refined the design for the proposed Nature Park project based on community input and background research. As defined in the Tracy Nature Park Master Plan,[2] the Proposed Project would include creation/restoration of native habitat and installation of passive recreation improvements over a period of years, dependent upon available funding. The intent is to establish the foundation for a "succession-based design" in which habitats will establish as site conditions evolve to become suitable.

1.4.1 Proposed Park Features

The City, with community support, proposes to implement the Tracy Nature Park vision, as outlined in the Tracy Nature Park Master Plan. This vision includes earthmoving, vegetation/tree planting, and construction of passive recreation elements to provide public access, while protecting native habitat. Specific park components are described in more detail below.

- **Vegetation.** Windrows would be planted along structured trails traversing the site to provide protection from westerly winds. A planted woodland ecosystem would be established along the east entry near Tracy Boulevard. Buffer plantings would be established at the northern and southern boundaries to filter out light and sound pollution from Legacy Fields to the north and screen views to/from residential uses to the south.

- **Topography.** Cut and fill soil movement would be used to modify the site topography, creating berms, which would create a framework for the establishment of a variety of habitats. Berming would also allow for the establishment of woodland habitat, by mitigating the potential effects of high boron levels expected on the site. Habitat islands could be created to provide sanctuary for nesting birds. Berms would also allow earthen paths to lead to overlooks providing views of the nature park and beyond.

- **Drainage.** The existing drainage ditches and irrigation canals would remain. The large irrigation pond would also remain as a source of water for the Legacy Fields Sports Complex, but may be modified and integrated into the park to provide greater ecological value. Changes to the site topography would create low-elevation, wet meadow areas that would experience seasonal inundation. Filtration swales would be established along the northern site boundary to treat runoff from Legacy Fields prior to entering ecological areas within the site. An additional irrigation pond may be established in the northern portion of the project site to provide back-up irrigation for Legacy Fields. New drainages would provide connections between the existing ditches/irrigation canals.

[2] WRT. 2020. *Tracy Nature Park Master Plan.* February.

- **Trails.** A peripheral, accessible, multi-use trail would be established around the perimeter of the site to provide recreation opportunities for more active users, such as bicyclists. Internal trails would be limited to passive uses only. Bridges and structured trails would diagonally traverse the site with elevated bridges providing views of wet meadows, but not impacting sensitive habitat. Trails would connect offsite to the future expansion of Lincoln Boulevard to the south and north to the "Old River."

- **Access/Parking.** During Phases 0-2, primary access would occur along Tracy Boulevard. An accessible trailhead with shade structure would be constructed near the existing crosswalk. As part of Phase 1, a dedicated intersection and park entrance would be added on Tracy Boulevard with a trailhead, restroom facilities, maintenance facility, educational space, and observation deck. A parking area for approximately 30-40 cars[3] would also be provided in this area. With establishment of the Interpretive Nature Center near the southern boundary of the site during Phase 3, the primary entrance may shift to West Larch Road. Additionally, a west entry may be introduced concurrent with the expansion of Legacy Fields to the west.

- **Interpretive Nature Center**. An approximately 60,000-square foot interpretive nature center would be constructed near the southern boundary of the site. The center may be integrated with the Larch Clover Community Center and would have direct connection to West Larch Road. Alternatively, the interpretive nature center could be located at the east entry.

1.4.2 Phasing

The Proposed Project would be implemented in four phases as described below.

Phase 0 – Community Build (Upon Adoption by City Council). This phase would involve the following improvements:

- Accessible trailhead connecting to the existing crosswalk on Tracy Boulevard
- One-mile accessible path connecting to the proposed trailhead and existing Legacy Fields parking area
- Two-mile earthen access loop around perimeter of the site
- Planting of native/non-native seed mix
- Installation of identity signage/Nature Park branding along Tracy Boulevard
- Initial tree planting by the community
- Hydrological and soil analyses

Phase 1 – Initial Earth Moving and Grading Opening. This phase would involve the following improvements:

- Earth-moving to create wet meadow zones, habitat islands, hills, buffers, and windbreaks

[3] The exact parking quantity and phasing would be determined based on further study.

- ¼-mile, paved, accessible trail loop
- Dedicated intersection and Nature Park entrance added on Tracy Boulevard
- Dedicated on-site park area on earthen surface, with accessible parking (30-40 spaces)
- Restoration and climate-appropriate tree planting in woodland areas and buffers
- Interpretive signage and education
- Temporary restroom facility at accessible trailhead
- Shade structures at trailhead and overlook

Phase 2 – Complete Site Earthwork. This phase would involve the following improvements:

- Earth-moving to create wet meadow zones, habitat islands, hills, buffers, and windbreaks
- Integration with Larch Clover Community Center
- Permanent trailhead facility/restrooms at east entry
- West entry added in conjunction with Legacy Fields expansion
- Additional accessible trail loops
- Additional on-site parking based on further traffic and use studies

Phase 3 – Based on Further Funding Opportunities. This phase would involve the following improvements:

- Dedicated drive entry and parking in conjunction with Larch Clover Community Center
- Expansion of trail loops and overlooks
- Expansion of actively managed native habitat zones
- Construction of Interpretive Community Center

1.4.3 Operation

The Proposed Project would be open daily to informal use, including picnicking, walking, jogging, bicycling, and use of general park facilities. Consistent with existing City regulations, the proposed park would be open from dawn to dusk.

Maintenance activities would be performed by existing City of Tracy staff (including user group partnerships/use agreements that would identify shared maintenance tasks) and landscape maintenance contractors hired by the City. Maintenance activities include mowing, facility cleaning, vegetation management, and maintenance of recreation facilities.

1.4.3 Construction

Pending grant funding, project construction could commence in late fall 2020 and would be constructed in phases as described above. Consistent with the City of Tracy Municipal Code, construction would occur during daylight hours, from approximately 7:00 a.m. to 5:00 p.m. daily. Construction staging would occur on the project site in areas not proposed to support proposed improvements. Construction workers, equipment and deliveries would access the site via Tracy Boulevard and the Legacy Sports Fields Complex to the north.

Construction activities would comply with State and local regulations, including the State Water Resources Control Board's National Pollutant Discharge Elimination System (NPDES) Construction General Permit for Discharges of Stormwater Associated with Construction Activity and Land Disturbances, which requires the preparation and implementation of a Stormwater Pollution Prevention Plan (SWPPP) that includes Best Management Practices (BMPs) to reduce the discharge of construction-related stormwater pollutants.

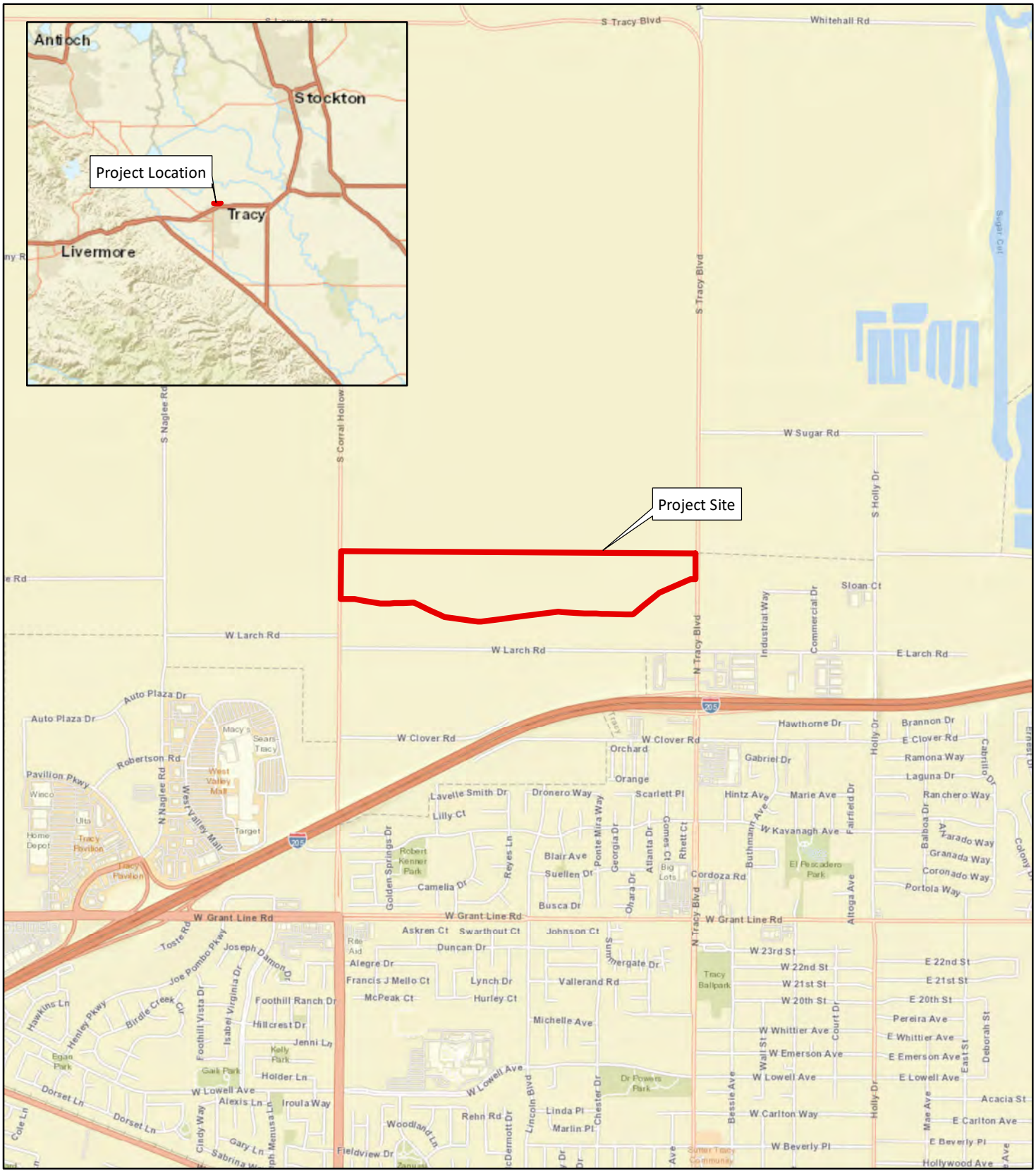
1.5 PROJECT APPROVALS

Limited permits and approvals would be required for the proposed project. While the City is the CEQA Lead Agency for the project, the State Water Resources Control Board will also have discretionary authority related to the project. A list of potential permits and approvals that may be required is provided in Table 1.

Table 1: Potential Permits and Approvals

Lead Agency	Potential Permits/Approvals
City of Tracy	• Project approval • Provision of grading, construction, traffic, erosion, and Storm Water Pollution Prevention Plan permits and approvals
Other Agencies	
State Water Resources Control Board	Construction General Permit for Discharges of Stormwater Associated with Construction Activity

Source: LSA (2020)



LSA

LEGEND

Project Site

FIGURE 1

N

0 1000 2000

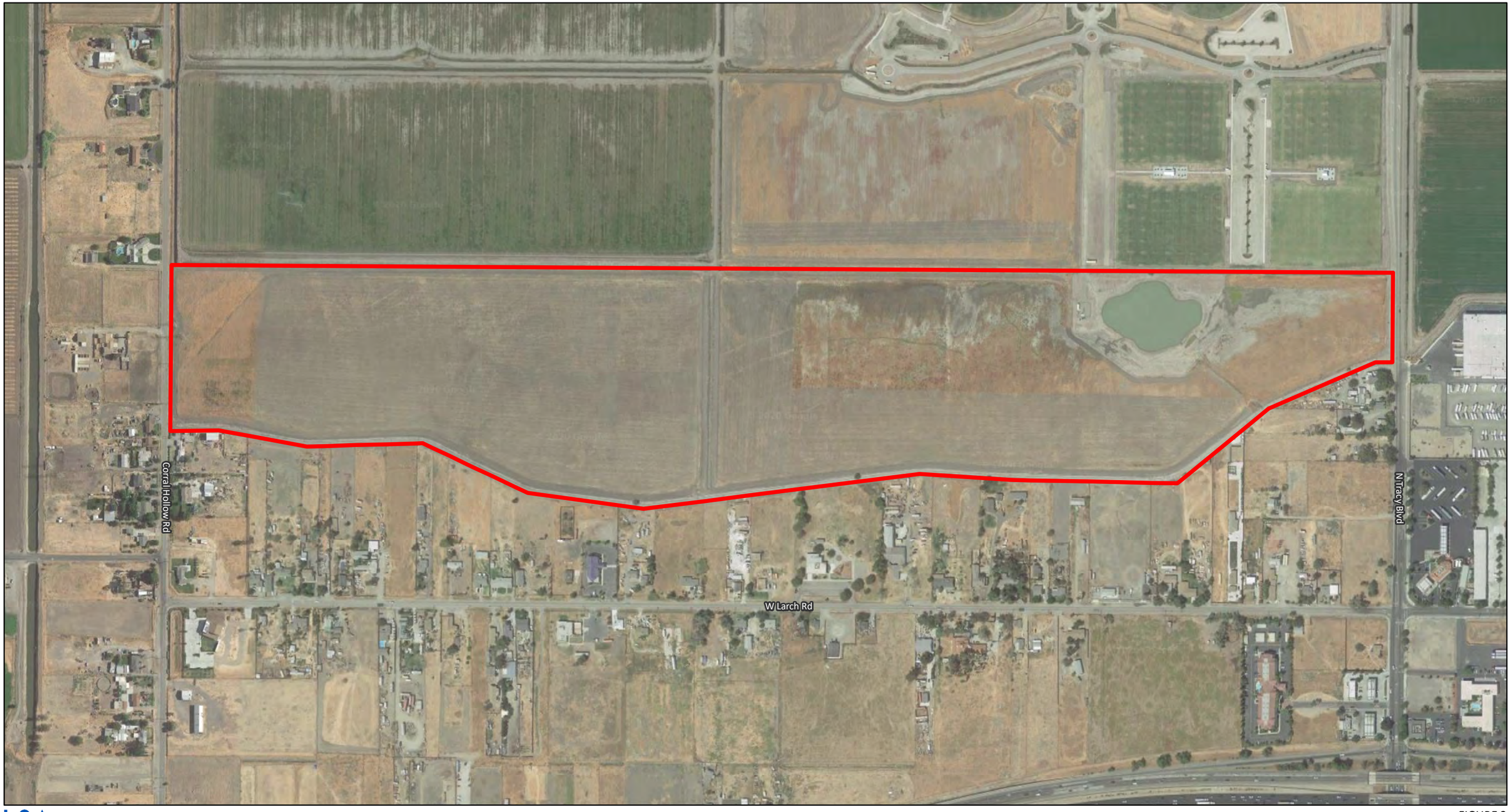
FEET

Tracy Nature Park
Tracy, California

Regional Location

SOURCE: Google Maps Sat (07/2019).

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LSA

LEGEND

Project Site Boundary

FIGURE 2

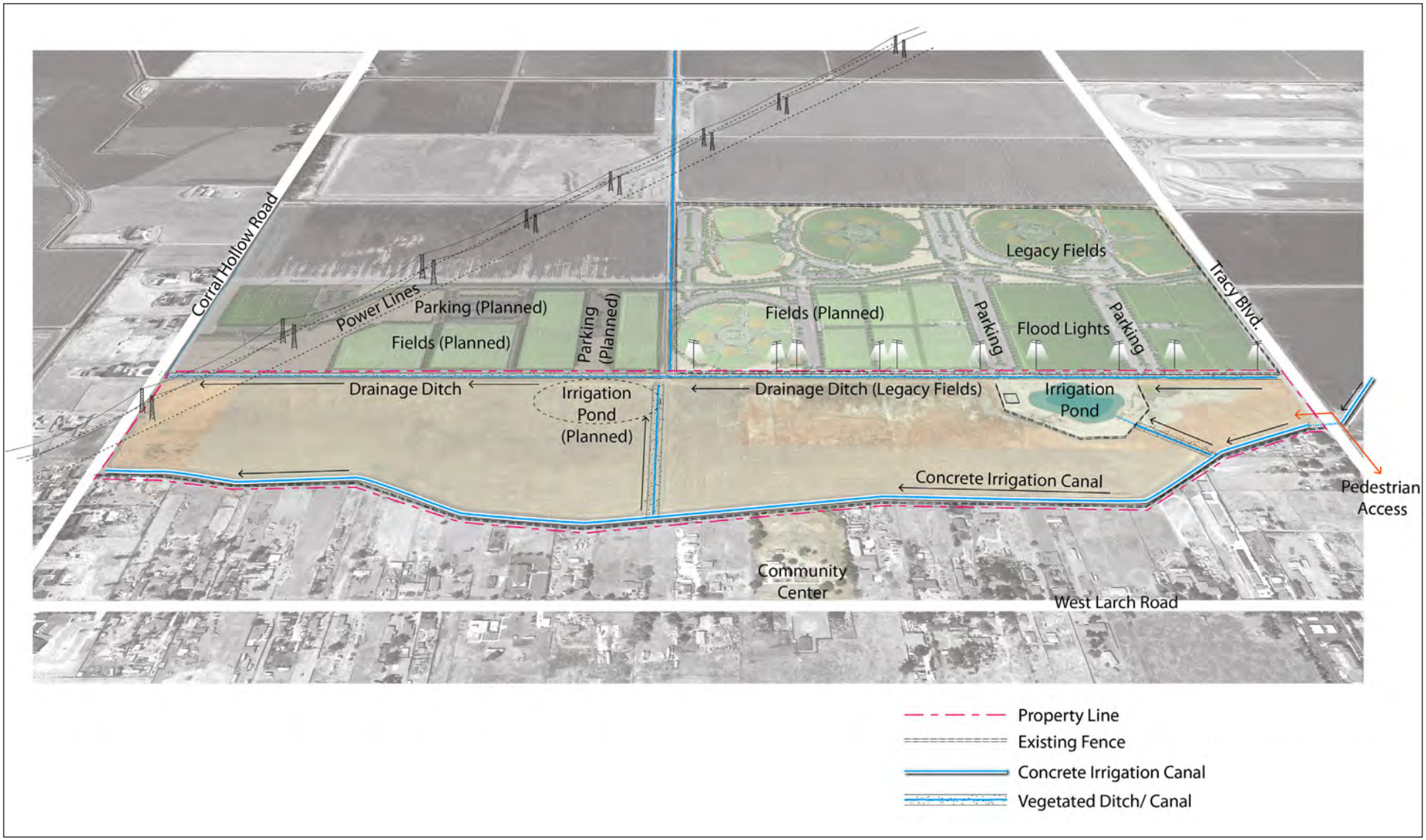
0 200 400
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Tracy Nature Park
Tracy, California

Project Site

SOURCE: Google Maps Sat (07/2019).

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LSA

FIGURE 3

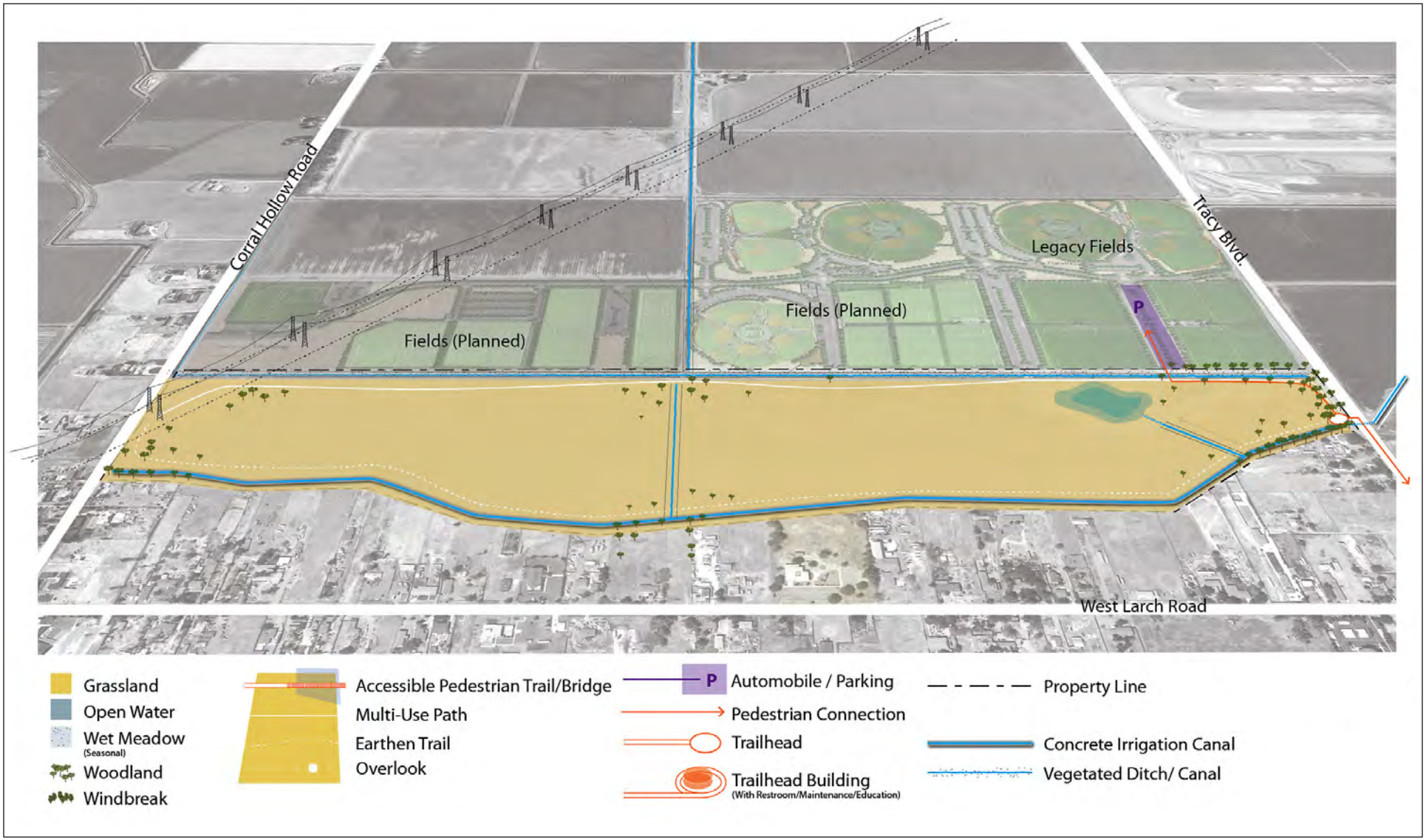
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N

Tracy Nature Park
Tracy, California
Existing Conditions

SOURCE: WRT, 2020.

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LSA

FIGURE 4

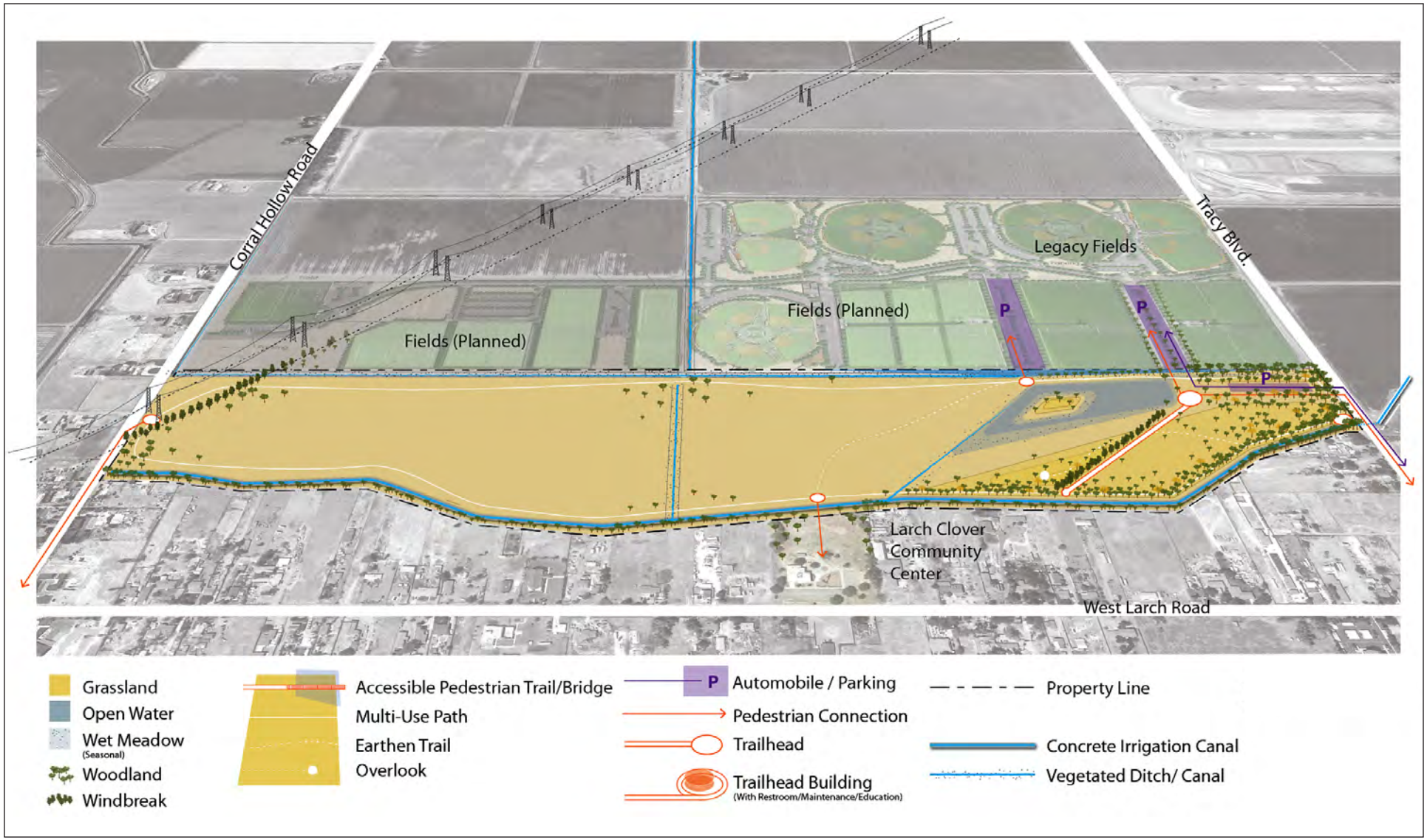
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N

Tracy Nature Park
Tracy, California
Proposed Improvements - Phase 0

SOURCE: WRT, 2020.

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LSA

FIGURE 5

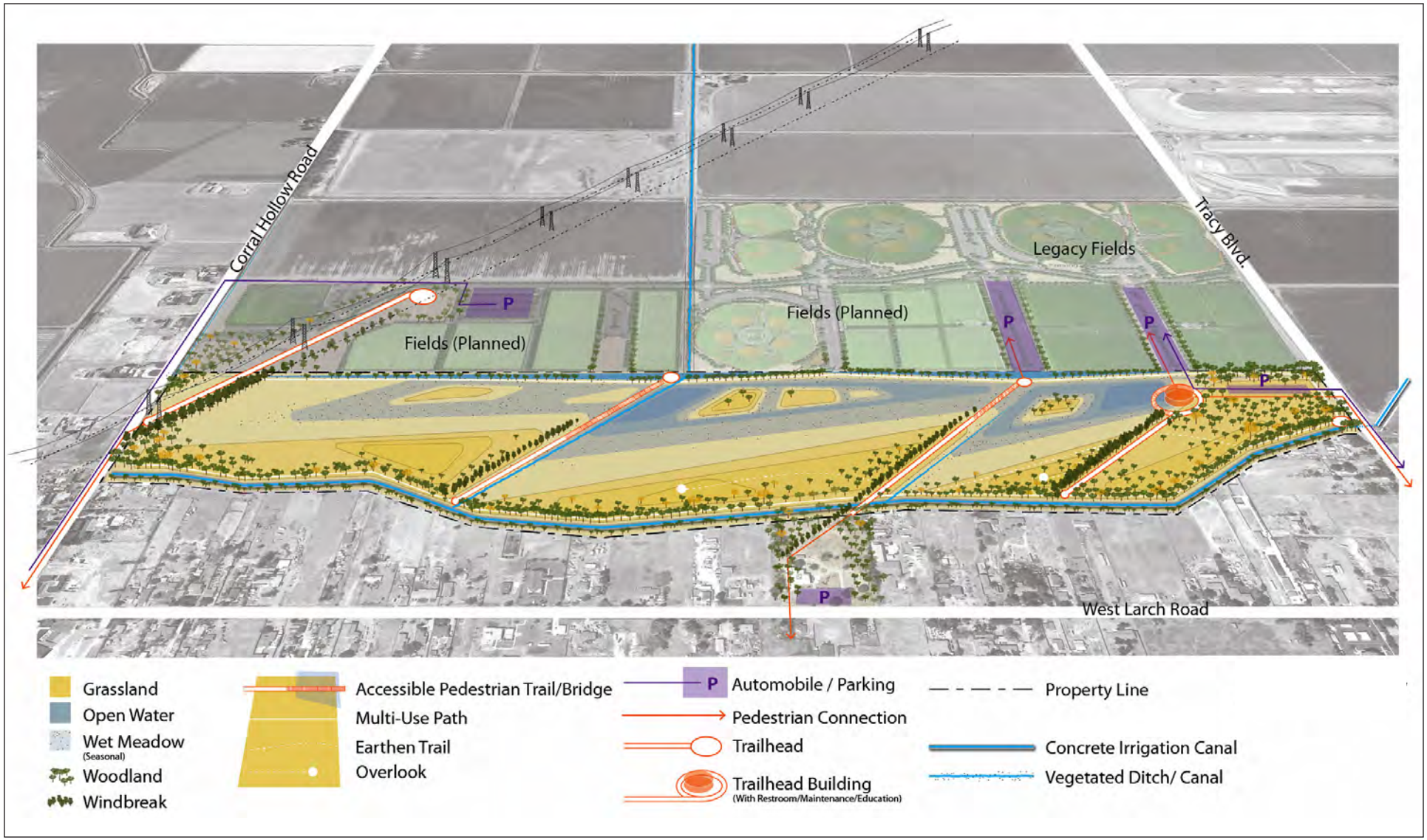
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N

Tracy Nature Park
Tracy, California
Proposed Improvements - Phase 1

SOURCE: WRT, 2020.

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LSA

FIGURE 6

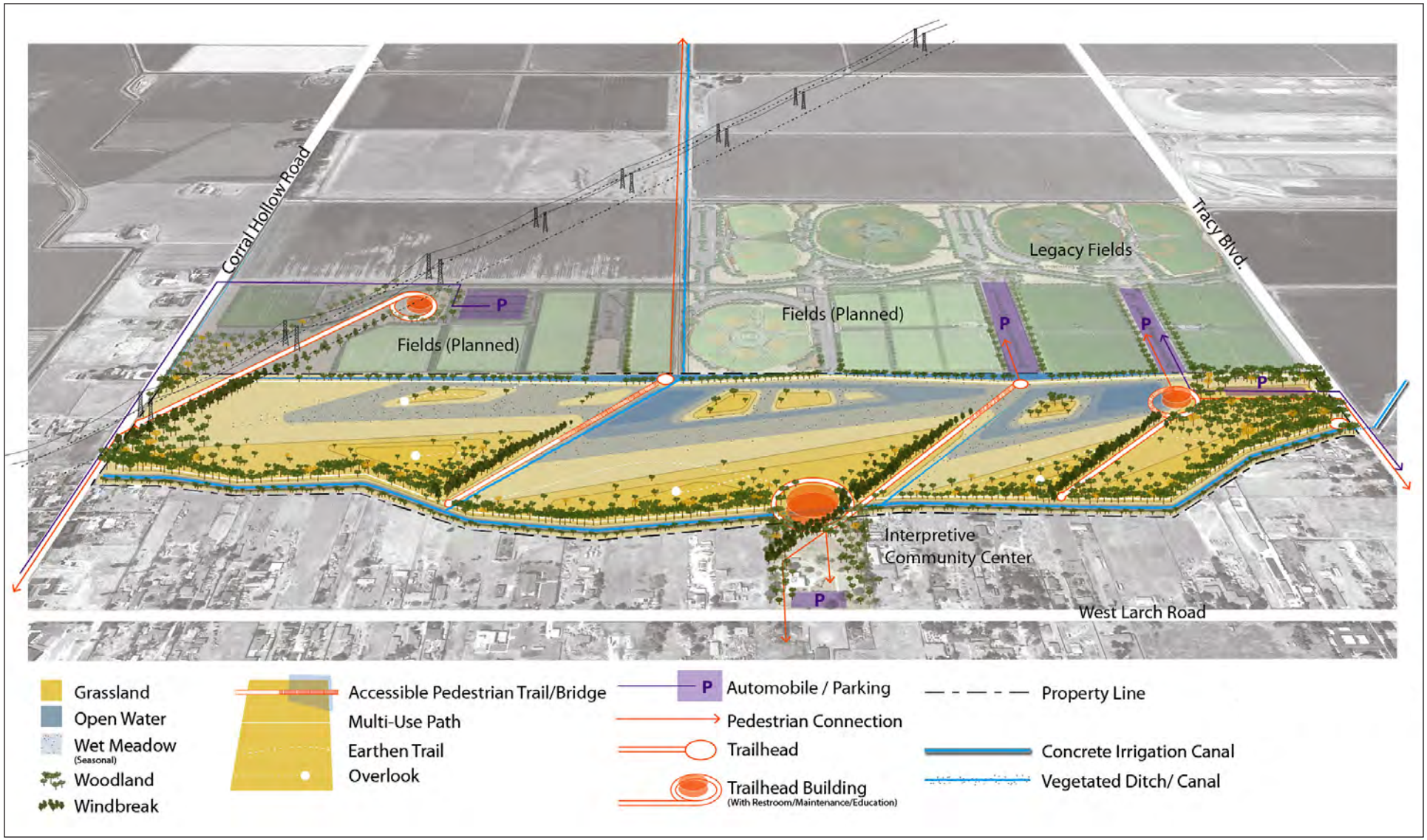
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FEET

N

Tracy Nature Park
Tracy, California
Proposed Improvements - Phase 2

SOURCE: WRT, 2020.

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LSA

FIGURE 7

0 150 300
FEET

N

Tracy Nature Park
Tracy, California
Proposed Improvements - Phase 3

SOURCE: WRT, 2020.

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ATTACHMENT B

ENVIRONMENTAL CHECKLIST PURSUANT TO CEQA GUIDELINES SECTION 15168

CEQA Guidelines 15168(c)(4) recommends using a written checklist or similar device to confirm whether the environmental effects of a subsequent activity were adequately covered in a previous environmental document. This checklist confirms that the Tracy Nature Park Project (Proposed Project) described in Attachment A is within the scope of the Holly Sugar Sports Park Project Final Environmental Impact Report[1] (2010 EIR), adopted by the City of Tracy in June 2010.

Per CEQA Section 15164, this Addendum evaluates whether modifications and refinements to the proposed activities and improvements identified in the 2010 EIR would result in new or substantially more adverse significant effects or require new mitigation measures not identified in the 2010 EIR. The City of Tracy is the CEQA Lead Agency for this Addendum.

As discussed in this Addendum, the proposed revisions to the 2010 Project resulting from implementation of the Tracy Nature Park Master Plan would not cause new significant environmental effects not identified in the 2010 EIR, nor would impacts associated with the project revisions be substantially more severe. The analyses in this checklist also shows that no substantive changes have occurred with respect to current circumstances under which the project would be undertaken that would cause new or substantially more severe significant environmental effects than were identified in the 2010 EIR. In addition, no new information has become available that shows that the project would cause new or substantially more severe significant environmental effects which have not already been analyzed in the 2010 EIR.

[1] De Novo Planning Group. 2010. *Final Environmental Impact Report for the Holly Sugar Sports Park Project, SCH# 2008122103*. June.

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1. AESTHETICS

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
Except as provided in Public Resources Code Section 21099, would the project:				
a. Have a substantial adverse effect on a scenic vista?	☐	☐	☐	☒
b. Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway	☐	☐	☐	☒
c. Substantially degrade the existing visual character or quality of public views of the site and its surroundings? (Public views are those that are experienced from publicly accessible vantage point). If the project is in an urbanized area, would the project conflict with applicable zoning and other regulations governing scenic quality?	☐	☐	☐	☒
d. Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?	☐	☐	☐	☒

Discussion

The following includes a discussion of the potential impacts to aesthetics associated with the Proposed Project. With respect to scenic vistas, scenic resources, visual character and quality, and lighting and glare conditions within the project site and vicinity, conditions are generally the same as discussed in the 2010 EIR, with the exception that the active sports fields have been developed north of the Nature Park site.

Scenic Vistas

The project site is not designated as a scenic vista in the City of Tracy General Plan (2006) or the San Joaquin County General Plan (2016). The project site is relatively flat and the topography provides a horizontal panorama providing vistas of the Diablo Range to the south and west and the Altamont Pass to the east.

Similar to the 2010 Project, visible elements of the Proposed Project would include trails, signage, a parking area, and Interpretive Nature Center. Proposed improvements would not include any tall structures (more than one- to two-stories) that would reduce, obstruct, or degrade scenic vistas. In addition, the Proposed Project would include the installation of new landscaping and enhancement of natural habitat throughout the project area, which would improve the project area's overall visual appearance. Therefore, like the 2010 Project, the Proposed Project would not result in substantial adverse effects on a scenic vista. Impacts associated with the Proposed Project would not result in new impacts to scenic vistas or substantially increase the severity of impacts identified in the 2010 EIR.

Scenic Resources

As described in the San Joaquin County General Plan, San Joaquin County has designated 26 local roadways within the County as local scenic routes. Interstate 5 and State Routes (SR) 4 and 99 are also County-designated scenic roadways. In addition, Interstates 5 and 580 are designated as State

scenic highways. The project area is not located within the vicinity of a State Scenic Highway. No historic buildings or rock outcroppings are located on or near the vicinity of the project area. Furthermore, implementation of the project would not result in the removal or damage of scenic resources. Therefore, impacts associated with the Proposed Project would not result in new impacts to scenic resources or substantially increase the severity of impacts identified in the 2010 EIR.

Visual Character

The 2010 EIR determined that development of the Legacy Sports Complex would permanently alter the existing visual qualities of the project area, by introducing numerous park facilities and related uses into an area that is currently undeveloped and agricultural in nature and appearance. Mitigation Measure 3.1-1 was identified to reduce the visual prominence and visual impacts of the 2010 Project by installing trees, vegetation, and other landscaping to shield parking and maintenance areas from publicly accessible viewpoints. In addition, the 2010 Project included the Passive Recreation Area (project site), which would be largely retained in its existing visual character to reduce visual impacts and visibility of the site from surrounding rural residences. However, given the complete change in character of the site from undeveloped land to recreation development, impacts associated with the 2010 Project were found to be significant and unavoidable.

Implementation of the Tracy Nature Park Master Plan would change the existing visual character of the project site from undeveloped (mowed) land to a more natural landscape. The Proposed Project would include modifications to the site topography to promote the development of native habitat types. Other improvements would include trails, bridges, parking area, restroom facility and nature center. In addition, proposed improvements would include landscaping and tree planting to enhance the visual quality of the project and filter views from publicly accessible viewpoints along Tracy Boulevard, and from adjacent residential developments. As proposed, the Tracy Nature Park would continue to provide a visual buffer between the sports fields to the north and the rural residences to the south. Overall, the Proposed Project would represent an improvement to the visual quality and character of the project area through habitat creation/restoration and landscape and tree planting. Therefore, the Proposed Project would not degrade the visual character of the project site or result in a potential impact to the visual character or quality of public views of the site or the surroundings that would be more severe than the impacts identified in the 2010 EIR. Mitigation Measure 3.1-1, as described in the 2010 EIR is not required for the Proposed Project.

Light and Glare

The 2010 EIR determined that implementation of the 2010 Project would introduce new sources of light and glare into the project area. New sources of glare would occur from windshields of vehicles traveling to/from the project site and those vehicles parked on the site. Parking areas for the sports field complex are located within the interior of the site and not immediately adjacent to the rural residential uses to the south and west. Like the 2010 Project, parking associated with the Tracy Nature Park would be limited and would not be located adjacent to sensitive land uses in the project vicinity. Similar to the 2010 Project, glare impacts associated with the Proposed Project would be less than significant.

The 2010 EIR determined that light sources from the proposed sports fields complex may have a significant adverse impact on the surrounding areas by introducing nuisance light into the area and decreasing the visibility of nighttime skies. On-site light sources associated with the active sports

fields, and security lighting at the parking areas and restrooms may create light spillover impacts on surrounding land uses. Mitigation Measure 3.1-2 was identified to reduce impacts associated with nighttime lighting and light spillage onto adjacent properties from the active sports fields. However, given that nighttime lighting in the project area would still increase even with implementation of mitigation, nighttime lighting impacts associated with the 2010 Project were found to be significant and unavoidable.

The project site is located in a largely rural area. Streetlights, vehicle head and taillights on area roadways, and lighting associated with the adjacent Legacy Fields Sports Complex are the existing sources of light and glare in the project area. As part of the Proposed Project, security/safety lighting may be installed at proposed structures including the Interpretive Nature Center, restrooms, and parking lot. Lighting would consist of pole-mounted light fixtures similar to the security lighting installed at the parking lots and restrooms within the Legacy Fields Sports Complex. Light levels would be sufficient to provide security/safety, but are not intended to promote use of the park during the nighttime hours. Title 10.08.4000 of the Tracy Municipal Code requires that the site plan and architectural package include the existing lighting standards and devices and be reviewed by the Development and Engineering Department. Consistent with the policies outlined in the City's Municipal Code, each light fixture would be directed downward and away from adjoining properties and public right of way, so that no on-site light fixture would directly illuminate any off-site areas. With adherence to these requirements, the proposed project would not create a new source of substantial light or glare, which would adversely affect day or nighttime views in the area. This impact would be less than significant and no mitigation would be required.

Applicable Mitigation

As described in the 2010 EIR, mitigation measures were identified to reduce the visual impacts associated with the 2010 Project, particularly the development of the active sports fields uses north of the Nature Park site. As described above, implementation of the Proposed Project would not result in any significant visual resources impacts; therefore, Mitigation Measures 3.1-1 and 3.1-2 would not apply to the Proposed Project.

Conclusion

Based on the above analysis and discussion, no substantive revisions to the 2010 EIR are required, because no new significant impacts or impacts of substantially greater severity than those identified in the 2010 EIR would result from the Proposed Project. Visual impacts associated with the Proposed Project would be less than the impacts resulting from the 2010 Project; therefore, the mitigation measures identified in the 2010 EIR are not required for the Proposed Project.

2. AGRICULTURE AND FORESTRY RESOURCES

In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Department of Conservation as an optional model to use in assessing impacts on agriculture and farmland. In determining whether impacts to forest resources, including timberland, are significant environmental effects, lead agencies may refer to information compiled by the California Department of Forestry and Fire Protection regarding the State's inventory of forest land, including the Forest and Range Assessment Project and the Forest Legacy Assessment Project; and the forest carbon measurement methodology provided in Forest Protocols adopted by the California Air Resources Board.

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
Would the project:				
a. Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	☐	☐	☐	☒
b. Conflict with existing zoning for agricultural use, or a Williamson Act contract?	☐	☐	☐	☒
c. Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code Section 12220(g)), timberland (as defined by Public Resources Code Section 4526), or timberland zoned Timberland Production (as defined by Government Code Section 51104(g))?	☐	☐	☐	☒
d. Result in the loss of forest land or conversion of forest land to non-forest use?	☐	☐	☐	☒
e. Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use or conversion of forest land to non-forest use?	☐	☐	☐	☒

Discussion

The project area is classified as "Farmland of Local Importance" by the State Department of Conservation.[2] Farmland of Local Importance includes land that is or has been used for irrigated pasture, dryland farming, confined livestock or dairy facilities, aquaculture, poultry facilities and dry grazing. It also includes soils previously designated by soil characteristics as "Prime Farmland," Farmland of Statewide Importance," and "Unique Farmland" that has since become idle.

As described in the 2010 EIR, the entire 298-acre project site evaluated in the 2010 EIR was designated as Unique Farmland by the California Department of Conservation and zoned for agricultural use. At the time the 2010 EIR was prepared, the project site was actively farmed with

[2] California, State of, 2016. Department of Conservation. California Important Farmland Finder. Website: maps.conservation.ca.gov/dlrp/ciff (accessed March 15, 2020).

alfalfa. The 2010 EIR determined that implementation of the 2010 Project would permanently remove 298 acres from agricultural production, resulting in a significant impact. In addition, the 2010 EIR determined that the 2010 Project would introduce increased human activity in the area and may result in nuisances to the adjacent agricultural operations. Mitigation Measures 3.2-1 through 3.2-4 were identified to help reduce the significance of the impacts to agricultural resources through payment of fees to preserve farmland, establishment of fencing/buffers, and coordination with adjacent agricultural operators. However, implementation of the 2010 Project would still result in a net loss of Important Farmland; therefore, the 2010 EIR determined that this impact would remain significant and unavoidable. Other impacts related to agricultural resources were determined to be less than significant with implementation of mitigation.

Since certification of the 2010 EIR, the City has developed the Legacy Fields Sports Complex, and constructed an irrigation pond on the project site to serve the sports fields complex. Other areas of the project have been routinely disked/mowed. No agricultural uses currently exist on the project site. Further, the project site is zoned P (Park) on the City's zoning map;[3] therefore, the project area is not zoned for agricultural use nor is the project under a Williamson Act contract.[4] No forest land or timberland is identified on or in the vicinity of the project area, and the project area is not zoned for forest or timber uses. Therefore, the Proposed Project would have no impact on agricultural and forestry resources.

Applicable Mitigation

Mitigation Measures 3.2-1 through 3.2-4 were implemented as part of the 2010 Project. Since certification of the 2010 EIR, the City has developed the Legacy Sports Fields Complex to the north and the project site has been routinely mowed. The Proposed Project would have no impact on agricultural resources; therefore, no mitigation is required.

Conclusion

Based on the above analysis and discussion, no substantive revisions to the 2010 EIR are required, because no new significant impacts or impacts of substantially greater severity than those identified in the 2010 EIR would result from the Proposed Project. Like the 2010 Project, the Proposed Project would have no impact on agricultural or forestry resources and mitigation would not be required.

[3] Tracy, City of, 2020. Interactive Zoning Map. Website: https://www.ci.tracy.ca.us/?navid=442 (accessed March 15, 2020).

[4] San Joaquin, County of, 2015. San Joaquin County Williamson Act Parcels dataset, San Joaquin Valley Gateway website: https://sjvp.databasin.org/datasets/a32f8f44b4524b07b1861e779a0857c0 (accessed March 15, 2020).

3. AIR QUALITY

Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations.

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
Would the project:				
a. Conflict with or obstruct implementation of the applicable air quality plan?	☐	☐	☐	☒
b. Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard?	☐	☐	☐	☒
c. Expose sensitive receptors to substantial pollutant concentrations?	☐	☐	☐	☒
d. Result in other emissions (such as those leading to odors) affecting a substantial number of people?	☐	☐	☐	☒

Discussion

The City of Tracy is part of the San Joaquin Valley Air Basin (SJVAB), which is within the jurisdiction of the San Joaquin Valley Air Pollution Control District (SJVAPCD). The SJVAPCD is responsible for air quality regulation within the eight-county San Joaquin Valley region.

Both the State of California (State) and the federal government have established health-based Ambient Air Quality Standards (AAQS) for six criteria air pollutants: carbon monoxide (CO), ozone (O_3), nitrogen dioxide (NO_2), sulfur dioxide (SO_2), lead (Pb), and suspended particulate matter ($PM_{2.5}$ and PM_{10}). The SJVAB is designated as non-attainment for O_3 and $PM_{2.5}$ for federal standards and non-attainment for O_3, PM_{10}, and $PM_{2.5}$ for State standards.

Based on the SJVAPCD attainment status and ambient air quality monitoring data, ambient air quality in the vicinity of the project site has basically remained unchanged since approval of the 2010 EIR. However, the SJVAPCD has made a key regulatory change since the 2010 EIR was certified. The most recent *Guidance for Assessing and Mitigating Air Quality Impacts* (GAMAQI)[5] was adopted March 19, 2015 and assists lead agencies and project applicants in evaluating the potential air quality impacts of projects in the SJVAB. These changes in the project circumstances, as well as changes to the Proposed Project itself, are discussed and evaluated in the following section.

[5] San Joaquin Valley Air Pollution Control District, 2015. *Guidance for Assessing and Mitigating Air Quality Impacts*. March 19. Website: www.valleyair.org/transportation/ceqa_idx.htm (accessed January 2019).

Clean Air Plan Consistency

An air quality plan describes air pollution control strategies to be implemented by a city, county, or region classified as a non-attainment area. The main purpose of the air quality plan is to bring the area into compliance with the requirements of the federal and State air quality standards.

The 2010 EIR did not evaluate whether the 2010 Project would conflict with or obstruct implementation of an applicable air quality plan. To bring the San Joaquin Valley into attainment, the SJVAPCD has developed the 2013 Plan for the Revoked 1-Hour Ozone Standard (Ozone Plan), adopted on September 19, 2013.[6] The SJVAPCD also adopted the 2016 Plan for the 2008 8-Hour Ozone Standard in June 2016 to satisfy Clean Air Act requirements and ensure attainment of the 75 parts per billion (ppb) 8-hour ozone standard.[7]

To assure the SJVAB's continued attainment of the USEPA PM_{10} standard, the SJVAPCD adopted the 2007 PM_{10} Maintenance Plan in September 2007.[8] SJVAPCD Regulation VIII (Fugitive PM_{10} Prohibitions) is designed to reduce PM_{10} emissions generated by human activity. The SJVAPCD adopted the 2018 Plan for the 1997, 2006, and 2012 $PM_{2.5}$ Standards in November 2018 to address the USEPA 1997 annual $PM_{2.5}$ standard of 15 µg/m^3 and 24-hour $PM_{2.5}$ standard of 65 µg/m^3, the 2006 24-hour $PM_{2.5}$ standard of 35 µg/m^3, and the 2012 annual $PM_{2.5}$ standard of 12 µg/m^3.[9]

CEQA requires that certain proposed projects be analyzed for consistency with the applicable air quality plan. For a project to be consistent with SJVAPCD air quality plans, the pollutants emitted from a project should not exceed the SJVAPCD emission thresholds or cause a significant impact on air quality. In addition, emission reductions achieved through implementation of offset requirements are a major component of the SJVAPCD air quality plans. As discussed below, construction of the Proposed Project would not result in the generation of criteria air pollutants that would exceed SJVAPCD thresholds of significance. Implementation of Mitigation Measures 3.3-1 and 3.3-2 would further reduce construction dust impacts. Operational emissions associated with the Proposed Project would also not exceed SJVAPCD established significance thresholds. Therefore, the Proposed Project would not conflict with or obstruct implementation of SJVAPCD air quality plans. As such, the Proposed Project would not result in any new or more significant impacts related to clean air plan consistency than previously analyzed in the 2010 EIR.

Construction-Related Impacts

The 2010 EIR did not quantify construction emissions; however the 2010 EIR determined that construction activities could generate dust and vehicle emissions that are primarily related to

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6 San Joaquin Valley Air Pollution Control District, 2013. *2013 Plan for the Revoked 1-Hour Ozone Standard*. September 19. Website: www.valleyair.org/Air_Quality_Plans/Ozone-OneHourPlan-2013.htm (accessed March 2020).

7 San Joaquin Valley Air Pollution Control District, 2016. *2016 Plan for the 2008 8-Hour Ozone Standard*. June 16. Website: www.valleyair.org/Air_Quality_Plans/Ozone-Plan-2016.htm (accessed March 2020).

8 San Joaquin Valley Air Pollution Control District, 2007. *2007 PM_{10} Maintenance Plan and Request for Redesignation*. Available online at: www.valleyair.org/Air_Quality_Plans/docs/Maintenance%20Plan10-25-07.pdf (accessed March 2020).

9 San Joaquin Valley Air Pollution Control District, 2018. *2018 Plan for the 1997, 2006, and 2012 $PM_{2.5}$ Standards*. November 15. Website: http://valleyair.org/pmplans/documents/2018/pm-plan-adopted/2018-Plan-for-the-1997-2006-and-2012-PM2.5-Standards.pdf (accessed March 2020).

grading and other ground-preparation activities. The 2010 EIR also determined that with implementation of Mitigation Measures 3.3-1 and 3.3-2, which include SJVAPCD-recommended PM_{10} fugitive dust rules and equipment exhaust emissions controls as required by Regulation VIII, construction-related emissions would be mitigated to a less-than-significant level.

Construction emissions were estimated for the Proposed Project using the California Emissions Estimator Model (CalEEMod) version 2016.3.2, consistent with SJVAPCD recommendations. As identified in the Project Description, pending grant funding, project construction could commence in late fall 2020 and would be constructed in phases. To be conservative, this analysis assumes construction would occur for approximately 24 months. Construction-related emissions are presented in Table 1. CalEEMod output sheets are included in Appendix A.

Table 1: Project Construction Emissions (Tons per Year)

	CO	NO_x	ROG	SO_x	PM_{10}	$PM_{2.5}$
2020	0.5	0.9	0.1	<0.1	0.4	0.3
2021	5.8	7.9	0.8	<0.1	1.8	0.8
2022	6.0	7.2	1.2	<0.1	1.6	0.5
SJVAPCD Significance Threshold	100.0	10.0	10.0	27.0	15.0	15.0
Exceed Threshold?	**No**	**No**	**No**	**No**	**No**	**No**

Source: LSA (March 2020).

As shown in Table 1, construction emissions associated with the Proposed Project would be below the SJVAPCD's significance thresholds. As identified above, the 2010 EIR required the implementation of Mitigation Measures 3.3-1 and 3.3-2, which included the SJVAPCD's Regulation VIII measures to reduce construction emissions to a less-than-significant level. With implementation of Mitigation Measures 3.3-1 and 3.3-2, the Proposed Project would not result in new significant impacts beyond those identified in the 2010 EIR and no new mitigation measures are required.

Regional Air Pollutant Emissions

As discussed in the 2010 EIR, the 2010 Project would be an indirect source of air pollutants, in that it would attract and cause an increase in vehicle trips in the region. The 2010 Project would also be an area source of emissions, primarily from the maintenance and landscaping activities. As identified in the 2010 EIR, the 2010 Project's operational emissions would be below the SJVPACD's thresholds. As such, the 2010 EIR determined that the 2010 Project would result in less-than-significant air quality impacts.

However, the 2010 EIR also determined that regardless of the emissions totals, the 2010 Project would be subject to the requirements of SJVAPCD Rule 9510, which requires developers of large residential, commercial, and industrial projects to reduce smog-forming (NO_x) and particulate (PM_{10} and $PM_{2.5}$) emissions generated by their projects. The Rule applies to projects and project developers are required to reduce:

- 20 percent of construction-exhaust nitrogen oxides;
- 45 percent of construction-exhaust PM_{10};

- 33 percent of operational nitrogen oxides over 10 years; and
- 50 percent of operational PM_{10} over 10 years.

The 2010 EIR indicated that developers are encouraged to meet these reduction requirements through the implementations of on-site mitigation; however, if the on-site mitigation does not achieve the required baseline emission reductions, the developer will mitigate the difference by paying an off-site fee to the SJVAPCD. The 2010 EIR identified Mitigation Measure 3.3-3 to meet the requirements of SJVAPCD Rule 9510 and determined that impacts would be reduced to a less-than-significant level.

Similar to the 2010 EIR, the Proposed Project would result in mobile air quality emissions from increased vehicle trips and area source air quality impacts such as emissions generated from the use of landscaping equipment. Emission estimates for operation of the Proposed Project were calculated using CalEEMod. As identified in Section 17, Transportation, the Proposed Project is estimated to generate 67 daily trips, which was included in CalEEMod. The annual emissions associated with operational trip generation, energy, and area sources are identified in Table 2 below. CalEEMod output sheets are included in Appendix A.

Table 2: Project Operation Emissions (Tons per Year)

	CO	NO_x	ROG	SO_x	PM_{10}	$PM_{2.5}$
Area Source Emissions	<0.1	<0.1	0.3	0.0	0.0	0.0
Energy Source Emissions	0.0	0.0	0.0	0.0	0.0	0.0
Mobile Source Emissions	0.1	0.1	<0.1	<0.1	0.1	<0.1
Total Project Operation Emissions	0.1	0.1	0.3	<0.1	0.1	<0.1
SJVAPCD Significance Threshold	100.0	10.0	10.0	27.0	15.0	15.0
Exceed Threshold?	**No**	**No**	**No**	**No**	**No**	**No**

Source: LSA (March 2020).

The results shown in Table 2 indicate that the Proposed Project would not exceed the SJVAPCD's thresholds. As identified above, the 2010 EIR required the implementation of Mitigation Measure 3.3-3, which requires projects to meet the requirements of SJVAPCD Rule 9510. With implementation of Mitigation Measure 3.3-3, the Proposed Project would not result in new significant impacts beyond those identified in the 2010 EIR and no new mitigation measures are required.

Localized Carbon Monoxide Concentrations

The 2010 EIR found that since the 2010 Project is within an attainment area for carbon monoxide (ambient air quality standards are currently attained) and in an area with low background concentrations, changes in carbon monoxide levels resulting from the 2010 Project would not result in violations of the ambient air quality standards, and would represent a less than significant impact. Similar to the 2010 Project, the Proposed Project is within an attainment area for carbon monoxide (ambient air quality standards are currently attained) and in an area with low background concentrations. Additionally, the Proposed Project is only expected to generate approximately 67

daily trips. Therefore, the Proposed Project would not create impacts related to local CO emissions that would be more severe than impacts identified in the 2010 EIR.

Naturally Occurring Asbestos

As identified in the 2010 EIR, pursuant to guidance issued by the Governor's Office of Planning and Research (OPR), Lead Agencies are encouraged to analyze potential impacts related to naturally occurring asbestos (NOA). NOA can be released from serpentine soils and ultramafic rocks when the rocks are broken or crushed or when soils are disturbed. At the point of release, the asbestos fibers may become airborne, causing air quality and human health hazards.

Serpentine soils and/or ultramafic rock are known to be present in 44 of California's 58 counties. These rocks and soils are particularly abundant in the counties of the Sierra Nevada foothills, the Klamath Mountains and Coast Ranges. According to the General Location Guide for Ultramafic Rock in California – Areas More Likely to Contain Naturally Occurring Asbestos, serpentine soils and ultramafic rocks are not known to occur within the Holly Sugar Sports Park project site, and thus, it was determined that there is no potential that the 2010 Project would disturb NOA and impacts were considered to be less than significant. Like the 2010 Project, there is no potential that the Proposed Project would disturb NOA and impacts would remain less than significant. As such, the Proposed Project would not result in any new or more significant impacts related to NOA than previously analyzed in the 2010 EIR.

Sensitive Receptors

As discussed in the 2010 EIR, implementation of the 2010 Project would not result in the long-term operation of any major on-site stationary sources of toxic air contaminants (TACs). In addition, no major stationary sources of TACs have been identified in the vicinity of the project site. Therefore, implementation of the 2010 Project would not be anticipated to result in an increased exposure of sensitive receptors to localized concentrations of TACs that would exceed applicable standards. As such, this impact was considered less than significant.

Like the 2010 Project, the Proposed Project would not result in the long-term operation of any major on-site stationary sources of TACs. Construction activities associated with the Proposed Project would generate airborne particulates and fugitive dust, as well as a small quantity of pollutants associated with the use of construction equipment (e.g., diesel-fueled vehicles and equipment) on a short-term basis. However, construction contractors would be required to implement measures to reduce or eliminate emissions by implementing Mitigation Measures 3.3-1 and 3.3-2, as described above. Project construction emissions would be well below SJVAPCD significance thresholds. Therefore, the Proposed Project would not expose sensitive receptors to substantial pollutant concentrations and impacts would remain less than significant. As such, the Proposed Project would not result in any new or more significant impacts than previously analyzed in the 2010 EIR.

Objectionable Odors

As discussed in the 2010 EIR, potential odors generated during construction and operational activities would result in less than significant impacts. Similar to the 2010 Project, during construction of the Proposed Project, some odors may be present due to diesel exhaust. However,

these odors would be temporary and limited to the construction period. The Proposed Project would not include any activities or operations that would generate objectionable odors and once operational, the Proposed Project would not be a source of odors. Therefore, the Proposed Project would not create objectionable odors affecting a substantial number of people. Therefore, similar to the 2010 Project, the Proposed Project would not create objectionable odors affecting a substantial number of people, and impacts would be less than significant.

Applicable Mitigation

No substantial changes in environmental circumstances have occurred for this topic, nor revisions to the project, nor new information that could not have been known at the time the 2010 EIR was adopted leading to new or more severe significant impacts, and no new mitigation measures are required. Mitigation Measures 3.3-1, 3.3-2, and 3.3-3 previously identified in the 2010 EIR, would remain applicable to the Proposed Project, as follows:

MM 3.3-1: Prior to the commencement of grading activities, the City shall require the contractor hired to complete the grading activities to prepare a construction emissions reduction plan that meets the requirements of SJVAPCD Rule VIII. The construction emissions reductions plan shall be submitted to the SJVAPCD for review and approval. The City of Tracy shall ensure that all required permits from the SJVAPCD have been issued prior to commencement of grading activities. The construction emissions reduction plan should include the following requirements and measures:

- Properly and routinely maintain all construction equipment, as recommended by manufacturer's manuals, to control exhaust emissions.
- Shut down equipment when not in use for extended periods of time, to reduce exhaust emissions associated with idling engines.
- Encourage ride-sharing and of use transit transportation for construction employees commuting to the project site.
- Use electric equipment for construction whenever possible in lieu of fossil fuel-powered equipment.
- Curtail construction during period of high ambient pollutant concentrations.
- Construction equipment shall operate no longer than eight cumulative hours per day.
- All construction vehicles shall be equipped with proper emission control equipment and kept in good and proper running order to reduce NO_x emissions.
- On-road and off-road diesel equipment shall use aqueous diesel fuel if permitted under manufacturer's guidelines.

- On-road and off-road diesel equipment shall use diesel particulate filters if permitted under manufacturer's guidelines.
- On-road and off-road diesel equipment shall use cooled exhaust gas recirculation (EGR) if permitted under manufacturer's guidelines.
- Use of Caterpillar pre-chamber diesel engines or equivalent shall be utilized if economic and available to reduce NO_x emissions.
- All construction activities within the project site shall be discontinued during the first stage smog alerts.
- Construction and grading activities shall not be allowed during first stage ozone alerts. (First stage ozone alerts are declared when ozone levels exceed 0.20 ppm for the 1-hour average.)

MM 3.3-2: The following mitigation measures, in addition to those required under Regulation VIII of the SJVAPCD, shall be implemented by the City's contractor during all phases of project grading and construction to reduce fugitive dust emissions:

- Water previously disturbed exposed surfaces (soil) a minimum of three-times/day or whenever visible dust is capable of drifting from the site or approaches 20 percent opacity.
- Water all haul roads (unpaved) a minimum of three-times/day or whenever visible dust is capable of drifting from the site or approaches 20 percent opacity.
- All access roads and parking areas shall be covered with asphalt-concrete paving or water sprayed regularly.
- Dust from all on-site and off-site unpaved access roads shall be effectively stabilized by applying water or using a chemical stabilizer or suppressant.
- Reduce speed on unpaved roads to less than 15 miles per hour.
- Install and maintain a trackout control device that meets the specifications of SJVAPCD Rule 8041 if the site exceeds 150 vehicle trips per day or more than 20 vehicle trips be day by vehicles with three or more axles.
- Stabilize all disturbed areas, including storage piles, which are not being actively utilized for construction purposes using water, chemical stabilizers or by covering with a tarp, other suitable cover or vegetative ground cover.
- Control fugitive dust emissions during land clearing, grubbing, scraping, excavation, leveling, grading or cut and fill operations with application of water or by presoaking.

- When transporting materials offsite, maintain a freeboard limit of at least six inches and over or effectively wet to limit visible dust emissions.
- Limit and remove the accumulation of mud and/or dirt from adjacent public roadways at the end of each workday. (Use of dry rotary brushes is prohibited except when preceded or accompanied by sufficient wetting to limit visible dust emissions and the use of blowers is expressly forbidden.)
- Remove visible track-out from the site at the end of each workday.
- Cease grading activities during periods of high winds (greater than 20 mph over a one-hour period).
- Asphalt-concrete paving shall comply with SJVAPCD Rule 4641 and restrict use of cutback, slow-sure, and emulsified asphalt paving materials.

MM 3.3-3: Prior to the award of the contract to construct the project, the City of Tracy shall coordinate with the SJVAPCD to verify that the project meets the requirements of District Rule 9510, which is aimed at the following reductions:

- 20 percent of construction-exhaust nitrogen oxides;
- 45 percent of construction-exhaust PM_{10};
- 33 percent of operational nitrogen oxides over 10 years;
- and 50 percent of operational PM_{10} over 10 years.

The City shall coordinate with SJVAPCD to develop measures and strategies to reduce operational emissions from the proposed project. If feasible measures are not available to meet the emissions reductions targets outlined above, then the City may be required to pay an in-lieu mitigation fee to the SJVAPCD to off-set project-related emissions impacts. If in-lieu fees are required, the City shall coordinate with the SJVAPCD to calculate the amount of the fees required to off-set project impacts.

Conclusion

Based on the above analysis and discussion, no substantive revisions to the 2010 EIR are required, because no new significant impacts or impacts of substantially greater severity than those identified in the 2010 EIR would result from the Proposed Project. With implementation of Mitigation Measures 3.3-1, 3.3-2, and 3.3-3 potential impacts would be less-than-significant and additional mitigation is not required.

4. BIOLOGICAL RESOURCES

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
Would the project:				
a. Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special-status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	☐	☐	☐	☒
b. Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	☐	☐	☐	☒
c. Have a substantial adverse effect on state or federally protected wetlands (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	☐	☐	☐	☒
d. Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	☐	☐	☐	☒
e. Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	☐	☐	☐	☒
f. Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?	☐	☐	☐	☒

Discussion

Methods

For this analysis, an LSA biologist reviewed the City of Tracy General Plan Draft EIR,[10] the Holly Sugar Sports Park Public Draft EIR,[11] the San Joaquin County Multi-Species Habitat Conservation and Open Space Plan (SJMSCP),[12] the California Department of Fish and Wildlife's (CDFW) California Natural

[10] Design, Community, and Environment. 2009. City of Tracy General Plan Draft Supplemental EIR. April 22.
[11] De Novo Planning Group. 2009. Holly Sugar Sports Park Public Draft EIR. August 31.
[12] SJMSCP Steering Committee. 2000. San Joaquin County Multi-Species Habitat Conservation and Open Space Plan. November 14.

Diversity Database,[13] the California Native Plant Society's Inventory of Rare and Endangered Plants,[14] and the U.S. Fish and Wildlife Service's Information for Planning and Consultation (IPaC) on-line database[15] in order to review special-status plant and wildlife species that could occur on or adjacent to the project site.

An LSA biologist conducted a reconnaissance-level survey at the project site on July 26, 2019. The purpose of this survey was to map existing habitats and assess the potential for such habitats to support special-status species and sensitive plant and wildlife communities. During the field survey, the LSA biologist also evaluated the presence of potentially jurisdictional waters of the United States/waters of the State (including adjacent wetlands) on the site that would be subject to regulation under Section 404 of the Clean Water Act and/or the California Porter-Cologne Water Quality Control Act.

Plant taxonomy and nomenclature in this section follows Baldwin et al.[16] Common and scientific names for special-status species or subspecies conform to the California Natural Diversity Database (CNDDB).[17] Common and scientific names for fish, reptiles, amphibians, birds, and mammals conform to Nelson and others,[18] Crother,[19] the American Ornithologists' Union (AOU) *Check-list of North American Birds*,[20] and Baker and others,[21] respectively.

Plants

During the time of LSA's 2019 visit, the majority of the project site was fallow and supported sparse, non-native annual grasses and ruderal (weedy) plant species, such as annual blue grass (*Poa annua*) and strawberry clover (*Trifolium fragiferum*). A few scattered trees, such as coast live oak (*Quercus agrifolia*) and western sycamore (*Platanus racemosa*) were also present at the site.

In February 2009 when the site was surveyed as part of the 2010 EIR, the project site was largely covered with alfalfa with limited non-native vegetation along the access roads and irrigation ditches. Non-native plants observed in 2009 included Italian ryegrass (*Festuca perennis*), rip-gut brome

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13 California Department of Fish and Wildlife, 2019*. California Natural Diversity Database (CNDDB),* commercial version dated July 2019. Biogeographic Data Branch, California Department of Fish and Wildlife, Sacramento.

14 California Native Plant Society, 2019. *Inventory of rare and endangered plants in California* (online edition, v8-02). California Native Plant Society, Sacramento. Website: www.cnps.org/inventory. July 26.

15 United States Fish and Wildlife Service. 2019. Information for Planning and Consultation (IPAC) online database. July 26.

16 Baldwin, B. G., et al., editors, 2012. *The Jepson Manual: Vascular Plants of California.* Second Edition. University of California Press, Berkeley.

17 California Department of Fish and Wildlife, 2019, op. cit.

18 Nelson, J. S., et al., editors, 2004. *A List of Common and Scientific Names of Fishes from the United States, Canada, and Mexico*. Sixth edition. American Fisheries Society Special Publication 20.

19 Crother, B. I., editor, 2012. *Scientific and Standard English Names of Amphibians and Reptiles of North American north of Mexico*. Society for the Study of Amphibians and Reptiles (SSAR) Herpetological Circular 39.

20 American Ornithologists' Union, 1998. *Check-list of North American Birds*. Seventh edition. American Ornithologists' Union, Washington, D.C.

21 Baker, R. J., et al., 2003. *Revised Checklist of North American Mammals North of Mexico*.

(*Bromus diandrus*), soft chess (*B. hordeaceous*), wild oats (Av*ena fatua*), foxtail barley (*Hordeum murinum*), mustard (*Brassica* spp.), red-stemmed storksbill (*Erodium cicutarium*), and wild radish (*Raphanus sativa*).[22]

Wildlife Habitat Values

Most wildlife species that use the project site are generalists that have adapted to human-modified habitats, and individual species that are present at any particular location will vary depending on the vegetation, season, and habitat features in an area. Wildlife observed during LSA's field survey included five bird species: Canada goose (*Branta canadensis*), green heron (*Butorides virescens*), American coot (*Fulica americana*), killdeer (*Charadrius vociferus*), and American crow (*Corvus brachyrhynchos*). During the February 2009 survey, white-tailed kite (*Elanus leucurus*), red-tailed hawk (*Buteo jamaicensis*), and burrowing owl (*Athene cunicularia*) were also observed.

Other common urban-adapted bird species expected to inhabit the project site include northern mockingbird (*Mimus polyglottos*), house finch (*Haemorhous mexicanus*), lesser goldfinch (*Spinus psaltria*), Eurasian collared dove (*Streptopelia decaocto*), mourning dove (*Zenaida macroura*), rock pigeon (*Columba livia*), European starling (*Sturnus vulgaris*), house sparrow (*Passer domesticus*), red-shouldered hawk (*Buteo lineatus*), Anna's hummingbird (*Calypte anna*), black phoebe (*Sayornis nigra*), California scrub-jay (*Aphelocoma californica*), American robin (*Turdus migratorius*), bushtit (*Psaltriparus minimus*), and California towhee (*Melozone crissalis*). Burrowing owl is a California Species of Special Concern (see below) that is closely associated with California ground squirrel burrows (*Otospermophilus beecheyi*). California ground squirrels are known to occur within the City along the edges of fields and banks of the aqueducts and have been observed along the on-site irrigation ditches.

Several amphibian and reptile species may occur at the project site, such as western fence lizard (*Sceloporus occidentalis*) and Pacific tree frog (*Hyliola regilla*).

Mammal species expected to occur at the site include Botta's pocket gopher (*Thomomys bottae*), northern raccoon (*Procyon lotor*), striped skunk (*Mephitis mephitis*), and the aforementioned California ground squirrel.

Special Status Species

For the purposes of this Environmental Checklist, special-status species are defined as follows:

- Species that are listed, formally proposed, or designated as candidates for listing as threatened or endangered under the Federal Endangered Species Act (FESA);

- Species that are listed, or designated as candidates for listing, as rare, threatened, or endangered under the California Endangered Species Act (CESA);

[22] De Novo Planning Group. 2009. Holly Sugar Sports Park Public Draft EIR. August 31.

- Plant species given the California Rare Plant Ranking (CRPR) of 1A, 1B, and 2;[23]
- Animal species designated as Species of Special Concern or Fully Protected by the California Department of Fish and Wildlife (CDFW);[24]
- Species that meet the definition of rare, threatened, or endangered under Section 15380 of the California Environmental Quality Act (CEQA) Guidelines; and
- Taxa considered species of special concern by the relevant local agencies.

Special-Status PlantsNo special-status plant species would occur within ruderal grassland fields at the project site due to the absence of suitable habitat and high levels of disturbance, including agricultural use. Big tarplant (*Blepharizonia plumosa*), which is a CRPR List 1B plant species has been recorded in the vicinity of Tracy, but would not occur at the site due to the aforementioned lack of suitable undisturbed habitat.

Although the irrigation ditches at the project site are largely void of vegetation and likely do not support special-status plants, special-status plants could grow within the irrigation ditches due to the mesic conditions that are present during specific times.[25] These plants include Mason's lilaeopsis (*Lilaeopsis masonii*), Suisun Marsh aster (*Symphyotrichum lentum*), and Delta button celery (*Eryngium racemosum*). The Proposed Project would not impact the ditches since the trails and bridges would completely span the ditches without impacting their banks or channel. If the ditches are altered by the Proposed Project, impacts would be considered potentially significant. Implementation of Mitigation Measure 3.4-2, identified in the 2010 EIR would reduce this potential impact to a less than significant level.

Special-Status AnimalsBased on a review of the CNDDB and other sources identified above, LSA identified the following seven special-status animal species known to occur or potentially occur at or near the project site: western pond turtle (*Emys marmorata*), Swainson's hawk (*Buteo swainsoni*), white-tailed kite, burrowing owl, San Joaquin kit fox (*Vulpes macrotis mutica*), and American badger (*Taxidea taxus*). All of these species, including several other special-status species known to occur in the greater region, are covered under the SJMSCP.

Western Pond Turtle (California Species of Special Concern). Western pond turtles are known to occur in ponds in urban parks and could occur within the ponds and irrigation ditches on or adjacent to the project site. The irrigation ditches do not provide high quality habitat for pond turtles,[26] and the project would not impact the ditches or constructed irrigation pond. Since the western pond turtle is a species covered by the SJMSCP, implementation of Mitigation Measure 3.4-1, identified in

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23 Rare plant rankings assigned by a collaborative group of over 300 botanists in government, academia, non-governmental organizations, and the private sector. This group is sanctioned and jointly managed by the California Department of Fish and Wildlife and the CNPS.

24 California Department of Fish and Wildlife, 2019. *Special Animals List*. California Natural Diversity Database (CNDDB). Periodic publication. 53 pp. August.

25 De Novo Planning Group. 2009. op. cit.

26 De Novo Planning Group. 2009. op. cit.

the 2010 EIR, would reduce potential impacts to western pond turtles, if present, to a less than significant level.

Swainson's Hawk (California State Threatened). Swainson's hawk are known to nest in the City of Tracy with three CNDDB nesting occurrences having been recorded with the City between 1983 and 2016.[27] A Swainson's hawk was observed flying above the project site during the 2009 survey.[28] They nest in large trees, such as pine (*Pinus* spp.), willow (*Salix* spp.), and black walnut (*Juglans* spp.). This raptor could nest in trees within or adjacent to the project site and forage within the on-site fields. Since the Swainson's hawk is a species covered by the SJMSCP, implementation of Mitigation Measure 3.4-1, identified in the 2010 EIR, would reduce potential impacts to this species to a less than significant level.

White-tailed Kite (California Fully Protected). White-tailed kites are known to nest in urban areas (LSA pers. obs.) and could nest in trees within or adjacent to the project site. A white-tailed kite was observed flying above the project site during the 2009 survey.[29] Since the white-tailed kite is a species covered under the SJMSCP, implementation of Mitigation Measure 3.4-1, identified in the 2010 EIR, would reduce potential impacts to this species to a less than significant level.

Burrowing Owl (California Species of Special Concern). Burrowing owls occur in open, well-drained grasslands with abundant small mammal burrows, particularly those of California ground squirrels. Burrowing owls also prefer areas with short vegetation so they can easily scan their surroundings and spot potential predators.[30] In human-modified areas, burrowing owls often use burrows under the edges of concrete, asphalt, rubble piles, and riprap.[31] During the 2009 survey, nine burrowing owls were observed at ground squirrel burrows along the on-site irrigation ditches.[32] These owls were observing at the beginning of the breeding season and could have wintered and/or nested at the site. Although no burrowing owls or owl sign were observed during the 2019 site visit, this species could winter and/or breed within or adjacent to the project site. The Proposed Project would have a potentially significant impact on burrowing owls. Implementation of Mitigation Measure 3.4-1, identified in the 2010 EIR, would reduce the impacts to Swainson's hawk, burrowing owl, and other special-status wildlife species covered under the SJMSCP to a less than significant level.

San Joaquin Kit Fox (Federally Endangered and California State Threatened) and American Badger (California Species of Special Concern). San Joaquin kit fox could occur along the edge of the City and may briefly access the project site. This species is rare in the region, but has been recorded at the Tracy Municipal Airport and along rural roads surrounding the City.[33] American badgers occur in

27 California Department of Fish and Wildlife, 2019. op. cit.
28 De Novo Planning Group. 2009. op. cit.
29 De Novo Planning Group. 2009. op. cit.
30 Zarn, M., 1974. Burrowing owl *(Spetyto cunicularia hypugaea). Habitat Management Series for Unique or Endangered Species*. *Technical Report T-N-250*. Bureau of Land Management, Denver, Colorado.
31 Barclay, J, 2001. *Burrowing Owl Species Summary*. Appendix IV in Colonel Allensworth State Historic Park Final Burrowing Owl Mitigation and Management Plan. Albion Environmental, Inc., Santa Cruz, California. March.
32 De Novo Planning Group. 2009. op. cit.
33 California Department of Fish and Wildlife, 2019. op. cit.

grasslands with abundant prey, such as California ground squirrels, and have been recorded within 2 miles of the site.[34] The project site does not contain high quality habitat for the San Joaquin kit fox or the American badger due to the site's setting, its location within an urban area that is isolated from large tracts of open space habitat, and lack of abundant prey. (Ground squirrels are present along the irrigation ditches, but are not abundant throughout the project site). These two species may briefly forage on or pass through the project site, although the site is not located in an area that would typically be considered a wildlife movement corridor. For these reasons, the 2010 EIR determined that implementation of the 2010 Project would have a less than significant impact on these species. Like the 2010 Project, implementation of the Proposed Project is not anticipated to adversely affect these species. However, since these two mammals are species covered by the SJMSCP, implementation of Mitigation Measure 3.4-1, identified in the 2010 EIR, would reduce potential impacts to these species, if present, to a less than significant level.

Sensitive Natural Communities/Wetlands

Potentially jurisdictional waters of the United States/waters of the State that would be subject to regulation under Section 404 of the Clean Water Act and/or the California Porter-Cologne Water Quality Control Act occur at the project site. Potentially jurisdictional canals/irrigation ditches (some concrete lined and others dirt lined) are present at the site (see Attachment A, Project Description, Figure 3). The ditches are used to capture irrigation and storm drainage runoff from the project site and surrounding properties.[35] The irrigation ditches were largely void of vegetation during the 2009 and 2019 surveys. The lack of vegetation is likely a result of regular maintenance and weed removal. In 2009, the ditches contained wetland characteristics, such as hydrology (e.g., water) and patches of hydrophytic plants.[36] The Proposed Project would not impact these ditches, but in case portions of the ditches are impacted, implementation of Mitigation Measures 3.4-3 and 3.4-4, identified in the 2010 EIR and modified below, would reduce potential impacts to the ditches to less than significant.

No other sensitive communities, such a riparian habitat or sensitive plant communities, are present at the project site.

Wildlife Movement and Nursery Sites

The project site is surrounded by urban development and does not provide a significant wildlife movement corridor. The irrigation ditches may provide a movement corridor for some common wildlife species when water is present, but due to their location within an urban area surrounded by development, the ditches would not be considered a significant wildlife movement corridor. Additionally, the ditches would not be significantly impacted by the project and therefore, wildlife that currently use these features to move through the site would be able to continue to use the ditches. Additionally, the project site does not support any wildlife nursery sites, such as bat roosts or heron rookeries. Like the 2010 Project, implementation of the Proposed Project would have a less than significant impact to wildlife movement corridors and nursery sites. No mitigation is required.

34 Ibid.
35 De Novo Planning Group. 2009. op. cit.
36 De Novo Planning Group. 2009. op. cit.

Local Policies or Ordinances

Chapter 7.08 of the City Municipal Code protects trees and shrubs growing within the City's public right-of-way. The City right-of-way refers to the portion of the public street right-of-way between the curb, or curb line, and the adjacent property line used for the purpose of planting and maintaining City street trees. A permit from the City would be required for the removal of any trees and shrubs within the City right-of-way. Since the Proposed Project would not impact any street trees within the City right-of-way, no permits would be required. Implementation of the Proposed Project would not conflict with any local policies or ordinances. No mitigation is required.

Habitat Conservation Plan

The Proposed Project is subject to the SJMSCP and the project site was mapped as "Unmapped Land Use Project" under the SJMSCP.[37] The project's coverage under the SJMSCP was determined by the San Joaquin Council of Governments (SJCOG) to be consistent with the SJMSCP and the application to include the project site in the SJMSCP was approved by the SJMSCP Board on July 23, 2009, by Minute Resolution Number 09-01.[38] The 2010 Project would not conflict with the SJMSCP or Biological Opinion, and was approved for coverage under the SJMSCP.[39] The approval of coverage by the Joint Powers Authority, issuance of Incidental Take Minimization Measures by the SJCOG, and implementation of Mitigation Measure 3.4-1 identified in the 2010 EIR would ensure that the Proposed Project, like the 2010 Project, would have a less than significant impact related to an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan.

Applicable Mitigation

Below are mitigation measures that were included in the 2010 EIR. In some cases, the language of the mitigation measures has been updated or modified as a result of the project, or because specific mitigation measures have already been implemented. Double-underlined text represents language that has been added to the mitigation measure, and text with strikethrough represents language that has been deleted from the mitigation measure. Mitigation Measures 3.4-1 through 3.4-4, previously identified in the 2010 EIR and modified below, would remain applicable to the Proposed Project, as follows:

MM 3.4-1: The City of Tracy shall comply with measures contained within the SJMSCP and shall consult with SJCOG biologists and the TAC prior to any site disturbing activities. The City shall implement the requirements of the SJMSCP to ensure that impacts to western pond turtles, Swainson's hawks, white-tailed kites, burrowing owls, and other species covered under the SJMSCP are avoided. The details of the avoidance measures for these species and nesting birds shall be dictated by the TAC, and may include the following:

- To the extent feasible, construction should be planned to avoid the breeding season of burrowing owl and other nesting birds.

[37] De Novo Planning Group. 2009. op. cit.
[38] Ibid.
[39] Ibid.

- During the non-breeding season (September 1 through January 31), burrowing owls occupying the project site should be evicted from the project site by passive relocation as described in the California Department of Fish and ~~Game~~ Wildlife's (CDF~~G~~W) 2012 Staff Report on Burrowing Owls ~~(Oct., 1995)~~.[40]

- During the breeding season (February 1 through August 31), occupied burrows or active bird nests protected by California Fish and Game Code and/or Migratory Bird Treaty Act shall not be disturbed~~and~~. Burrowing owls shall be provided with a 75-meter protective buffer while other nesting birds will be provided with buffers appropriate for each species. Buffers will be maintained until and unless the TAC, with the concurrence of the Permitting Agencies' representatives on the TAC; or unless a qualified biologist approved by the Permitting Agencies, verifies through non-invasive means that either: 1) the birds have not begun egg laying, or 2) juveniles from the occupied burrows or nests are foraging independently and are capable of independent survival. Once the fledglings are capable of independent survival, the burrow or nest can be destroyed, if needed, or work can proceed within the protective buffer.

Implementation of this mitigation shall occur prior to grading or site clearing activities. The City of Tracy shall be responsible for monitoring and a qualified biologist shall conduct surveys and relocate owls as required.

MM 3.4-2: Prior to any activities that would result in disturbance to the irrigation ditches, the City shall consult with the SJCOG TAC to determine the appropriate mitigation measures that must be implemented to comply with requirements of the SJMSCP and avoid impacts to special-status plant species. If it is determined that the irrigation ditches contain special-status plants that are covered by the SJMSCP, the City shall secure an authorization for an incidental take by remitting all appropriate fees to the San Joaquin Council of Governments and incorporating all Incidental Take Minimization Measures into the project design and construction phase. If it is determined that the irrigation ditches contain special status plants that are not covered by the SJMSCP, the City shall either avoid the project area, or seek consultation with the appropriate regulatory agency (CDFW or USFWS) for the appropriate permits and mitigation measures. If it is determined that the irrigation ditches do not contain special status plants then no additional action is necessary.

Implementation of this mitigation shall occur prior to grading or site clearing activities. The City of Tracy shall be responsible for monitoring and a qualified botanist shall conduct surveys as required.

MM 3.4-3: Prior to any activities that would result in removal, fill, or hydrologic interruption of the irrigation ditches, a formal wetland delineation shall be performed by a qualified

[40] California Department of Fish and Wildlife. 2012. Staff Report on Burrowing Owl Mitigation. State of California, Natural Resources Agency. March 7.

biologist and submitted to the U.S. Army Corps of Engineers (USACE) for verification. If the USACE determines that the irrigation ditches are jurisdictional and that the project activities would result in a fill, the City shall secure an authorization of the fill through the Section 404 permit process with the USACE and a Section 401 permit process with the RWQCB.

MM 3.4-4: Prior to any activities that would result in removal, fill, or hydrologic interruption of the irrigation ditches, the City shall consult with the CDFW to determine if the activities are subject to Section 1601 of the Fish and Game Code. If the CDFW determines that the project activities are subject to these regulations, the City shall secure an authorization of the activities through a Streambed Alteration Agreement.

Conclusion

Based on the above analysis and discussion, no substantive revisions to the 2010 EIR are required, because no new significant impacts or impacts of substantially greater severity than those identified in the 2010 EIR would result from the Proposed Project. With regard to biological resources, the Proposed Project is similar to the 2010 Project and conditions on the project site have not changed considerably since preparation of the 2010 EIR. Therefore, impacts associated with biological resources would be similar to those identified in the 2010 EIR and implementation of Mitigation Measures 3.1-1 through 3.1-4, as modified above to reflect current regulatory requirements, would continue to effectively reduce impacts to biological resources. No additional mitigation is required.

5. CULTURAL RESOURCES

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
Would the project:				
a. Cause a substantial adverse change in the significance of a historical resource pursuant to §15064.5?	☐	☐	☐	☒
b. Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5?	☐	☐	☐	☒
c. Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	☐	☐	☐	☒
d. Disturb any human remains, including those interred outside of formal cemeteries?	☐	☐	☐	☒

Discussion

As noted in the 2010 EIR, there are no known cultural, historical, or archaeological resources on or within ¼ mile of the project site. Therefore, it is not anticipated that site grading and preparation activities would result in impacts to cultural, historical, or archaeological resources. However, as with most projects in California that involve ground disturbing activities, there is the potential for discovery of a previously unknown cultural and historical resource. Implementation of Mitigation Measure 3.5-1, as identified in the 2010 EIR, would reduce potential impacts to cultural resources or their accidental discovery during construction to less than significant. This mitigation measure would apply to the Proposed Project.

Applicable Mitigation

As described in the 2010 EIR, impacts related to historical and archaeological resources and human remains were determined to be less than significant with implementation of Mitigation Measure 3.5-1. No substantial changes in environmental circumstances have occurred for this topic, nor revisions to the project, nor new information that could not have been known at the time the 2010 EIR was adopted leading to new or more severe significant impacts, and no new mitigation measures are required. Mitigation Measure 3.5-1, previously identified in the 2010 EIR, would remain applicable to the Proposed Project, as follows:

MM 3.5-1: If any prehistoric or historic artifacts, or other indications of archaeological resources are found during grading and construction activities, an archaeologist meeting the Secretary of the Interior's Professional Qualifications Standards in prehistoric or historical archaeology, as appropriate, shall be consulted to evaluate the finds and recommend appropriate mitigation measures.

- If cultural resources or Native American resources are identified, every effort shall be made to avoid significant cultural resources, with preservation an important goal. If significant sites cannot feasibly be avoided, appropriate mitigation measures, such as data recovery,

excavations or photographic documentation of buildings, shall be undertaken consistent with applicable state and federal regulations.

- If human remains are discovered, all work shall be halted immediately within 50 meters (165 feet) of the discovery, the County Coroner must be notified, according to Section 5097.98 of the State Public Resources Code and Section 7050.5 of California's Health and Safety Code. If the remains are determined to be Native American, the coroner will notify the Native American Heritage Commission, and the procedures outlined in CEQA Section 15064.5(d) and (e) shall be followed.

- If any fossils are encountered, there shall be no further disturbance of the area surrounding this find until the materials have been evaluated by a qualified paleontologist, and appropriate treatment measures have been identified.

Conclusion

Based on the above analysis and discussion, no substantive revisions to the 2010 EIR are required, because no new significant impacts or impacts of substantially greater severity than those identified in the 2010 EIR would result from the Proposed Project. With regard to cultural resources, the Proposed Project is identical to the 2010 Project and conditions on the project site have not changed considerably since preparation of the 2010 EIR. Therefore, impacts associated with cultural resources would be the same as those identified in the 2010 EIR and implementation of Mitigation Measure 3.5-1 would continue to effectively reduce impacts to cultural resources. No additional mitigation is required.

6. ENERGY

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
Would the project:				
a. Result in potentially significant environmental impact due to wasteful, inefficient, or unnecessary consumption of energy resources, during project construction or operation?	☐	☐	☐	☒
b. Conflict with or obstruct a state or local plan for renewable energy or energy efficiency?	☐	☐	☐	☒

Discussion

Energy Use

The 2010 EIR determined that a variety of resources, including energy, would be irretrievably committed for the 2010 Project's initial construction, infrastructure installation and connection to existing utilities, ongoing buildout (future expansion area), and its continued maintenance.

Additionally, the 2010 EIR determined that a variety of resources would be committed to the ongoing maintenance and life of the 2010 Project. The 2010 EIR identified that fossil fuels are the principal source of energy and the 2010 Project would increase consumption of available supplies, including gasoline. These energy resource demands relate to initial project construction, project operation and site maintenance, and the transport of people and goods to and from the 2010 Project site.

The Proposed Project would provide passive park space including earthen hiking and biking trails, bridges and structural (elevated) walkways, parking area, trailheads, and an interpretive center, as well as tree planting and habitat creation/restoration. Similar to the 2010 Project, the Proposed Project would increase the demand for energy during construction and operation.

Construction of the Proposed Project would require energy for grading and site preparation, collection and off-haul of construction debris, and transportation of construction workers to and from the project site. Petroleum fuels (i.e., diesel and gasoline) would be the primary sources of energy for these activities. Energy usage on the project site during construction would be temporary in nature and would be relatively small in comparison to the State's available energy sources. As such, construction energy impacts are expected to be less than significant.

Operational energy is typically associated with natural gas use, electricity consumption, and fuel used for vehicle trips. Operation of the Proposed Project would not require the consumption of natural gas. Therefore, energy use consumed by the Proposed Project would only be associated with minimal electricity consumption associated with lighting and vehicle trips to the project site. However, the Proposed Project would provide passive park space. In addition, the Proposed Project would be accessible by non-vehicular travel modes and would not result in significant increased traffic volumes.

As such, implementation of the Proposed Project would not result in a long-term substantial demand for electricity and natural gas nor would the Proposed Project require new service connections or construction of new off-site service lines or substations to serve the project site. The nature of proposed improvements would not require substantial amounts of energy for either construction or maintenance purposes. Therefore, implementation of the Proposed Project would not use non-renewable resources in a wasteful or inefficient manner, and this impact would be less than significant.

Conflict or Obstruct a State or Local Plan for Renewable Energy or Energy Efficiency

In 2002, the Legislature passed Senate Bill 1389, which required the California Energy Commission (CEC) to develop an integrated energy plan every two years for electricity, natural gas, and transportation fuels, for the California Energy Policy Report. The plan calls for the State to assist in the transformation of the transportation system to improve air quality, reduce congestion, and increase the efficient use of fuel supplies with the least environmental and energy costs. To further this policy, the plan identifies a number of strategies, including assistance to public agencies and fleet operators in implementing incentive programs for zero emission vehicles and their infrastructure needs, and encouragement of urban designs that reduce vehicle miles traveled (VMT) and accommodate pedestrian and bicycle access.

The CEC recently adopted the 2019 Integrated Energy Policy Report.[41] The 2019 Integrated Energy Policy Report provides the results of the CEC's assessments of a variety of energy issues facing California. Many of these issues will require action if the State is to meet its climate, energy, air quality, and other environmental goals while maintaining energy reliability and controlling costs. The 2019 Integrated Energy Policy Report covers a broad range of topics, including implementation of SB 350, integrated resource planning, distributed energy resources, transportation electrification, solutions to increase resiliency in the electricity sector, energy efficiency, transportation electrification, barriers faced by disadvantaged communities, demand response, transmission and landscape-scale planning, the California Energy Demand Preliminary Forecast, the preliminary transportation energy demand forecast, renewable gas (in response to SB 1383), updates on Southern California electricity reliability, natural gas outlook, and climate adaptation and resiliency.

Energy usage associated with the Proposed Project during construction would be temporary in nature. In addition, energy usage associated with operation of the Proposed Project would be relatively small in comparison to the State's available energy sources and energy impacts would be negligible at the regional level. Because California's energy conservation planning actions are conducted at a regional level, and because the Proposed Project's total impact to regional energy supplies would be minor, implementation of the Proposed Project would not conflict with California's energy conservation plans as described in the CEC's 2019 Integrated Energy Policy Report. Thus, implementation of the Proposed Project would avoid or reduce the inefficient, wasteful, and unnecessary consumption of energy and not result in any irreversible or irretrievable commitments of energy. Impacts would be less than significant.

[41] California Energy Commission, 2019. *2019 Integrated Energy Policy Report.* California Energy Commission. Docket # 19-IEPR-01.

Applicable Mitigation

No substantial changes in environmental circumstances have occurred for this topic, nor revisions to the project, nor new information that could not have been known at the time the 2010 EIR was adopted leading to new or more severe significant impacts, and no mitigation measures are required.

Conclusion

Based on the above analysis and discussion, no substantive revisions to the 2010 EIR are required, because no new significant impacts or impacts of substantially greater severity than those identified in the 2010 EIR would result from the Proposed Project.

7. GEOLOGY AND SOILS

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
Would the project:				
a. Directly or indirectly cause potential substantial adverse effects, including the risk of loss, injury, or death involving:				
i. Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.	☐	☐	☐	☒
ii. Strong seismic ground shaking?	☐	☐	☐	☒
iii. Seismic-related ground failure, including liquefaction?	☐	☐	☐	☒
iv. Landslides?	☐	☐	☐	☒
b. Result in substantial soil erosion or the loss of topsoil?	☐	☐	☐	☒
c. Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	☐	☐	☐	☒
d. Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating direct or indirect substantial risks to life or property?	☐	☐	☐	☒
e. Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water?	☐	☐	☐	☒
f. Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	☐	☐	☐	☒

Discussion

The following includes a discussion of the potential impacts to geology and soils associated with the Proposed Project compared to the 2010 Project. With respect to geotechnical conditions at the site, these conditions are generally the same. The topography of the Nature Park site has not been modified since adoption of the 2010 EIR. The Proposed Project would be subject to the most recent State and local building and safety codes applicable to the type of construction proposed for the project site, which is the same as the 2010 Project.

Seismicity and Seismic Hazards

The 2010 EIR analyzed the geological, seismic, and soil conditions of the project site and determined that the 2010 Project could expose people and structures to hazards related to strong seismic ground shaking. The Proposed Project is substantially similar in the type of uses and design as the 2010 Project and would be susceptible to the same seismic hazards as identified in the 2010 EIR. Although seismic ground shaking may occur in the project area, the Proposed Project would be designed and constructed consistent with the most current version of the California Building Code

(CBC), as required by the City of Tracy Municipal Code 9.04.030, which includes specifications and design criteria to minimize damage from anticipated ground shaking. Therefore, the Proposed Project would result in a less than significant impact related to increasing the exposure of people or structures to ground shaking compared to existing conditions, and no mitigation is required. As such, the Proposed Project would not result in any new or more significant impacts related to seismic hazards than previously analyzed in the 2010 EIR.

Erosion/Loss of Top Soil

Potential impacts associated with erosion and loss of topsoil were determined to be less than significant with implementation of Mitigation Measure 3.8-2, as identified in the 2010 EIR, (see Section 10, Hydrology and Water Quality of this Environmental Checklist), which would require implementation of various best management practices (BMPs) to reduce the potential for disturbed soils and ground surfaces to result in erosion and sediment discharge into adjacent surface waters during construction activities. Mitigation Measure 3.8-2 would also apply to the Proposed Project. As such, the Proposed Project would not result in any new or more significant impacts related to potential soil erosion than previously analyzed in the 2010 EIR. Refer to Section 10.a, Hydrology and Water Quality of this Environmental Checklist for additional discussion.

Unstable and Expansive Soils

As described in the 2010 EIR, the groundwater levels at the project site are considered relatively high and the project site is underlain by Holocene alluvial and flood basin deposits, and is located within a seismically active area. Therefore, the risk of seismic settlement and liquefaction exist. In addition, the surface and near-surface soils at the project site are variable and contain significant thickness of clays, which possess a medium expansion potential that can develop swelling pressures with increases in soil moisture content.[42]

The Proposed Project would be subject to the same geological, seismic, and soil conditions as those identified in the 2010 EIR. Mitigation Measures 3.6-1 and 3.6-2, as identified in the 2010 EIR, would also apply to the Proposed Project. Implementation of these mitigation measures would reduce potential impacts associated with unstable and expansive soils to a less than significant level. As such, the Proposed Project would not result in any new or more significant impacts related to unstable and expansive soils than previously analyzed in the 2010 EIR.

Septic Tanks/Wastewater Disposal

As with the 2010 Project evaluated in the 2010 EIR, the Proposed Project would not install septic systems or other alternative waste disposal systems on the project site. The Proposed Project would connect to existing sewer infrastructure within the vicinity of the site and there would be no impact related to this topic.

Paleontological Resources

As described in Section 3.3 of the 2010 EIR, no paleontological resources have been identified within the project site, and it is not anticipated that site grading and preparation activities would result in

[42] De Novo Planning Group. 2010. op cit.

impacts to paleontological resources. However, as with most projects in California that involve ground disturbing activities, there is the potential for discovery of a previously unknown resource. Implementation of Mitigation Measure 3.5-1 would reduce potential impacts to paleontological resources or their accidental discovery during construction to less than significant. This mitigation measure would apply to the Proposed Project. As such, with implementation of Mitigation Measure 3.5-1, development of the Proposed Project would not result in new or more severe impacts to paleontological resources than identified in the 2010 EIR.

Applicable Mitigation

Based on the analysis above, no substantial changes in environmental circumstances have occurred for this topic, nor revisions to the project, nor new information that could not have been known at the time the 2010 EIR was adopted leading to new or more severe significant impacts related to geology and soils, and no new or modified mitigation measures are required. Mitigation Measure 3.5-1, previously identified in Section 3.5, Cultural Resources, in the 2010 EIR, would remain applicable to the Proposed Project, as described in Section 5 of this Environmental Checklist. In addition, Mitigation Measures 3.6-1 and 3.6-2, as identified in Section 3.6, Geology and Soils, in the 2010 EIR would also apply to the Proposed Project, as follows:

MM 3.6-1: In accordance with the California Building Code (Title 24, Part 2) Section 18O4A.3 and A.5, and the requirements of Tracy General Plan Objective SA-1.1, Policy 1, liquefaction and seismic settlement potential shall be addressed in the design level geotechnical engineering investigations. The City's Building Division of the Development and Engineering Services Department shall ensure that all the pertinent sections of the California Building Code shall be adhered to in the construction of buildings and stadiums on site, and that all appropriate measures are implemented in order to reduce the risk of liquefaction and seismic settlement prior to the issuance of a Building Permit.

MM 3.6-2: During excavation activities and prior to the placement of fill on the site, a certified geotechnical engineer shall be retained by the City to evaluate subgrade soils for the extent of their expansive potential in areas where buildings or stadium seating are proposed. For areas found to contain soft, potentially expansive clays, the soil shall be removed (i.e., over excavated) and/or stabilized prior to the placement and compaction of fill. Stabilization techniques include, but are not limited to, the placement of 18 inches of ½-inch to ¾-inch crushed rock over stabilization fabric (such as Mirafi 500X or equivalent), placement of larger, angular stabilization rock (1-inch to 3-inch, clean) and use of chemical treatments such as lime to reduce the soil's expansive potential. In addition, building construction alternatives, such as the use of alternative foundation types (i.e., post-tension, piles, etc.) versus end-bearing foundations, shall be considered and implemented where appropriate. Final techniques shall be (a) developed by a certified geotechnical engineer or engineering geologist and (b) reviewed and approved by the City prior to issuance of building permits for each stage of project construction.

Conclusion

Based on the above analysis and discussion, no substantive revisions to the 2010 EIR are required, because no new significant impacts or impacts of substantially greater severity than those identified in the 2010 EIR would result from the Proposed Project. With regard to geology and soils, the Proposed Project is identical to the 2010 Project and conditions on the project site have not changed considerably since preparation of the 2010 EIR. Therefore, impacts associated with geology and soils would be the same as those identified in the 2010 EIR and implementation of Mitigation Measures 3.6-1, 3.6-2, and 3.5-1, would continue to effectively reduce impacts related to geology, soils, and paleontological resources. No additional mitigation is required.

8. GREENHOUSE GAS EMISSIONS

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
Would the project:				
a. Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	☐	☐	☐	☒
b. Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases?	☐	☐	☐	☒

Discussion

Greenhouse gases (GHGs) are present in the atmosphere naturally, and are released by natural sources, or are formed from secondary reactions taking place in the atmosphere. However, over the last 200 years, human activities have caused substantial quantities of GHGs to be released into the atmosphere. These extra emissions are increasing GHG concentrations in the atmosphere, and enhancing the natural greenhouse effect, which is believed to be causing global climate change. The gases that are widely seen as the principal contributors to human-induced global climate change are:

- Carbon dioxide (CO_2)
- Methane (CH_4)
- Nitrous oxide (N_2O)
- Hydrofluorocarbons (HFCs)
- Perfluorocarbons (PFCs)
- Sulfur Hexafluoride (SF_6)

While GHGs produced by human activities include naturally-occurring GHGs such as CO_2, CH_4, and N_2O, some gases, like HFCs, PFCs, and SF_6 are completely new to the atmosphere. Certain other gases, such as water vapor, are short-lived in the atmosphere compared to those GHGs that remain in the atmosphere for significant periods of time, contributing to climate change in the long term. Water vapor is generally excluded from the list of GHGs because it is short-lived in the atmosphere and its atmospheric concentrations are largely determined by natural processes, such as oceanic evaporation. For the purposes of this analysis, the term “GHGs” will refer collectively to the six gases identified in the bulleted list provided above.

Generate Greenhouse Gas Emissions

As discussed in the 2010 EIR, the major sources of GHG emissions generated from the 2010 Project are vehicle source CO_2 emissions. In addition to vehicle emissions, landscape and field maintenance activities would result in emissions of GHGs. These emissions would primarily come from lawnmowers, aerators, and other gas-fueled equipment. The 2010 EIR estimated that the 2010 Project would result in approximately 1,199.89 metric tons of CO_2e per year. The 2010 EIR identified Mitigation Measure 3.3-4, which requires that as operation of the Holly Sugar Sports Park commences, the City should assess the demand for a route stop by the City-operated Tracer bus system. The 2010 EIR determined that even with implementation of Mitigation Measure 3.3-4, GHG emissions would not be fully eliminated. As such, this impact was considered to be significant and unavoidable.

At the time the 2010 EIR was prepared, no applicable numeric thresholds had yet been defined. Therefore, the GHG analysis associated with the Proposed Project was prepared consistent with CEQA Guidelines §15064.4 to evaluate the impacts of project-related GHG emissions based on the SJVAPCD's *Guidance for Valley Land-use Agencies in Addressing GHG Emission Impacts for New Projects under CEQA*,[43] which presents a tiered approach to analyzing project significance with respect to GHG emissions. Project GHG emissions are considered less than significant if they can meet any of the following conditions, evaluated in the order presented:

- Project is exempt from CEQA requirements;
- Project complies with an approved GHG emission reduction plan or GHG mitigation program;
- Project implements Best Performance Standards (BPS); or
- Project demonstrates that specific GHG emissions would be reduced or mitigated by at least 29 percent compared to Business-as-Usual (BAU), including GHG emission reductions achieved since the 2002-2004 baseline period.

Two aspects of the Proposed Project would result in GHG emissions: construction and operation.

Construction GHG Emissions. Construction activities, such as site preparation, site grading, on-site heavy-duty construction vehicles, equipment hauling materials to and from the project site, and motor vehicles transporting the construction crew would produce combustion emissions from various sources. During construction of the Proposed Project, GHGs would be emitted through the operation of construction equipment and from worker and builder supply vendor vehicles, each of which typically uses fossil-based fuels to operate. The combustion of fossil-based fuels creates GHGs such as CO_2, CH_4, and N_2O. Furthermore, CH_4 is emitted during the fueling of heavy equipment.

[43] San Joaquin Valley Air Pollution Control District, 2009. *Guidance for Valley Land-use Agencies in Addressing GHG Emission Impacts for New Projects under CEQA*. December 17. Available online at: www.valleyair.org/Programs/CCAP/12-17-09/3%20CCAP%20-%20FINAL%20LU%20Guidance%20-%20Dec%2017%202009.pdf (accessed March 2020).

Exhaust emissions from on-site construction activities would vary daily as construction activity levels change.

The SVJAPCD does not have an adopted threshold of significance for construction-related GHG emissions. However, lead agencies are encouraged to quantify and disclose GHG emissions that would occur during construction. Using CalEEMod, it is estimated that construction of the Proposed Project would generate approximately 4,399.9 metric tons of CO_2e. When considered over the 30-year life of the project, the total amortized construction emissions for the Proposed Project would be 146.7 metric tons of CO_2e per year. Implementation of Mitigation Measures 3.3-1 and 3.3-2 would reduce GHG emissions by reducing the amount of construction vehicle idling and by requiring the use of properly maintained equipment. Therefore, construction impacts associated with GHG emissions would be considered less than significant.

Operational GHG Emissions. Long-term operation of the Proposed Project would generate GHG emissions from area and mobile sources as well as indirect emissions from sources associated with energy consumption. Mobile-source GHG emissions would include vehicle trips associated with trips to the Proposed Project. Area-source emissions would be associated with activities such as landscaping and maintenance on the project site, and other sources. Operational GHG emissions were estimated using CalEEMod and the results are presented in Table 3.

Table 3: Operational GHG Emissions

Emissions Source Category	Operational Emissions (Metric Tons per Year)				
	CO_2	CH_4	N_2O	CO_2e	Percent of Total
Area	<0.1	<0.1	0.0	<0.1	0
Energy	0.8	<0.1	<0.1	0.8	1
Mobile	56.5	0.0	0.0	56.6	49
Waste	1.5	0.1	0.0	3.7	3
Water	53.5	<0.1	<0.1	53.9	47
Total Operational				**115.1**	**100**

Source: LSA (February 2019).

The Proposed Project would generate approximately 115.1 tons of CO_2e per year of emissions, as shown in Table 3. The SJVAPCD has not established a numeric threshold for GHG emissions. The Proposed Project would provide passive park space including earthen hiking and biking trails, bridges and structural (elevated) walkways, parking area, trailheads, and an interpretive center, as well as, tree planting and habitat creation/restoration. Based on the emission estimates shown in Table 3, the Proposed Project would not result in the generation of substantial GHG emissions and would have a less than significant impact related to operational GHG emissions. As identified above, the 2010 EIR required the implementation of Mitigation Measure 3.3-4, which requires that as operation of the Holly Sugar Sports Park commences, the City should assess the demand for a route stop by the City-operated Tracer bus system. With implementation of Mitigation Measure 3.3-4, the Proposed Project would not result in new significant impacts beyond those identified in the 2010 EIR and no new mitigation measures are required.

Consistency with Greenhouse Gas Reduction Plans

The City of Tracy does not have a climate action plan; however the City's Sustainability Action Plan acts as a long-range strategy to achieve sustainability in the sectors of GHG emissions, energy, transportation and land use, solid waste, water, agriculture and open space, biological resources, air quality, public health, and economic development. The Sustainability Action Plan sets forth sustainability measures that aim to achieve the City's sustainability targets. The following measures are applicable to the Proposed Project: T-3: Support for Bicycling; AG-5: Parkland Requirement Increase; BIO-3: Native Landscaping; BIO-7: Sustainable Storm Drainage Design; PH-3: Recreational Programs and Activities; PH-6: Active Recreation in Parks.

As identified above, the Proposed Project would provide passive park space including earthen hiking and biking trails, bridges and structural (elevated) walkways, a parking area, trailheads, and an interpretive center, as well as, tree planting and habitat creation/restoration. As such, the Proposed Project would be consistent with the applicable sustainability measures. In addition, the Proposed Project would not result in a substantial increase in GHG emissions and, therefore, is consistent with the sustainability initiatives. Therefore, the Proposed Project would not conflict with plans, policies, or regulations adopted for the purpose of reducing GHG emissions. This impact would be less than significant.

Applicable Mitigation

No substantial changes in environmental circumstances have occurred for this topic, nor revisions to the project, nor new information that could not have been known at the time the 2010 EIR was adopted leading to new or more severe significant impacts, and no new mitigation measures are required. Mitigation Measure 3.3-4 previously identified in the 2010 EIR, would remain applicable to the Proposed Project, as follows:

MM 3.3-4: As operation of the Holly Sugar Sports Park commences, the City should assess the demand for a route stop by the City-operated Tracer bus system. The demand for such a route stop should continue to be monitored, until such time that a route stop is considered justified. Once a route stop is justified, the City should arrange for the Holly Sugar Sports Park site to be included as a route stop by the City-operated Tracer bus system. The City shall be responsible for monitoring the implementation of this measure.

Conclusion

Based on the above analysis and discussion, no substantive revisions to the 2010 EIR are required, because no new significant impacts or impacts of substantially greater severity than those identified in the 2010 EIR would result from the Proposed Project. With implementation of Mitigation Measure 3.3-4 potential impacts would be less-than-significant and additional mitigation is not required.

9. HAZARDS AND HAZARDOUS MATERIALS

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
Would the project:				
a. Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	☐	☐	☐	☒
b. Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	☐	☐	☐	☒
c. Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	☐	☐	☐	☒
d. Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	☐	☐	☐	☒
e. For a project located within an airport land use plan or, where such a plan has not been adopted, within 2 miles of a public airport or public use airport, would the project result in a safety hazard or excessive noise for people residing or working in the project area?	☐	☐	☐	☒
f. Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	☐	☐	☐	☒
g. Expose people or structures, either directly or indirectly to a significant risk of loss, injury or death involving wildland fires?	☐	☐	☐	☒

Discussion

Transport, Use, Storage, and Disposal of Hazardous Materials

As described in the 2010 EIR, the Phase 1 Environmental Site Assessment (ESA) performed for the 2010 Project revealed no evidence of historical or existing Recognized Environmental Conditions in connection with the project site. Like the 2010 Project, the Proposed Project would result in the transportation, use, disposal, release, emission, or handling of hazardous or acutely hazardous materials, substances, or waste.

The Phase 1 ESA indicated that there are wells located on the project site; however, the City is unaware of any wells located on the site for the proposed Nature Park. Procedures have been established in San Joaquin County for well abandonment to ensure the health and safety of the public. If wells are present on the Nature Park site, compliance with these procedures would ensure that environmental impacts associated with well abandonment activities would be less than significant.

The Phase 1 ESA also recommended soil sampling as a precautionary measure to ensure that there are no persistent pesticide residuals from past agricultural activities. Implementation of Mitigation Measure 3.6-1, as identified in the 2010 EIR, would reduce this potential impact to a less than significant level. Therefore, the Proposed Project would not lead to new or more severe impacts beyond those identified in the 2010 EIR.

Release of Hazardous Materials and Risk of Upset

As described above, the 2010 EIR identified potential impacts related to reasonably foreseeable upset and accident conditions associated with potentially contaminated soil containing pesticide residue during excavation and grading activities at the site. The Proposed Project would use similar construction techniques identified for the 2010 Project and would be subject to the same conditions with respect to hazards. Implementation of Mitigation Measure 3.8-1 identified in the 2010 EIR would ensure that potentially significant impacts associated with the accidental release of hazardous materials into the environment would be reduced to a less than significant level. Therefore, the Proposed Project would not lead to new or more severe impacts beyond those identified in the 2010 EIR.

Emission of Hazardous Materials within 0.25 miles of a School

As identified in the 2010 EIR, the project site is not located within 0.25 miles of an existing school and the 2010 Project would have no impact associated with the emission of hazardous materials within 0.25 miles of an existing school. Likewise, the Proposed Project would not result in any new or more significant impacts associated with the release of hazardous materials within 0.25 miles of an existing school than identified in the 2010 EIR.

Hazardous Materials Site Pursuant to Government Code Section 65962.5

As identified in the 2010 EIR, the project site is not included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5. However, due to the historical agricultural activities on the site, site soils may contain residual pesticides. Implementation of Mitigation Measure 3.8-1 would reduce potential impacts associated with the release of hazardous materials to a less-than-significant level. Therefore, like the 2010 Project, with implementation of Mitigation Measure 3.8-1, the Proposed Project would not create a significant hazard to the public or the environment as a result of being located on a list of hazardous materials site compiled pursuant to Government Code Section 65962.5.

Aviation Hazards

As identified in the 2010 EIR, the Tracy Municipal Airport is located near the southern boundary of the City limits, over five miles from the project site. The airport overflight and approach zones do not cross the project site, nor are there any airport-related land use or height restrictions that apply to the project site. There are no private airstrips within two miles of the project site. Therefore, like the 2010 Project, the Proposed Project would not result in impacts related to aviation hazards.

Emergency Response or Evacuation Plan

Similar to the 2010 Project, the Proposed Project would not result in the development of structures or alteration of existing roadways that would impede or obstruct emergency response plans or evacuation plans. Further, the Proposed Project would not result in population growth that would increase the demand for emergency services during disasters. Therefore, the Proposed Project, like the 2010 Project, would result in no impact to an emergency response plan or emergency evacuation plan.

Wildland Fires

As described in the 2010 EIR, the California Department of Forestry has designated the western and southern edge of the City as having a moderate wildland fire potential.[44] The project site is located on the northern edge of the City in an area that is largely actively farmed. This area is considered lower risk to wildfires when compared to the hilly area on the south side of the City.

As part of the 2010 Project, the Passive Recreation Area within the southern portion of the project site was proposed to remain in a generally natural state, and would not include ball fields or other grass playing surfaces. The 2010 EIR determined that unmanaged vegetation could pose a risk of wildfires in the proximity of existing residences to the south of the project site and identified Mitigation Measure 3.7-2 to reduce potential impacts related to wildfire on the portion of the project site designated for the Tracy Nature Park.

The Proposed Project would include development of native habitats on the project site, including wetland meadows, drainages, oak woodland, and others. It would also include trails and bridges for passive recreation use and a multi-use perimeter trail for more active recreation (e.g., biking). Proposed improvements would improve access to the project site for emergency responders and increase the active management occurring on the site. As a result, the Proposed Project would not expose people or structures, either directly or indirectly to a significant risk of loss, injury or death involving wildland fires. This impact would be less than significant and Mitigation Measure 3.7-2, as identified in the 2010 EIR would not be required.

Applicable Mitigation

Impacts related to hazards and hazardous materials were determined to be less than significant with implementation of Mitigation Measures 3.7-1 and 3.7-2. As described above, implementation of the Proposed Project would reduce potential impacts associated with wildlfire risk to less than significant; therefore, Mitigation Measure 3.7-2, previously identified in the 2010 EIR would not be required. Mitigation Measure 3.7-1 previously identified in the 2010 EIR, would remain applicable to the Proposed Project, as follows:

MM 3.7-1: All wells located on the project site shall be properly abandoned under the San Joaquin County guidelines if they will not be used any longer. Prior to any grading

[44] Cal Fire, 2007. *San Joaquin County Very High Fire Hazard Severity Zones in LRA.* October 2.

activities, the City shall sample and test the soils for possible persistent pesticide residuals.

Conclusion

Based on the above analysis and discussion, no substantive revisions to the 2010 EIR are required, because no new significant impacts or impacts of substantially greater severity than those identified in the 2010 EIR would result from the Proposed Project. With regard to hazards and hazardous materials, the Proposed Project is similar to the 2010 Project. As described above, improvements proposed as part of the Tracy Nature Park Project would reduce wildfire risks; therefore, risks associated with wildfire risks would be less severe than those identified in the 2010 EIR and Mitigation Measure 3.7-2 would not be required. Implementation of Mitigation Measure 3.7-1, identified in the 2010 EIR, would continue to effectively reduce impacts related to residual pesticides. No additional mitigation is required.

10. HYDROLOGY AND WATER QUALITY

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
Would the project:				
a. Violate any water quality standards or waste discharge requirements or otherwise substantially degrade surface or groundwater?	☐	☐	☐	☒
b. Substantially decrease groundwater supplies or interfere substantially with groundwater recharge such that the project may impede sustainable groundwater management of the basin?	☐	☐	☐	☒
c. Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river or through the addition of impervious surfaces, in a manner which would result in substantial erosion or siltation on- or off-site? i. result in substantial erosion or siltation on- or off-site; ii. substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or offsite; iii. create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff; or iv. impede or redirect flood flows?	☐	☐	☐	☒
d. In flood hazard, tsunami, or seiche zones, risk release of pollutants due to project inundation?	☐	☐	☐	☒
e. Conflict with or obstruct implementation of a water quality control plan or sustainable groundwater management plan?	☐	☐	☐	☒

Discussion

Water Quality Standards

The 2010 EIR determined that development of the 2010 Project would potentially increase local runoff production, and would introduce constituents into stormwater that are typically associated with urban runoff, including heavy metals, petroleum hydrocarbons, pesticides, and fertilizers. Best management practices (BMPs) would be implemented to limit the concentration of these constituents in any site runoff that is discharged into downstream facilities to acceptable levels. On-site temporary retention basins, as required by Mitigation Measure 3.8-1, would capture all "first flush" runoff generated by the project site and accompanying pollutants. In addition, site construction and maintenance practices would adhere to any and all applicable provisions and ordinances resulting from the City's implementation of their Stormwater Management Program (SWMP) during construction and/or maintenance activities. Mitigation Measures 3.8-2 through 3.8-4 were identified to reduce potential impacts related to pollutants.

Like the 2010 Project, the Proposed Project could potentially increase local runoff runoff production and introduce constituents into stormwater. However, because the majority of the Proposed Project site would remain undeveloped and proposed improvement would largely consist of pervious surfaces, the increase in impervious surface coverage would be minimal. As described in Attachment A, Project Description, the Proposed Project would include the establishment of filtration swales along the northern site boundary to treat runoff from Legacy Fields prior to entering ecological areas within the site. Further, the Proposed Project would be required to comply with regulatory requirements, including the City of Tracy Municipal Code and the State Water Resources Control Board's General Permit for Storm Water Discharges Associated with Construction and Land Disturbance Activity (Construction General Permit). Mitigation Measures 3.8-2 and 3.8-3 would apply to the Proposed Project and would ensure that potential impacts of the Proposed Project are less than significant with respect to construction- and operation-period water quality. Mitigation Measure 3.8-4, which requires continual maintenance of impervious areas, including parking lots and paved areas would not apply to the Proposed Project, as the Proposed Project includes few, if any of these surfaces.

Deplete Groundwater Supplies

The 2010 EIR determined that impacts to groundwater supplies or groundwater recharge associated with the 2010 Project would be less than significant. Like the 2010 Project, the Proposed Project would include limited areas of impervious surfaces (e.g., interpretive center, restroom facility). Most of the proposed improvements, including the trails and parking area would be pervious. In addition, the majority of the Tracy Nature Park site would be covered with native/non-native vegetation and trees, which would not interfere with groundwater recharge. Given the relatively large size of the groundwater basin in the Tracy area, the areas of impervious surfaces added as a result of the Proposed Project would not adversely affect the recharge capabilities of the local groundwater basin.

As described in the 2010 EIR, the primary water demand for the 2010 Project would be turf and landscape irrigation, which would be met using non-potable water supplies. Estimated total potable water demand for the 2010 Project is 47 acre-feet/year (af/yr), which would be met using potable water supplies from the City's water system and included the following uses:

- Concession and restroom buildings at the active sports park;
- Restroom building in the passive recreation area; and
- Future recreation center and library, concession and restroom buildings, and children's' "spray park" in the future expansion area to the northwest of the Nature Park site.

Based on the analysis conducted for the 2010 EIR, the City's existing and additional potable water supplies are sufficient to meet the City's existing and projected future potable water demands, including the potable water demands associated with the 2010 Project under all hydrologic conditions. Therefore, the 2010 EIR determined that the demand for potable and non-potable water supplies to serve the 2010 Project would not result in additional groundwater pumping.

Like the 2010 Project, the Proposed Project would require limited potable water supply to serve the proposed restroom facility and interpretive center. A restroom facility in this area of the project site was assumed as part of the water supply assessment conducted for the 2010 Project, and the proposed interpretive center would result in limited water demand. Therefore, the Proposed Project would have a less than significant impact on groundwater supplies and resources. No mitigation is required.

Drainage Pattern and Surface Run-off

The 2010 EIR determined that the 86-acre passive recreation area in the southern portion of the project site would not result in the introduction of impervious surfaces, and drainage and stormwater runoff would not change within this area a result of project implementation. Other portions of the 2010 Project (e.g., active sports park, expansion area) would result in impervious surfaces, which would increase stormwater generation. Mitigation Measure 3.8-1, which requires on-site stormwater detention, was identified to reduce stormwater and drainage runoff rates and associated impacts to a less-than-significant level.

Similar to the 2010 Project, the Proposed Project would not alter the course of a stream or river within the project site. Existing irrigation canals and ponds on the project site would remain and additional drainage areas would be created. The Proposed Project would create some new impervious surfaces associated with the proposed restroom facility and interpretive center; however, the majority of the site would remain pervious, and changes to stormwater runoff would be minimal. However, as the 2010 Project did not propose any impervious surfaces as part of the passive recreation area, the Proposed Project would result in a slight increase in stormwater runoff in this portion of the 2010 Project Site. The Proposed Project would be designed to capture and filter stormwater runoff on-site, including some of the stormwater generated from the active sports fields. In addition, Mitigation Measure 3.8-1, as identified in the 2010 EIR, which requires preparation and implementation of a site drainage and stormwater detention plan, would apply to the Proposed Project and would ensure that any stormwater runoff generated by the Proposed Project would be captured, retained, and filtered on-site.

Flood Hazard, Tsunami, Seiche Zones

As described in the 2010 EIR, the project site is located within flood zone AE at an elevation of approximately 11 feet (based upon FEMA FIRM Map No. FM0602990570C). The existing ground elevations at the site, based upon USGS mapping, are approximately 4 to 5 feet. During significant rainfall events, it is anticipated that the project site will become inundated with surface water flows.

The 2010 EIR determined that flood-related impacts to the 86-acre passive recreation area would be less than significant because this area would not include any structures or facilities that may be damaged during a flood event. Impacts to permanent and temporary structures proposed for the active sports park site were determined to be potentially significant and Mitigation Measure 3.8-5 was identified to reduce potential impacts to a less than significant level.

Like the 2010 Project, the majority of the ground cover within the 86-acre Tracy Nature Park site would consist of native vegetation, parking areas, trails, and drainage areas. During a significant storm event, these areas may become inundated with surface water; however, due to the lack of

structures within these areas, water flows would not be significantly impeded or redirected, and these surfaces would not experience significant damage because of water inundation. However, the proposed Interpretive Nature Center may experience water damage during a flood event if it is not elevated above 100-year flood plain levels. Implementation of Mitigation Measure 3.8-5, as identified in the 2010 EIR would reduce this impact to a less than significant level. With implementation of Mitigation Measure 3.8-5, the Proposed Project would not result in any new or more severe impacts than those identified in the 2010 EIR.

The 2010 EIR determined that the project site would not be subject to any hazards associated with seiches, extreme high tides, or tsunamis. Therefore, similar to the 2010 Project, the Proposed Project would not expose people or structures to inundation by seiche, tsunami, or mudflow.

Conflict with Water Quality Control Plan or Sustainable Groundwater Management Plan

As discussed above, due to its size, construction and operation of the project would be subject to State and regional requirements related to stormwater runoff. Required compliance with State and local regulations regarding stormwater during construction and operation would ensure that the Proposed Project would not conflict with or obstruct implementation of a water quality control plan or sustainable groundwater management plan. As a result, this impact would be less than significant.

Applicable Mitigation

Impacts related to hydrology and water quality were determined to be less than significant with implementation of Mitigation Measures 3.8-1 through 3.8-5. No substantial changes in environmental circumstances have occurred for this topic, nor revisions to the project, nor new information that could not have been known at the time the 2010 EIR was adopted leading to new or more severe significant impacts, and no new mitigation measures are required. As described above, implementation of the Proposed Project would not generate significant amounts of impervious surfaces, such as parking and paved areas; therefore, Mitigation Measure 3.8-4, previously identified in the 2010 EIR would not be required. Mitigation Measures 3.8-1, 3.8-2, 3.8-3 and 3.8-5 previously identified in the 2010 EIR, would remain applicable to the Proposed Project, as follows:

MM 3.8-1: Prior to ground disturbing activities, the City of Tracy shall prepare a detailed site drainage and stormwater detention plan. The Plan shall include calculations regarding the anticipated volume of stormwater runoff generated by the project, and shall include plans for the retention/detention of stormwater runoff on the project site. Calculations shall be consistent with the current version of the City's Manual of Stormwater Quality Control Standards for New Development and Redevelopment. The stormwater detention facilities shall be designed with adequate capacity to ensure that that stormwater generated on the project site during a peak storm event is retained at a rate that will ensure that discharges from the site do not exceed pre-construction levels. All detention facilities shall be developed in conformance with the City's standards, including the standards identified in the City's Manual of Stormwater Quality Control Standards for New Development and Redevelopment. The Plans and Specifications of the proposed

retention facilities should meet the standards of the City of Tracy Development and Engineering Services Department as an adequate engineering product.

The construction of stormwater detention facilities may be phased to correspond with development of the project site over time, provided that adequate detention is provided at all times to ensure that runoff from the site does not exceed pre-construction levels.

MM 3.8-2: **Construction:** The City shall ensure that the development of the project site shall incorporate the construction of one or more on-site retention basins to capture site runoff in conformance with City Design Standards as described in MM 3.8-1. In addition, site construction and maintenance practices shall adhere to any and all applicable provisions and ordinances resulting from the City's implementation of its SWMP, to the extent to which they exist at the time of construction and/or maintenance activities. The following list is intended as an outline summary and the City may impose additional requirements:

Non-Structural BMPs

- Minimizing Disturbance
- Preserving Natural Vegetation (where possible)
- Good Housekeeping, e.g., daily clean-up of construction site

Structural BMPs Erosion Controls

- Mulch
- Grass
- Stockpile Covers Sediment Controls
- Silt Fence
- Inlet Protection
- Check Dams
- Stabilized Construction Entrances
- Sediment Traps

MM 3.8-3: **Post-Construction:** The project shall prepare a Storm Water Pollution Prevention Plan (SWPPP) that includes specific types and sources of stormwater pollutants, determine the location and nature of potential impacts, and specify appropriate control measures to eliminate any potentially significant impacts on receiving water

quality from stormwater runoff. The SWPPP shall require treatment BMPs that incorporate, at a minimum, the required hydraulic sizing design criteria for volume and flow to treat projected stormwater runoff. The SWPPP shall comply with the most current standards established by the Central Valley RWQCB. Best Management Practices shall be selected from the City's Manual of Stormwater Quality Control Standards for New Development and Redevelopment according to site requirements and shall be subject to approval by the City Engineer and Central Valley RWQCB. At least 85 to 90 percent of annual average stormwater runoff from the site shall be treated per the standards in the 1003 California Stormwater Best Management Practice New Development and Redevelopment Handbook. Drainage from all paved surfaces, including streets, parking lots, driveways, and roofs shall be routed either through swales, buffer strips, or sand filters or treated with a filtering system prior to discharge to the storm drain system. Landscaping shall be designed to effect some treatment, along with the use of a Stormwater Management filter to permanently sequester hydrocarbons, if necessary. Roofs shall be designed with down spouting into landscaped areas, bubbleups, or trenches. Driveways shall be curbed into landscaping so runoff drains first into the landscaping. Permeable pavers and pavement shall be utilized to construct the facilities, where appropriate.

MM 3.8-5: Design of the project shall be consistent with the requirements of Chapter 9.52, Floodplain Regulations, of the Municipal Ordinance. Project design is anticipated to include the following: All structures are required to be one foot above the base flood as determined by the appropriate FEMA FIRM Map. Soils suitable for building pad construction (as determined by a qualified engineer), shall be imported to the project site as-needed in order to ensure that all building and structure pads are elevated to levels necessary to meet City requirements.

Conclusion

Based on the above analysis and discussion, no substantive revisions to the 2010 EIR are required, because no new significant impacts or impacts of substantially greater severity than those identified in the 2010 EIR would result from the Proposed Project. With regard to hydrology and water quality, the Proposed Project is identical to the 2010 Project and conditions on the project site have not changed considerably since preparation of the 2010 EIR. Therefore, impacts associated with hydrology and water quality would be the same as those identified in the 2010 EIR and compliance with applicable State and local regulations during construction and operation, as well as, implementation of Mitigation Measures 3.8-1, 3.8-2, 3.8-3, and 3.8-5, would continue to effectively reduce impacts related to hydrology and water quality. No additional mitigation is required.

11. LAND USE AND PLANNING

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
Would the project:				
a. Physically divide an established community?	☐	☐	☐	☒
b. Cause a significant environmental impact due to a conflict with any applicable land use plan, policy, or regulation adopted for the purpose of avoiding or mitigating an environmental effect?	☐	☐	☐	☒

Discussion

Divide an Established Community

Projects that have the potential to physically divide an established community include projects such as new freeways and highways, major arterials, streets, and railroad lines. The Proposed Project would result in the development of a nature park on an existing undeveloped parcel just south of the existing Legacy Sports Fields Complex. The Proposed Project would not result in a barrier within the project site that would impede access, nor would it result in a removal of a major means of access. The Proposed Project would provide trail connections to adjacent areas that would enhance connectivity of the site to established community centers (e.g., Legacy Sports Fields Complex, Larch Clover community). Therefore, the Proposed Project would not inhibit public connectivity, and would not physically divide an established community. Therefore, this impact would not result in new or more significant impacts beyond those analyzed in the 2010 EIR.

Conformance with Land Use Plans

The 2010 Project included annexation of the project site into the City of Tracy, a General Plan Amendment (GPA) to designate the site as Parks (P), a zoning ordinance amendment to create a Park (P) zone district, and prezoning of the project site to Park (P) to accommodate the 2010 Project. The Proposed Project is consistent with the type and intensity of development allowed within the Parks land use designation. The Proposed Project would not require changes to General Plan land use designations or zoning districts.

Applicable Mitigation

Impacts related to land use were determined to be less than significant and no mitigation measures were identified.

Conclusion

Based on the above analysis and discussion, no substantive revisions to the 2010 EIR are required, because no new significant impacts or impacts of substantially greater severity than those identified in the 2010 EIR would result from the Proposed Project. As described above, as part of the 2010 Project approvals, the City of Tracy amended the General Plan land use designation for the project site and approved a prezoning for the project site. The Proposed Project is consistent with the type

and intensity of development allowed in the City's General Plan and Zoning Ordinance. Therefore, impacts associated with land use and planning would be less than significant and no mitigation is required.

12. MINERAL RESOURCES

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
Would the project:				
a. Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	☐	☐	☐	☒
b. Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	☐	☐	☐	☒

Discussion

As described in the 2010 EIR, the main mineral resources found in the Tracy Planning Area are sand and gravel (aggregate), which are primarily used for construction materials like asphalt and concrete. The project is located within a designated as Mineral Resource Zone (MRZ). This area is designated as MRZ-1, an area where adequate information indicates that no significant mineral deposits are present. Like the 2010 Project, the Proposed Project would not result in the loss of availability of a known mineral resource, nor would it preclude the ability to extract these resources in the future. The Proposed Project would have no impact on mineral resources.

Applicable Mitigation

No substantial changes in environmental circumstances have occurred for this topic, nor revisions to the project, nor new information that could not have been known at the time the 2010 EIR was adopted leading to new or more severe significant impacts, and no new mitigation measures are required.

Conclusion

Based on the above analysis and discussion, no substantive revisions to the 2010 EIR are required, because no new significant impacts or impacts of substantially greater severity than those identified in the 2010 EIR would result from the Proposed Project. Like the 2010 Project, the Proposed Project would have no impact on mineral resources and no mitigation would be required.

13. NOISE

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
Would the project result in:				
a. Generation of a substantial temporary or permanent increase in ambient noise levels in the vicinity of the project in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	☐	☐	☐	☒
b. Generation of excessive groundborne vibration or groundborne noise levels?	☐	☐	☐	☒
c. For a project located within the vicinity of a private airstrip an airport land use plan or, where such a plan has not been adopted, within 2 miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	☐	☐	☐	☒

Discussion

The ambient noise conditions within and in the vicinity of the project site have not changed substantially since the preparation of the 2010 EIR. As discussed in the 2010 EIR, the project site would be exposed to traffic noise generated on area roadways. Based on ambient noise monitoring results in the 2010 EIR, noise levels at the project site range from 51.9 to 64.4 dBA L_{eq} and 56.1 to 80.4 dBA L_{max}. Regulatory requirements and standards that govern the generation of and exposure to noise within the community have not changed since certification of the 2010 EIR. Potential impacts of the Proposed Project as compared to the 2010 Project with respect to noise are discussed below.

Construction-Period Impacts

Noise generated by the construction period for the Proposed Project would temporarily increase noise levels in the vicinity of the project site. Each stage of construction would involve a different mix of operating equipment, and noise levels would vary based on the amount and types of equipment in operation and the location of the activity. These activities would be similar to the 2010 Project.

As discussed in the 2010 EIR, average noise levels associated with construction activities typically range from approximately 76 dBA to 84 dBA L_{eq}, with intermittent individual equipment noise levels ranging from approximately 74 dBA to more than 88 dBA for brief periods at 50 feet from the source. As identified in the 2010 EIR, with regard to residential land uses, noise levels associated with construction activities occurring during the more noise-sensitive nighttime hours (i.e., 10:00 p.m. to 7:00 a.m.) are of increased concern. The 2010 EIR determined that the 2010 Project does not include restrictions on the hours during which construction activities would occur. As a result, the 2010 EIR found that construction activities occurring during the more noise-sensitive nighttime hours could result in increased levels of annoyance and potential sleep disruption for occupants of

nearby residential land uses. As such, short-term noise-generating construction activities associated with the 2010 Project would be considered to have a potentially significant impact. The 2010 EIR identified Mitigation Measure 3.10-1, which would ensure noise-generating construction activities would comply with the City's Municipal Code and General Plan requirements and would be considered less than significant.

Construction noise associated with the Proposed Project would be similar to what was evaluated in the 2010 EIR. As such, implementation of Mitigation Measure 3.10-1 as identified in the 2010 EIR would sufficiently reduce project-related construction noise impacts to a less-than-significant level to comply with the City's Municipal Code and General Plan requirements. With implementation of Mitigation Measure 3.10-1, the Proposed Project would not result in new significant impacts beyond those identified in the 2010 EIR and no new mitigation measures are required.

Long-Term Operational Noise Impacts

The 2010 EIR identified that the 2010 Project would include a 166-acre active sports park, which may ultimately include up to 14 soccer fields, 18 baseball fields, five softball fields, four football fields, and one football/soccer stadium. In addition, the 2010 Project would include up to four children's play areas, restroom facilities, concession facilities, bleachers, and parking areas. Noise generated by the 2010 Project would be primarily associated with the use of on-site recreational facilities (i.e., stadium, ball fields, and play areas), vehicle parking areas, and landscape maintenance activities.

The 2010 EIR found that recreational uses associated with the 2010 Project, including the proposed stadium, baseball, and softball facilities would result in significant increases in ambient noise levels at nearby noise-sensitive land uses that could exceed the City's noise standard of 55 dBA L_{eq}. In addition, the 2010 EIR found that depending on final site design, the proposed skate park, BMX track, paintball course, and ball fields developed as part of the future expansion area could also result in significant increases in ambient noise levels at nearby noise-sensitive land uses, particularly if multiple events were to occur simultaneously, and could also exceed the City's noise standard of 55 dBA L_{eq}. In addition to recreational uses, landscape maintenance activities occurring throughout the project area could also result in a significant increase in ambient noise levels at nearby noise-sensitive land uses. For these reasons, the 2010 EIR found that noise generated by the 2010 Project would be considered to have a potentially significant impact. The 2010 EIR identified Mitigation Measure 3.10-2; however, the 2010 EIR determined that impacts would be significant and unavoidable.

The Proposed Project would provide passive park space including earthen hiking and biking trails, bridges and structural (elevated) walkways, a parking area, trailheads, and an interpretive center, as well as, tree planting and habitat creation/restoration. As such, the Proposed Project would be expected to generate much lower noise levels than the 2010 Project. Operational noise levels associated with the Proposed Project would primarily be generated from parking lot activities at the parking area and landscape maintenance activities.

As identified in the 2010 EIR, noise levels commonly associated with vehicle parking areas are often associated with the starting of vehicles, the opening and closing of vehicle doors, playing of

amplified music, and the occasional sound of vehicle alarms and horns, which can reach intermittent levels of approximately 92 dBA L_{eq} at 50 feet. The closest sensitive receptors to the parking areas include the single-family residences located approximately 120 feet south the parking area at the Interpretive Community Center. Based on distance attenuation, at 120 feet, there would be a decrease of approximately 7.6 dBA from the reduced distance compared to the noise reference level measured at 50 feet. Therefore, based on distance attenuation, the closest receptor may be subject to parking lot noise levels of approximately 84.4 dBA L_{eq}, which would be above the City's noise standard of 55 dBA L_{eq}. However, a parking lot currently exists at this location. Although would be a slight increase in vehicle trips and, therefore, a slight increase in use of the parking lot, parking lot activities would not cause an increase in noise levels of more than 3 dBA. Therefore, it is not expected that the Proposed Project would substantially increase noise levels over existing conditions, and impacts would be less than significant. Operation of the Proposed Project would not result in new or more severe impacts related to operational noise than identified in the 2010 EIR.

Implementation of the Proposed Project would result in landscape maintenance activities. As discussed in the 2010 EIR, noise levels at the nearest residential land use could reach levels of approximately 75 dBA L_{eq}. Landscape maintenance activities occurring during the more noise-sensitive nighttime hours could result in increased levels of annoyance and potential sleep disruption to occupants of nearby residential land uses. Landscape maintenance noise associated with the Proposed Project would be similar to what was evaluated in the 2010 EIR. As such, implementation of Mitigation Measure 3.10-2, as identified in the 2010 EIR, would provide restrictions on hours of use for on-site exterior recreational facilities and landscape maintenance activities would reduce potential levels of annoyance and activity interference at nearby noise-sensitive land uses. With implementation of Mitigation Measure 3.10-2, the Proposed Project would not result in new significant impacts beyond those identified in the 2010 EIR and no new mitigation measures are required.

In addition, pedestrians or bicyclists may converse resulting in intermittent noise while using the trails; however, this noise level would be similar to existing conditions and would not generate noise levels that would exceed the applicable standards. Therefore, the Proposed Project would not result in exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance. With implementation of Mitigation Measure 3.10-2, the Proposed Project would not result in new significant impacts beyond those identified in the 2010 EIR and no new mitigation measures are required.

Long-Term Traffic Noise Impacts

Motor vehicles with their distinctive noise characteristics are the dominant noise source in the project vicinity. The amount of noise varies according to many factors, such as volume of traffic, vehicle mix (percentage of cars and trucks), average traffic speed, and distance from the observer. Implementation of the proposed project would result in new daily trips on local roadways in the project site vicinity. A characteristic of sound is that a doubling of a noise source is required in order to result in a perceptible (3 dBA or greater) increase in the resulting noise level.

The 2010 EIR determined that implementation of the 2010 Project would result in increased traffic volumes on some area roadways. The 2010 EIR found that during weekday operations,

implementation of the 2010 Project would not result in a significant increase (i.e., 3 dBA or greater) in traffic noise levels. However, the 2010 EIR also found that during Saturday traffic conditions, implementation of the 2010 Project would result in increased traffic noise levels of up to approximately 8 dBA CNEL. Significant increases in traffic noise levels would be projected to occur along Corral Hollow Road, north of Larch Road; Larch Road, between Corral Hollow Road and N. Tracy Boulevard; as well as, portions of N. Tracy Boulevard to the north and south of Larch Road. Predicted noise levels at residential land uses located adjacent to N. Tracy Boulevard would exceed the City of Tracy's General Plan noise criteria of 60 dBA CNEL for land use compatibility. As a result, predicted increases in traffic noise levels associated with the 2010 Project would be considered significant and unavoidable.

As identified in Section 17, Transportation, the Proposed Project is estimated to generate 67 daily trips. As such, it is expected that the Proposed Project would only represent a small increase in noise levels and would not result in a perceptible noise increase along any roadway segment in the project vicinity and therefore, would be less than significant. Therefore, implementation of the Proposed Project would not result in new or more severe impacts related to traffic noise than identified in the 2010 EIR.

Vibration Impacts

The 2010 EIR found that no major stationary sources of groundborne vibration were identified in the project area that would result in the long-term exposure of proposed on-site land uses to unacceptable levels of ground vibration. In addition, the 2010 EIR found that the 2010 Project would not involve the use of any major equipment or processes that would result in potentially significant levels of ground vibration that would exceed these standards at nearby existing land uses. However, the 2010 EIR found that construction activities associated with the 2010 Project would require the use of various tractors, trucks, and jackhammers that could result in intermittent increases in groundborne vibration levels. However, predicted vibration levels would not be anticipated to exceed recommended criteria for structural damage and human annoyance (0.2 and 0.1 in/sec ppv, respectively) at nearby land uses. As a result, short-term groundborne vibration impacts were considered less than significant and no mitigation was required. Vibration impacts associated with the Proposed Project would be similar to what was evaluated in the 2010 EIR. As such, the Proposed Project would not result in new significant impacts beyond those identified in the 2010 EIR and no new mitigation measures are required.

Aircraft Noise Source Impacts

As stated in the 2010 EIR, the nearest airport/airstrip is the Tracy Municipal Airport, which is located approximately 4 miles south of the project site. Like the 2010 Project, implementation of the Proposed Project would not affect airport operations, nor would implementation of the Proposed Project result in the development or relocation of any noise-sensitive land uses within two miles of any airport or airstrip. As a result, implementation of the Proposed Project would not result in increased exposure of individuals to excessive aircraft noise levels associated with the existing airport. Therefore, noise impacts associated with existing airports/airstrips would be less than significant and no mitigation is required.

Applicable Mitigation

No substantial changes in environmental circumstances have occurred for this topic, nor revisions to the project, nor new information that could not have been known at the time the 2010 EIR was adopted leading to new or more severe significant impacts, and no new mitigation measures are required. Mitigation Measure 3.10-1, previously identified in the 2010 EIR, would remain applicable to the Proposed Project, as follows:

MM 3.10-1: The following mitigation measures shall be implemented:

- Construction activities (excluding activities that would result in a safety concern to the public or construction workers) shall be limited to between the hours of 7:00 a.m. and 7:00 p.m. Construction activities shall be prohibited on Sundays and federal holidays.
- Construction equipment shall be properly maintained and equipped with noise-reduction intake and exhaust mufflers and engine shrouds, in accordance with manufacturers' recommendations.
- Construction equipment staging areas shall be located at the furthest distance possible from nearby noise-sensitive land uses.

MM 3.10-2: The following mitigation measures shall be implemented:

- Prior to the issuance of an electrical permit for an public address systems proposed for playing fields within the project site, the City of Tracy shall test the sound system to ensure that it does not generate noise levels in excess of 75dB L_{eq} at the property lines.
- On-site exterior recreational activities shall be limited to between the hours of 7:00 a.m. and 10:00 p.m.
- Landscape maintenance activities shall be limited to between the hours of 7:00 a.m. and 10:00 p.m., Monday through Saturday. Landscape maintenance activities shall be prohibited on Sundays and federal holidays.

In addition, the 2010 EIR identified Mitigation Measure 3.10-5 which includes measures for proposed noise sensitive land uses, such as a library. This measure would not apply to the Proposed Project as the Proposed Project would not include new noise-sensitive land uses.

Conclusion

Based on the above analysis and discussion, no substantive revisions to the 2010 EIR are required, because no new significant impacts or impacts of substantially greater severity than those identified in the 2010 EIR would result from the Proposed Project. With implementation of Mitigation Measures 3.10-1 and 3.10-2 potential impacts would be less-than-significant and additional mitigation is not required.

14. POPULATION AND HOUSING

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
Would the project:				
a. Induce substantial unplanned population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	☐	☐	☐	☒
b. Displace substantial numbers of existing people or housing, necessitating the construction of replacement housing elsewhere?	☐	☐	☐	☒

Discussion

No impacts to population and housing were identified in the 2010 EIR. Similar to the 2010 Project, the Proposed Project would not induce substantial growth, displace any existing housing units or people, and would not necessitate the construction of replacement housing elsewhere. No new impact or increase in the severity of impacts would occur.

Applicable Mitigation

No substantial changes in environmental circumstances have occurred for this topic, nor revisions to the project, nor new information that could not have been known at the time the 2010 EIR was adopted leading to new or more severe significant impacts, and no new mitigation measures are required.

Conclusion

The 2010 EIR adequately evaluated the potential population and housing impacts of the proposed project. Therefore, potential impacts would be less-than-significant and mitigation is not required.

15. PUBLIC SERVICES

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
Would the project:				
a. Result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:				
i. Fire protection?	☐	☐	☐	☒
ii. Police protection?	☐	☐	☐	☒
iii. Schools?	☐	☐	☐	☒
iv. Parks?	☐	☐	☐	☒
v. Other public facilities?	☐	☐	☐	☒

Discussion

The 2010 EIR determined that implementation of the 2010 Project would not adversely impact existing fire and emergency services within the City and would not require the construction of new fire protection facilities. Mitigation Measure 3.11-1 was identified to ensure that adequate on-site hydrants with adequate fire-flow pressure would be installed as part of the 2010 Project. Like the 2010 Project, the Proposed Project would construct a limited number of structures that would be at risk for fire, would not increase the demand for fire protection services, and would not impact the City's service levels or capabilities.

Like the 2010 Project, the Proposed Project would not result in significant new demand for police services nor would implementation of the Proposed Project require the construction of new police facilities to serve the project site or result in impacts to the existing response times and existing police protection service levels. This impact would be less than significant and no mitigation is required.

Like the 2010 Project, the Proposed Project would not result in population growth in the City of Tracy. Since the project would not result in population growth, implementation of the project would not result in increased enrollment in area schools, which could lead to impacts. Additionally, the project would increase the availability of park and recreation resources within the City of Tracy, which would reduce the strain that existing park users and residents are currently placing on existing facilities. Therefore, impacts to schools, parks, and other public facilities would be less than significant.

Applicable Mitigation

Impacts related to public service were determined to be less than significant with implementation of Mitigation Measure 3.11-1. No substantial changes in environmental circumstances have occurred

for this topic, nor revisions to the project, nor new information that could not have been known at the time the 2010 EIR was adopted leading to new or more severe significant impacts, and no new mitigation measures are required. To ensure adequate fire hydrant capacity is provided, Mitigation Measure 3.11-1, previously identified in the 2010 EIR, would remain applicable to the Proposed Project, as follows:

MM 3.11-1: Prior to City approval of the final infrastructure plans and construction documents for the Holly Sugar Sports Park, the City shall include the location and specifications of all fire hydrants, to the satisfaction of the Tracy Fire Department. The final infrastructure plans and construction documents for the project shall include hydrants with adequate fire-flow that are spaced appropriately throughout the project site, to the satisfaction of the Tracy Fire Department.

Conclusion

Based on the above analysis and discussion, no substantive revisions to the 2010 EIR are required, because no new significant impacts or impacts of substantially greater severity than those identified in the 2010 EIR would result from the Proposed Project. As described above, potential impacts to public services are considered less-than-significant and no mitigation is required.

16. RECREATION

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
a. Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	☐	☐	☐	☒
b. Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?	☐	☐	☐	☒

Discussion

The 2010 EIR determined that recreation impacts would be less than significant. Similar to the 2010 Project, the Proposed Project would not increase the use of existing recreational facilities, nor would it create a need for additional recreation services. The Proposed Project would have a beneficial impact to existing recreational facilities, as use at other existing neighborhood and regional parks or other recreational facilities may be reduced. No new impacts or increase in the severity of impacts would occur.

Applicable Mitigation

Impacts related to recreation were determined to be less than significant and no mitigation measures were identified.

Conclusion

Based on the above analysis and discussion, no substantive revisions to the 2010 EIR are required, because no new significant impacts or impacts of substantially greater severity than those identified in the 2010 EIR would result from the Proposed Project. As described above, the Proposed Project, like the 2010 Project, would provide additional recreation resources to serve the City of Tracy. Therefore, potential impacts to recreation are considered less-than-significant and no mitigation is required.

17. TRANSPORTATION

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
Would the project:				
a. Conflict with a program, plan, ordinance or policy addressing the circulation system, including transit, roadway, bicycle and pedestrian facilities?	☐	☐	☐	☒
b. Conflict or be inconsistent with CEQA Guidelines § 15064.3, subdivision (b)?	☐	☐	☐	☒
c. Substantially increase hazards due to a geometric design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	☐	☐	☐	☒
d. Result in inadequate emergency access?	☐	☐	☐	☒

Discussion

Conflict with a Program, Plan, Ordinance or Policy Addressing the Circulation System

Transit. As described in the 2010 EIR, there is no public transit system that serves the project site. The closest transit routes are the local fixed-route bus service and local commuter-route bus services operated by the City of Tracy (Tracer). These services run along Corral Hollow Road and Tracy Boulevard south of the project site. The expected increase in passenger demand associated with implementation of the Proposed Project is not projected to exceed available transit capacity. Therefore, impacts on transit facilities would be less than significant.

Bicyclists and Pedestrians. As described in the 2010 EIR, pedestrian and bicycle facilities were non-existent in the areas adjacent to the project site and the 2010 Project did not include pedestrian or bicycle facilities along the project site frontage on Tracy Boulevard and Corral Hollow Road, making it difficult to access the project site from neighborhoods to the south. Therefore, the 2010 EIR determined that impacts to bicyclists and pedestrians would be significant and identified Mitigation Measure 3.12-14, which requires provision of bicycle and pedestrian facilities along Tracy Boulevard and Corral Hollow Road to reduce potential impacts to less than significant.

Unlike the 2010 Project, implementation of the Proposed Project would include development of a passive trail system throughout the site, with a more active multi-use trail proposed around the site perimeter. As described in Attachment A, Project Description, trails would connect offsite to future expansion of Lincoln Boulevard to the south and north to the "Old River." In addition, Mitigation Measure 3.12-14 would continue to apply to the Proposed Project to ensure that adequate pedestrian and bicycle facilities are provided along the frontage roads around the project site. With implementation of Mitigation Measure 3.12-14, impacts to bicyclists and pedestrians would be less than significant.

Roadways and Freeways. In the 2010 EIR, the 86-acre project site was proposed to provide passive park space. The Proposed Project would result in use of the 86 acres as a nature park including

earthen hiking and biking trails, bridges and structural (elevated) walkways, a parking area, trailheads, and an interpretive center, as well as tree planting and habitat creation/ restoration.

The 2010 EIR analyzed the project's traffic impacts according to the effects on vehicular level of service (LOS). LSA considered whether the change in use from passive park to nature park would have the potential to result in more severe impacts to LOS than disclosed in the 2010 EIR. Active park elements such as sports fields generate traffic at a higher rate than park open space and the Institute of Transportation Engineers (ITE) *Trip Generation Manual*, Tenth Edition (2017) provides trip generation rates for many types of active park uses. The ITE *Trip Generation Manual* does not distinguish between park open space uses such as passive park space or nature park space. Based on LSA's experience analyzing many different park projects, the trip generation potential of passive park space and nature park space is likely similar. In addition, the 2010 EIR analyzed the LOS impacts of the entire Legacy Fields Sports Complex including high trip generation active park elements. The potential traffic impacts of the 86 acre project site were a low percent of the entire Legacy Fields Sports Complex. Changes to the description of the 86 acre project site are unlikely to affect the conclusions of the prior analysis.

Although the 2010 EIR analyzed vehicle LOS, CEQA guidelines have changed since adoption of the 2010 EIR. Section 21099(b)(2) of the California Public Resources Code states the following:

> "Upon certification of the guidelines by the Secretary of the Natural Resources Agency pursuant to this section, automobile delay, as described solely by level of service or similar measures of vehicular capacity or traffic congestion shall not be considered a significant impact on the environment pursuant to this division, except in locations specifically identified in the guidelines, if any."

This certification occurred on December 28, 2018, and vehicle delay and LOS have been removed from consideration under CEQA. With the current CEQA Guidelines, transportation impacts are to be evaluated based on a project's effect on vehicle miles traveled (VMT). The City has not yet adopted revised traffic impact guidelines. However, simultaneous with clearance of the revised *State CEQA Guidelines*, the Governor's Office of Planning and Research (OPR) released the *Technical Advisory for Evaluating Transportation Impacts under CEQA* (OPR, December 2018). This State document provides sufficient guidance to permit the evaluation of project transportation impacts for the purposes of compliance with CEQA.

The *Technical Advisory on Evaluating Transportation Impacts under CEQA* provides screening criteria to determine when land use projects are likely to have a less than significant impact under CEQA. As part of these screening criteria, projects attracting fewer than 110 trips per day would be assumed to have a less than significant impact.

The proposed project is 86 acres. The Institute of Transportation Engineers (ITE) *Trip Generation Manual*, Tenth Edition (2017) provides an average rate of 0.78 daily trips per acre of public park. Based on published trip generation data, the project is estimated to generate 67 daily trips, which is less than the 110 trips per day screening criteria. Therefore, the State's Technical Advisory identifies that the Proposed Project is unlikely to result in a substantial or measureable increase in VMT, and the transportation impact for the purposes of CEQA would be less than significant.

Conflict with CEQA Guidelines Section 15064.3, subdivision (b)

The City has not adopted a threshold of significance for vehicle miles traveled (VMT). However, consistent with CEQA Guidelines, Section 15064.3, subdivision (b), the Proposed Project is presumed to cause a less than significant transportation impact as the Proposed Project is anticipated to generate 67 daily trips, which is less than the 110 trips per day screening criteria. Therefore, this impact is less than significant and no mitigation is required.

Design Features

The 2010 EIR determined that impacts related to design features would be less than significant based on a review of the 2010 Project design. The Proposed Project would include installation of a dedicated intersection and park entrance on Tracy Boulevard. This intersection would be studied and designed consistent with City standards. Therefore, the Proposed Project would not substantially increase hazards due to a design feature. This impact would be less than significant and no mitigation is required

Emergency Access

As described in the 2010 EIR, the Tracy Fire Department was consulted during preparation of the 2010 EIR, and it was determined that the proposed site access points shown in the conceptual plan were adequate for emergency vehicle access. Further, the internal project roadways provide at least 26-feet of roadway width, adequate for emergency vehicle access. Given these considerations, it was determined that the 2010 Project would provide sufficient emergency access. Like the 2010 Project, the design of the Proposed Project would be reviewed by the Fire Department to ensure adequate emergency access. Further, the Proposed Project could be accessed via the internal roadway system at the Legacy Sports Fields Complex, which were determined to provide adequate emergency vehicle access. Therefore, this impact would remain less than significant and the Proposed Project would not result in new or more severe impacts related to emergency access beyond those identified in the 2010 EIR.

Applicable Mitigation

Impacts related to transportation were determined to be less than significant with implementation of various mitigation measures to reduce potential traffic impacts associated with the 2010 Project. As described above, the trip generation associated with the Proposed Project would be less than the established threshold of 110 trips per day; therefore, traffic impacts of the Proposed Project would be less than significant and no mitigation is required. To ensure adequate pedestrian and bicycle facilities are provided, Mitigation Measure 3.12-4, previously identified in the 2010 EIR, would remain applicable to the Proposed Project, as follows:

MM 3.12-14: The following mitigation measures would improve pedestrian and bicycle access to the project site:

- When roadway improvements are made to the frontage on Tracy Boulevard and Corral Hollow that extend to Larch Road, the City shall provide sidewalks along project site as funding becomes available. In addition, pedestrian access points that provide direct access to the active sports park,

future expansion area, and the passive-recreation area should be provided on Tracy Boulevard and Corral Hollow Road.

- The City shall provide a Class III bike route along Tracy Boulevard that would connect to the planned Class III bike route at Clover Road when that bike route is constructed in the future. The recommended Class III route would also provide access to the existing Class III route on Larch Road, east of Tracy Boulevard.

- The City shall provide bicycle parking spaces at each of the surface parking lots that equate to five percent of the number of provided vehicle parking spaces. Overall, the site should provide a total of at least 147 bicycle parking spaces. Bicycle parking stalls should conform to City Code design standards and should be located near the sport field facilities.

Conclusion

Based on the above analysis and discussion, no substantive revisions to the 2010 EIR are required, because no new significant impacts or impacts of substantially greater severity than those identified in the 2010 EIR would result from the Proposed Project. As described above, the Proposed Project would not generate a significant number of vehicle trips; therefore, transportation impacts would be less than significant. Implementation of Mitigation Measure 3.12-14 would continue to effectively reduce impacts related to pedestrian and bicycle facilities. No additional mitigation is required.

18. TRIBAL CULTURAL RESOURCES

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
Would the project:				
a. Cause a substantial adverse change in the significance of a tribal cultural resource, defined in Public Resources Code Section 21074 as either a site, feature, place, cultural landscape that is geographically defined in terms of the size and scope of the landscape, sacred place, or object with cultural value to a California Native American tribe, and that is:				
i. Listed or eligible for listing in the California Register of Historical Resources, or in a local register of historical resources as defined in Public Resources Code Section 5020.1(k)? Or	☐	☐	☐	☒
ii. A resource determined by the lead agency, in its discretion and supported by substantial evidence, to be significant pursuant to criteria set forth in subdivision (c) of Public Resources Code Section 5024.1? In applying the criteria set forth in subdivision (c) of Public Resource Code Section 5024.1, the lead agency shall consider the significance of the resource to a California Native American tribe.	☐	☐	☐	☒

Discussion

Impacts to tribal resources were not specifically evaluated in the 2010 EIR, as this topic was not a required component of CEQA to be analyzed at the time the 2010 EIR was prepared and certified. However, impacts of the 2010 Project on potential archeological and human remains, which are considered both tribal and cultural resources, were evaluated and were identified as less than significant with implementation of the mitigation measure identified in the 2010 EIR.

Assembly Bill 52 (AB 52), which became law on January 1, 2015, provides for consultation with California Native American tribes during the CEQA environmental review process, and equates significant impacts to "tribal cultural resources" with significant environmental impacts. AB 52 applies to any project for which a Notice of Preparation, Notice of Mitigated Negative Declaration or Notice of Negative Declaration is filed on or after July 1, 2015. Because the Notice of Preparation of the 2010 EIR was filed in December 2008, tribal consultation under AB 52 is not required.

As discussed in Section 5, Cultural Resources, there are no known cultural, historical, or archaeological resources on or within ¼ mile of the project site. Therefore, it is not anticipated that site grading and preparation activities would result in impacts to cultural, historical, or archaeological resources. Implementation of Mitigation Measure 3.5-1 would reduce potential impacts to cultural resources or their accidental discovery during construction to less than significant. This mitigation measure would apply to the Proposed Project.

Applicable Mitigation

As described above, impacts to tribal resources were not specifically evaluated in the 2010 EIR; however, impacts of the Proposed Project on potential archeological and human remains, which are considered both tribal and cultural resources, were evaluated and were identified as less than significant with implementation of Mitigation Measure 3.5-1 identified in the 2010 EIR and listed in Section 5, Cultural Resources. This measure would apply to the Proposed Project. No new mitigation measures are required.

Conclusion

Based on the above analysis and discussion, no substantive revisions to the 2010 EIR are required, because no new significant impacts or impacts of substantially greater severity than those identified in the 2010 EIR would result from the Proposed Project. Although tribal consultation under AB 52 is not required for the Proposed Project, potential impacts to archeological and human remains, which are considered both tribal and cultural resources, were evaluated and were identified as less than significant with implementation of Mitigation Measure 3.5-1 identified in the 2010 EIR and listed in Section 5, Cultural Resources. Impacts associated with tribal cultural resources would be the same as those identified in the 2010 EIR and implementation of Mitigation Measure 3.5-1 would continue to effectively reduce impacts to cultural resources. No additional mitigation is required.

19. UTILITIES AND SERVICE SYSTEMS

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
Would the project:				
a. Require or result in the relocation or construction of new or expanded water, wastewater treatment or storm water drainage, electric power, natural gas, or telecommunications facilities, the construction or relocation of which could cause significant environmental effects?	☐	☐	☐	☒
b. Have sufficient water supplies available to serve the project and reasonably foreseeable future development during normal, dry and multiple dry years?	☐	☐	☐	☒
c. Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	☐	☐	☐	☒
d. Generate solid waste in excess of state or local standards, or in excess of the capacity of local infrastructure, or otherwise impair the attainment of solid waste reduction goals?	☐	☐	☐	☒
e. Comply with federal, state, and local management and reduction statutes and regulations related to solid waste?	☐	☐	☐	☒

Discussion

Impacts to utilities and service systems were determined to be less than significant for the 2010 Project. Conditions related to these services are currently the same as when the 2010 EIR was adopted. Impacts related to utilities and service systems are further discussed below.

Construction of New or Expanded Utility Facilities

Water. The 2010 EIR determined that potential impacts associated with construction of new or expanded water infrastructure for the 2010 Project would be less than significant, as the City's existing and additional potable and non-potable water supplies are sufficient to meet the increased water demand associated with construction and operation of the 2010 Project. As described in the 2010 EIR, the project site would receive potable water via a connection to an existing water main located on Tracy Boulevard, near Larch Road. Approximately 2,000 feet of water line would need to be installed on Tracy Boulevard, in addition to the installation of a water lateral on the project site. These improvements were included as part of the 2010 Project and no additional water facilities would be required.

Like the 2010 Project, the Proposed Project would connect to the City's municipal water system. As described in Section 10, Hydrology and Water Quality, the Proposed Project would require limited potable water supply to serve the proposed restroom facility and interpretive center. Therefore, like

the 2010 Project, the Proposed Project would not require the construction of new or expanded water infrastructure.

Wastewater. The 2010 EIR determined that potential impacts associated with wastewater treatment required to serve 2010 Project would be less than significant. Wastewater generation for the 2010 Project was assumed to be approximately 10.5 gallons per day (gpd), per acre of park. Therefore, the 150-acre active sports park site is estimate to generate up to 1,575 gpd of wastewater. Buildout of the 2010 Project, including the 46-acre future expansion area is anticipated to generate 2,058 gpd of wastewater. The City's Wastewater Treatment Plant (WWTP) can effectively treat up to 10.8 million gallons per day (mgd) of wastewater. The City's WWTP currently treats approximately 9.0 mgd of wastewater. Therefore, the 2010 EIR determined that the 2010 Project would not result in the need for new or expanded WWTP facilities, and would not exceed the existing or projected capacity of the City's WWTP. Although the Proposed Project would result in the construction of additional facilities than were assumed in the 2010 EIR for the Passive Recreation Area, the increase in demand for wastewater services would be similar to the 2010 Project and would not significantly decrease the projected available capacity of the City's WWTP. Therefore, the WWTP would have sufficient capacity to serve the Proposed Project. Impacts related to wastewater treatment requirements would remain less than significant and the Proposed Project would not result in any new or more significant impacts than identified in the 2010 EIR.

Stormwater. The 2010 EIR determined that implementation of the 2010 Project would include development of parking facilities, buildings, and spectator seating areas that could product significant increases in storm runoff production. Mitigation Measure 3.8-1, as identified in the 2010 EIR, requires the City to prepare a detailed drainage and stormwater detention plan that includes storm water calculations based on the final site design, and plans for the retention/detention of the calculated stormwater runoff on the project site.

As described in Section 10, Hydrology and Water Quality, the Proposed Project would increase impervious surface on the site, resulting in an increase in stormwater runoff. However, the increase in impervious surfaces would be minimal and the Proposed Project would include features, such as ponding area and infiltration swales that would capture and treat stormwater runoff from the project site. Therefore, impacts related to stormwater would less than significant and Mitigation Measure 3.8-1, as identified in the 2010 EIR, would not be required for the Proposed Project.

Water Supply

The 2010 EIR determined that potential impacts associated with water supply required to serve the 2010 Project would be less than significant. It was determined that the 2010 Project would generate a water demand of approximately 47 af/yr), which would be met using potable water supplies from the City's water system and included the following uses:

- Concession and restroom buildings at the active sports park
- Restroom building in the passive recreation area

- Future recreation center and library, concession and restroom buildings, and children's "spray park" in the future expansion area to the northwest of the Nature Park site.

Based on the analysis conducted for the 2010 EIR, the 2010 EIR determined that the City's existing and additional potable and non-potable water supplies are sufficient to meet the City's existing and projected future potable and non-potable water demands, including those future potable and non-potable water demands associated with the 2010 Project, to the year 2030 under all hydrologic conditions (normal years and dry years).

The Proposed Project would include installation of a restroom facility at the Tracy Boulevard entrance and a 60,000 nature interpretive center; the remainder of the project site would remain largely undeveloped with habitat restoration, landscape planting and trails. Overall, the water demand for the Proposed Project is anticipated to be similar to the 2010 Project. Therefore, impacts would remain less than significant and the Proposed Project would not result in any new or more significant impacts than identified in the 2010 EIR.

Solid Waste

As described in the 2010 EIR, buildout of the Tracy General Plan will generate an estimated 233 tons of solid waste per day. The Foothill landfill receives approximately 810 tons per day, of which 185 tons per day come from the City. The landfill is permitted to accept up to 1,500 tons per day, and has a permitted capacity of 51 million tons, of which approximately 45 million tons of capacity remains.[45] It is estimated that the Foothill landfill will have the capacity to accept solid waste from the City of Tracy until 2054. The 2010 EIR determined that the 2010 Project would not generate a large volume of solid waste that will enter the landfill. Solid waste that will require collection and disposal will be limited to garbage from picnics, sporting events, and other community events. In addition, the City will install recycling bins at the project site, which will further reduce the volume of solid waste that enters the landfill. Like the 2010 Project, the Proposed Project would result in a limited amount of solid waste, which would be adequately served by existing facilities. As such, the Proposed Project would not result in any new or significantly greater impacts than those identified in the 2010 EIR.

Applicable Mitigation

As described in the 2010 EIR, impacts to utilities were determined to be less than significant and no mitigation measures were identified. Based on the analysis above, no substantial changes in environmental circumstances have occurred for this topic, nor revisions to the project, nor new information that could not have been known at the time the 2010 EIR was adopted leading to new or more severe significant impacts, and no new mitigation measures are required.

Conclusion

Based on the above analysis and discussion, no substantive revisions to the 2010 EIR are required, because no new significant impacts or impacts of substantially greater severity than those identified in the 2010 EIR would result from the Proposed Project. With regard to utilities and service systems,

[45] De Novo Planning Group. 2010. op. cit.

the Proposed Project is similar to the 2010 Project and conditions on the project site have not changed considerably since preparation of the 2010 EIR. Therefore, impacts associated with utilities and service systems would be less than significant and no mitigation measures are required.

20. WILDFIRE

	New Potentially Significant Impact	New Mitigation Required	Reduced Impact	No New Impact
a. Substantially impair an adopted emergency response plan or emergency evacuation plan?	☐	☐	☐	☒
b. Due to slope, prevailing winds, and other factors, exacerbate wildfire risks, and thereby expose project occupants to pollutant concentrations from a wildfire or the uncontrolled spread of a wildfire?	☐	☐	☐	☒
c. Require the installation or maintenance of associated infrastructure (such as roads, fuel breaks, emergency water sources, power lines or other utilities) that may exacerbate fire risk or that may result in temporary or ongoing impacts to the environment?	☐	☐	☐	☒
d. Expose people or structures to significant risks, including downslope or downstream flooding or landslides, as a result of runoff, post-fire slope instability, or drainage changes?	☐	☐	☐	☒

Discussion

As previously discussed in Section 9 of this Environmental Checklist, Hazards and Hazardous Materials, the project site is not located in an area identified by the California Department of Forestry and Fire Protection as a community at risk for wildland fire.[46] The 2010 EIR determined that unmanaged vegetation proposed within the Passive Recreation Area could pose a risk of wildfires in the proximity of existing residences to the south of the project site and identified Mitigation Measure 3.7-2 to reduce potential impacts related to wildfire on the portion of the project site designated for the Tracy Nature Park.

The Proposed Project would include development of native habitats on the project site, including wetland meadows, drainages, oak woodland, and others. It would also include trails and bridges for passive recreation use and a multi-use perimeter trail for more active recreation (e.g., biking). Proposed improvements would improve access to the project site for emergency responders and increase the active management occurring on the site. As a result, the Proposed Project would not expose people or structures, either directly or indirectly to a significant risk of loss, injury or death involving wildland fires. This impact would be less than significant and Mitigation Measure 3.7-2, as identified in the 2010 EIR would not be required.

Applicable Mitigation

As described above, implementation of the Proposed Project would reduce potential impacts associated with wildlfire risk to less than significant; therefore, Mitigation Measure 3.7-2, previously identified in the 2010 EIR would not be required.

[46] Cal Fire, 2007. *San Joaquin County Very High Fire Hazard Severity Zones in LRA.* October 2.

Conclusion

Based on the above analysis and discussion, no substantive revisions to the 2010 EIR are required, because no new significant impacts or impacts of substantially greater severity than those identified in the 2010 EIR would result from the Proposed Project. With regard to wildfire, the Proposed Project is identical to the 2010 Project and the project site is still located within an area with minimal wildfire risk. Impacts associated with wildfire would be less than significant and no mitigation would be required.

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APPENDIX A
CALEEMOD OUTPUT SHEETS

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Tracy Nature Park Project

San Joaquin County, Annual

1.0 Project Characteristics

1.1 Land Usage

Land Uses	Size	Metric	Lot Acreage	Floor Surface Area	Population
Parking Lot	40.00	Space	0.36	16,000.00	0
City Park	86.00	Acre	86.00	3,746,160.00	0

1.2 Other Project Characteristics

Urbanization	Urban	**Wind Speed (m/s)**	2.7	**Precipitation Freq (Days)**	51
Climate Zone	2			**Operational Year**	2028
Utility Company	Pacific Gas & Electric Company				
CO2 Intensity (lb/MWhr)	328.8	**CH4 Intensity (lb/MWhr)**	0.029	**N2O Intensity (lb/MWhr)**	0.006

1.3 User Entered Comments & Non-Default Data

Project Characteristics - CO2 intensity factor based on 5-year average (PG&E 2015)

Land Use - Assuming an 86-acre park, 60,000 square foot building, and 40 parking spaces.

Construction Phase - Pending grant funding, project construction could commence in late fall 2020 and would be constructed in phases. To be conservative, this analysis assumes the project would be constructed over an approximately 2-year period.

Vehicle Trips - Based on trip generation memorandum prepared for the proposed project.

Table Name	Column Name	Default Value	New Value
tblConstructionPhase	NumDays	110.00	30.00
tblConstructionPhase	NumDays	1,550.00	260.00
tblConstructionPhase	NumDays	110.00	30.00
tblConstructionPhase	PhaseEndDate	6/9/2028	11/18/2022
tblConstructionPhase	PhaseEndDate	8/6/2027	8/26/2022
tblConstructionPhase	PhaseEndDate	1/7/2028	10/7/2022
tblConstructionPhase	PhaseStartDate	1/8/2028	10/10/2022
tblConstructionPhase	PhaseStartDate	8/7/2027	8/29/2022
tblProjectCharacteristics	CO2IntensityFactor	641.35	328.8
tblVehicleTrips	ST_TR	22.75	0.78
tblVehicleTrips	SU_TR	16.74	0.78
tblVehicleTrips	WD_TR	1.89	0.78

2.0 Emissions Summary

2.1 Overall Construction

Unmitigated Construction

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Year	tons/yr										MT/yr					
2020	0.0913	0.9343	0.4845	8.7000e-004	0.4006	0.0484	0.4490	0.2193	0.0445	0.2638	0.0000	76.3448	76.3448	0.0239	0.0000	76.9414
2021	0.8018	7.8641	5.7950	0.0196	1.5800	0.2256	1.8056	0.5653	0.2088	0.7741	0.0000	1,786.9739	1,786.9739	0.2267	0.0000	1,792.6414
2022	1.2231	7.1553	5.9751	0.0273	1.4558	0.0994	1.5552	0.3951	0.0935	0.4885	0.0000	2,526.3760	2,526.3760	0.1571	0.0000	2,530.3025
Maximum	**1.2231**	**7.8641**	**5.9751**	**0.0273**	**1.5800**	**0.2256**	**1.8056**	**0.5653**	**0.2088**	**0.7741**	**0.0000**	**2,526.3760**	**2,526.3760**	**0.2267**	**0.0000**	**2,530.3025**

Mitigated Construction

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Year	tons/yr										MT/yr					
2020	0.0913	0.9343	0.4845	8.7000e-004	0.4006	0.0484	0.4490	0.2193	0.0445	0.2638	0.0000	76.3447	76.3447	0.0239	0.0000	76.9413
2021	0.8018	7.8641	5.7950	0.0196	1.5800	0.2256	1.8056	0.5653	0.2088	0.7741	0.0000	1,786.9732	1,786.9732	0.2267	0.0000	1,792.6407
2022	1.2231	7.1553	5.9751	0.0273	1.4558	0.0994	1.5552	0.3951	0.0935	0.4885	0.0000	2,526.3757	2,526.3757	0.1571	0.0000	2,530.3022
Maximum	**1.2231**	**7.8641**	**5.9751**	**0.0273**	**1.5800**	**0.2256**	**1.8056**	**0.5653**	**0.2088**	**0.7741**	**0.0000**	**2,526.3757**	**2,526.3757**	**0.2267**	**0.0000**	**2,530.3022**

Tracy Nature Park Project - San Joaquin County, Annual

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio-CO2	Total CO2	CH4	N20	CO2e
Percent Reduction	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Quarter	Start Date	End Date	Maximum Unmitigated ROG + NOX (tons/quarter)	Maximum Mitigated ROG + NOX (tons/quarter)
1	**11-2-2020**	**2-1-2021**	1.5300	1.5300
2	**2-2-2021**	**5-1-2021**	1.6123	1.6123
3	**5-2-2021**	**8-1-2021**	1.6665	1.6665
4	**8-2-2021**	**11-1-2021**	2.7661	2.7661
5	**11-2-2021**	**2-1-2022**	3.1474	3.1474
6	**2-2-2022**	**5-1-2022**	2.8954	2.8954
7	**5-2-2022**	**8-1-2022**	2.9678	2.9678
8	**8-2-2022**	**9-30-2022**	0.9520	0.9520
		Highest	3.1474	3.1474

2.2 Overall Operational

Unmitigated Operational

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Area	0.3122	1.0000e-005	1.1500e-003	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	2.2500e-003	2.2500e-003	1.0000e-005	0.0000	2.4000e-003
Energy	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	0.8352	0.8352	7.0000e-005	2.0000e-005	0.8416
Mobile	0.0125	0.0893	0.1241	6.1000e-004	0.0537	3.8000e-004	0.0541	0.0144	3.5000e-004	0.0147	0.0000	56.5327	56.5327	2.2900e-003	0.0000	56.5900
Waste						0.0000	0.0000		0.0000	0.0000	1.5021	0.0000	1.5021	0.0888	0.0000	3.7215
Water						0.0000	0.0000		0.0000	0.0000	0.0000	53.4874	53.4874	4.7200e-003	9.8000e-004	53.8962
Total	**0.3247**	**0.0893**	**0.1253**	**6.1000e-004**	**0.0537**	**3.8000e-004**	**0.0541**	**0.0144**	**3.5000e-004**	**0.0147**	**1.5021**	**110.8575**	**112.3597**	**0.0959**	**1.0000e-003**	**115.0516**

2.2 Overall Operational

Mitigated Operational

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Area	0.3122	1.0000e-005	1.1500e-003	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	2.2500e-003	2.2500e-003	1.0000e-005	0.0000	2.4000e-003
Energy	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	0.8352	0.8352	7.0000e-005	2.0000e-005	0.8416
Mobile	0.0125	0.0893	0.1241	6.1000e-004	0.0537	3.8000e-004	0.0541	0.0144	3.5000e-004	0.0147	0.0000	56.5327	56.5327	2.2900e-003	0.0000	56.5900
Waste						0.0000	0.0000		0.0000	0.0000	1.5021	0.0000	1.5021	0.0888	0.0000	3.7215
Water						0.0000	0.0000		0.0000	0.0000	0.0000	53.4874	53.4874	4.7200e-003	9.8000e-004	53.8962
Total	**0.3247**	**0.0893**	**0.1253**	**6.1000e-004**	**0.0537**	**3.8000e-004**	**0.0541**	**0.0144**	**3.5000e-004**	**0.0147**	**1.5021**	**110.8575**	**112.3597**	**0.0959**	**1.0000e-003**	**115.0516**

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio-CO2	Total CO2	CH4	N20	CO2e
Percent Reduction	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

3.0 Construction Detail

Construction Phase

Phase Number	Phase Name	Phase Type	Start Date	End Date	Num Days Week	Num Days	Phase Description
1	Site Preparation	Site Preparation	11/2/2020	1/22/2021	5	60	
2	Grading	Grading	1/23/2021	8/27/2021	5	155	
3	Building Construction	Building Construction	8/28/2021	8/26/2022	5	260	
4	Paving	Paving	8/29/2022	10/7/2022	5	30	
5	Architectural Coating	Architectural Coating	10/10/2022	11/18/2022	5	30	

Acres of Grading (Site Preparation Phase): 0

Acres of Grading (Grading Phase): 387.5

Acres of Paving: 0.36

Residential Indoor: 0; Residential Outdoor: 0; Non-Residential Indoor: 90,000; Non-Residential Outdoor: 30,000; Striped Parking Area: 960 (Architectural Coating – sqft)

OffRoad Equipment

Phase Name	Offroad Equipment Type	Amount	Usage Hours	Horse Power	Load Factor
Site Preparation	Rubber Tired Dozers	3	8.00	247	0.40
Site Preparation	Tractors/Loaders/Backhoes	4	8.00	97	0.37
Grading	Excavators	2	8.00	158	0.38
Grading	Graders	1	8.00	187	0.41
Grading	Rubber Tired Dozers	1	8.00	247	0.40
Grading	Scrapers	2	8.00	367	0.48
Grading	Tractors/Loaders/Backhoes	2	8.00	97	0.37
Building Construction	Cranes	1	7.00	231	0.29
Building Construction	Forklifts	3	8.00	89	0.20
Building Construction	Generator Sets	1	8.00	84	0.74
Building Construction	Tractors/Loaders/Backhoes	3	7.00	97	0.37
Building Construction	Welders	1	8.00	46	0.45
Paving	Pavers	2	8.00	130	0.42
Paving	Paving Equipment	2	8.00	132	0.36
Paving	Rollers	2	8.00	80	0.38
Architectural Coating	Air Compressors	1	6.00	78	0.48

Trips and VMT

Phase Name	Offroad Equipment Count	Worker Trip Number	Vendor Trip Number	Hauling Trip Number	Worker Trip Length	Vendor Trip Length	Hauling Trip Length	Worker Vehicle Class	Vendor Vehicle Class	Hauling Vehicle Class
Site Preparation	7	18.00	0.00	0.00	10.80	7.30	20.00	LD_Mix	HDT_Mix	HHDT
Grading	8	20.00	0.00	0.00	10.80	7.30	20.00	LD_Mix	HDT_Mix	HHDT
Building Construction	9	1,580.00	617.00	0.00	10.80	7.30	20.00	LD_Mix	HDT_Mix	HHDT
Paving	6	15.00	0.00	0.00	10.80	7.30	20.00	LD_Mix	HDT_Mix	HHDT
Architectural Coating	1	316.00	0.00	0.00	10.80	7.30	20.00	LD_Mix	HDT_Mix	HHDT

3.1 Mitigation Measures Construction

3.2 Site Preparation - 2020

Unmitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Fugitive Dust					0.3975	0.0000	0.3975	0.2185	0.0000	0.2185	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Off-Road	0.0897	0.9332	0.4733	8.4000e-004		0.0483	0.0483		0.0445	0.0445	0.0000	73.5475	73.5475	0.0238	0.0000	74.1422
Total	**0.0897**	**0.9332**	**0.4733**	**8.4000e-004**	**0.3975**	**0.0483**	**0.4458**	**0.2185**	**0.0445**	**0.2630**	**0.0000**	**73.5475**	**73.5475**	**0.0238**	**0.0000**	**74.1422**

Unmitigated Construction Off-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Worker	1.5800e-003	1.1300e-003	0.0112	3.0000e-005	3.1500e-003	2.0000e-005	3.1800e-003	8.4000e-004	2.0000e-005	8.6000e-004	0.0000	2.7973	2.7973	8.0000e-005	0.0000	2.7992
Total	**1.5800e-003**	**1.1300e-003**	**0.0112**	**3.0000e-005**	**3.1500e-003**	**2.0000e-005**	**3.1800e-003**	**8.4000e-004**	**2.0000e-005**	**8.6000e-004**	**0.0000**	**2.7973**	**2.7973**	**8.0000e-005**	**0.0000**	**2.7992**

3.2 Site Preparation - 2020

Mitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Fugitive Dust					0.3975	0.0000	0.3975	0.2185	0.0000	0.2185	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Off-Road	0.0897	0.9332	0.4733	8.4000e-004		0.0483	0.0483		0.0445	0.0445	0.0000	73.5474	73.5474	0.0238	0.0000	74.1421
Total	**0.0897**	**0.9332**	**0.4733**	**8.4000e-004**	**0.3975**	**0.0483**	**0.4458**	**0.2185**	**0.0445**	**0.2630**	**0.0000**	**73.5474**	**73.5474**	**0.0238**	**0.0000**	**74.1421**

Mitigated Construction Off-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Worker	1.5800e-003	1.1300e-003	0.0112	3.0000e-005	3.1500e-003	2.0000e-005	3.1800e-003	8.4000e-004	2.0000e-005	8.6000e-004	0.0000	2.7973	2.7973	8.0000e-005	0.0000	2.7992
Total	**1.5800e-003**	**1.1300e-003**	**0.0112**	**3.0000e-005**	**3.1500e-003**	**2.0000e-005**	**3.1800e-003**	**8.4000e-004**	**2.0000e-005**	**8.6000e-004**	**0.0000**	**2.7973**	**2.7973**	**8.0000e-005**	**0.0000**	**2.7992**

3.2 Site Preparation - 2021

Unmitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Fugitive Dust					0.1445	0.0000	0.1445	0.0795	0.0000	0.0795	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Off-Road	0.0311	0.3240	0.1692	3.0000e-004		0.0164	0.0164		0.0151	0.0151	0.0000	26.7486	26.7486	8.6500e-003	0.0000	26.9649
Total	**0.0311**	**0.3240**	**0.1692**	**3.0000e-004**	**0.1445**	**0.0164**	**0.1609**	**0.0795**	**0.0151**	**0.0945**	**0.0000**	**26.7486**	**26.7486**	**8.6500e-003**	**0.0000**	**26.9649**

Unmitigated Construction Off-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Worker	5.3000e-004	3.7000e-004	3.7100e-003	1.0000e-005	1.1500e-003	1.0000e-005	1.1500e-003	3.0000e-004	1.0000e-005	3.1000e-004	0.0000	0.9789	0.9789	2.0000e-005	0.0000	0.9795
Total	**5.3000e-004**	**3.7000e-004**	**3.7100e-003**	**1.0000e-005**	**1.1500e-003**	**1.0000e-005**	**1.1500e-003**	**3.0000e-004**	**1.0000e-005**	**3.1000e-004**	**0.0000**	**0.9789**	**0.9789**	**2.0000e-005**	**0.0000**	**0.9795**

3.2 Site Preparation - 2021

Mitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Fugitive Dust					0.1445	0.0000	0.1445	0.0795	0.0000	0.0795	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Off-Road	0.0311	0.3240	0.1692	3.0000e-004		0.0164	0.0164		0.0151	0.0151	0.0000	26.7485	26.7485	8.6500e-003	0.0000	26.9648
Total	**0.0311**	**0.3240**	**0.1692**	**3.0000e-004**	**0.1445**	**0.0164**	**0.1609**	**0.0795**	**0.0151**	**0.0945**	**0.0000**	**26.7485**	**26.7485**	**8.6500e-003**	**0.0000**	**26.9648**

Mitigated Construction Off-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Worker	5.3000e-004	3.7000e-004	3.7100e-003	1.0000e-005	1.1500e-003	1.0000e-005	1.1500e-003	3.0000e-004	1.0000e-005	3.1000e-004	0.0000	0.9789	0.9789	2.0000e-005	0.0000	0.9795
Total	**5.3000e-004**	**3.7000e-004**	**3.7100e-003**	**1.0000e-005**	**1.1500e-003**	**1.0000e-005**	**1.1500e-003**	**3.0000e-004**	**1.0000e-005**	**3.1000e-004**	**0.0000**	**0.9789**	**0.9789**	**2.0000e-005**	**0.0000**	**0.9795**

3.3 Grading - 2021

Unmitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Fugitive Dust					0.6722	0.0000	0.6722	0.2787	0.0000	0.2787	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Off-Road	0.3248	3.5960	2.3931	4.8100e-003		0.1539	0.1539		0.1416	0.1416	0.0000	422.3361	422.3361	0.1366	0.0000	425.7509
Total	**0.3248**	**3.5960**	**2.3931**	**4.8100e-003**	**0.6722**	**0.1539**	**0.8260**	**0.2787**	**0.1416**	**0.4203**	**0.0000**	**422.3361**	**422.3361**	**0.1366**	**0.0000**	**425.7509**

Unmitigated Construction Off-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Worker	5.7100e-003	3.9500e-003	0.0399	1.2000e-004	0.0124	8.0000e-005	0.0124	3.2800e-003	7.0000e-005	3.3600e-003	0.0000	10.5362	10.5362	2.7000e-004	0.0000	10.5429
Total	**5.7100e-003**	**3.9500e-003**	**0.0399**	**1.2000e-004**	**0.0124**	**8.0000e-005**	**0.0124**	**3.2800e-003**	**7.0000e-005**	**3.3600e-003**	**0.0000**	**10.5362**	**10.5362**	**2.7000e-004**	**0.0000**	**10.5429**

3.3 Grading - 2021

Mitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Fugitive Dust					0.6722	0.0000	0.6722	0.2787	0.0000	0.2787	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Off-Road	0.3248	3.5960	2.3931	4.8100e-003		0.1539	0.1539		0.1416	0.1416	0.0000	422.3356	422.3356	0.1366	0.0000	425.7504
Total	**0.3248**	**3.5960**	**2.3931**	**4.8100e-003**	**0.6722**	**0.1539**	**0.8260**	**0.2787**	**0.1416**	**0.4203**	**0.0000**	**422.3356**	**422.3356**	**0.1366**	**0.0000**	**425.7504**

Mitigated Construction Off-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Worker	5.7100e-003	3.9500e-003	0.0399	1.2000e-004	0.0124	8.0000e-005	0.0124	3.2800e-003	7.0000e-005	3.3600e-003	0.0000	10.5362	10.5362	2.7000e-004	0.0000	10.5429
Total	**5.7100e-003**	**3.9500e-003**	**0.0399**	**1.2000e-004**	**0.0124**	**8.0000e-005**	**0.0124**	**3.2800e-003**	**7.0000e-005**	**3.3600e-003**	**0.0000**	**10.5362**	**10.5362**	**2.7000e-004**	**0.0000**	**10.5429**

3.4 Building Construction - 2021

Unmitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Off-Road	0.0855	0.7844	0.7459	1.2100e-003		0.0431	0.0431		0.0406	0.0406	0.0000	104.2368	104.2368	0.0252	0.0000	104.8655
Total	**0.0855**	**0.7844**	**0.7459**	**1.2100e-003**		**0.0431**	**0.0431**		**0.0406**	**0.0406**	**0.0000**	**104.2368**	**104.2368**	**0.0252**	**0.0000**	**104.8655**

Unmitigated Construction Off-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.0921	2.9740	0.6131	7.7800e-003	0.1834	8.4500e-003	0.1919	0.0530	8.0900e-003	0.0611	0.0000	738.8321	738.8321	0.0437	0.0000	739.9238
Worker	0.2620	0.1814	1.8301	5.3500e-003	0.5663	3.7100e-003	0.5701	0.1506	3.4200e-003	0.1540	0.0000	483.3053	483.3053	0.0123	0.0000	483.6139
Total	**0.3541**	**3.1554**	**2.4432**	**0.0131**	**0.7498**	**0.0122**	**0.7619**	**0.2036**	**0.0115**	**0.2151**	**0.0000**	**1,222.1374**	**1,222.1374**	**0.0560**	**0.0000**	**1,223.5377**

3.4 Building Construction - 2021

Mitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Off-Road	0.0855	0.7844	0.7459	1.2100e-003		0.0431	0.0431		0.0406	0.0406	0.0000	104.2367	104.2367	0.0252	0.0000	104.8653
Total	**0.0855**	**0.7844**	**0.7459**	**1.2100e-003**		**0.0431**	**0.0431**		**0.0406**	**0.0406**	**0.0000**	**104.2367**	**104.2367**	**0.0252**	**0.0000**	**104.8653**

Mitigated Construction Off-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.0921	2.9740	0.6131	7.7800e-003	0.1834	8.4500e-003	0.1919	0.0530	8.0900e-003	0.0611	0.0000	738.8321	738.8321	0.0437	0.0000	739.9238
Worker	0.2620	0.1814	1.8301	5.3500e-003	0.5663	3.7100e-003	0.5701	0.1506	3.4200e-003	0.1540	0.0000	483.3053	483.3053	0.0123	0.0000	483.6139
Total	**0.3541**	**3.1554**	**2.4432**	**0.0131**	**0.7498**	**0.0122**	**0.7619**	**0.2036**	**0.0115**	**0.2151**	**0.0000**	**1,222.1374**	**1,222.1374**	**0.0560**	**0.0000**	**1,223.5377**

3.4 Building Construction - 2022

Unmitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Off-Road	0.1450	1.3273	1.3909	2.2900e-003		0.0688	0.0688		0.0647	0.0647	0.0000	196.9665	196.9665	0.0472	0.0000	198.1462
Total	**0.1450**	**1.3273**	**1.3909**	**2.2900e-003**		**0.0688**	**0.0688**		**0.0647**	**0.0647**	**0.0000**	**196.9665**	**196.9665**	**0.0472**	**0.0000**	**198.1462**

Unmitigated Construction Off-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.1614	5.3221	1.0684	0.0146	0.3465	0.0138	0.3603	0.1001	0.0132	0.1134	0.0000	1,382.5333	1,382.5333	0.0783	0.0000	1,384.4903
Worker	0.4591	0.3065	3.1533	9.7400e-003	1.0698	6.8000e-003	1.0766	0.2844	6.2600e-003	0.2907	0.0000	880.4550	880.4550	0.0209	0.0000	880.9765
Total	**0.6206**	**5.6286**	**4.2217**	**0.0243**	**1.4162**	**0.0206**	**1.4369**	**0.3846**	**0.0195**	**0.4040**	**0.0000**	**2,262.9884**	**2,262.9884**	**0.0991**	**0.0000**	**2,265.4668**

3.4 Building Construction - 2022

Mitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Off-Road	0.1450	1.3273	1.3909	2.2900e-003		0.0688	0.0688		0.0647	0.0647	0.0000	196.9662	196.9662	0.0472	0.0000	198.1459
Total	**0.1450**	**1.3273**	**1.3909**	**2.2900e-003**		**0.0688**	**0.0688**		**0.0647**	**0.0647**	**0.0000**	**196.9662**	**196.9662**	**0.0472**	**0.0000**	**198.1459**

Mitigated Construction Off-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.1614	5.3221	1.0684	0.0146	0.3465	0.0138	0.3603	0.1001	0.0132	0.1134	0.0000	1,382.5333	1,382.5333	0.0783	0.0000	1,384.4903
Worker	0.4591	0.3065	3.1533	9.7400e-003	1.0698	6.8000e-003	1.0766	0.2844	6.2600e-003	0.2907	0.0000	880.4550	880.4550	0.0209	0.0000	880.9765
Total	**0.6206**	**5.6286**	**4.2217**	**0.0243**	**1.4162**	**0.0206**	**1.4369**	**0.3846**	**0.0195**	**0.4040**	**0.0000**	**2,262.9884**	**2,262.9884**	**0.0991**	**0.0000**	**2,265.4668**

3.5 Paving - 2022

Unmitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Off-Road	0.0165	0.1669	0.2187	3.4000e-004		8.5200e-003	8.5200e-003		7.8400e-003	7.8400e-003	0.0000	30.0413	30.0413	9.7200e-003	0.0000	30.2842
Paving	4.7000e-004					0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Total	**0.0170**	**0.1669**	**0.2187**	**3.4000e-004**		**8.5200e-003**	**8.5200e-003**		**7.8400e-003**	**7.8400e-003**	**0.0000**	**30.0413**	**30.0413**	**9.7200e-003**	**0.0000**	**30.2842**

Unmitigated Construction Off-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Worker	7.7000e-004	5.1000e-004	5.2800e-003	2.0000e-005	1.7900e-003	1.0000e-005	1.8000e-003	4.8000e-004	1.0000e-005	4.9000e-004	0.0000	1.4751	1.4751	3.0000e-005	0.0000	1.4760
Total	**7.7000e-004**	**5.1000e-004**	**5.2800e-003**	**2.0000e-005**	**1.7900e-003**	**1.0000e-005**	**1.8000e-003**	**4.8000e-004**	**1.0000e-005**	**4.9000e-004**	**0.0000**	**1.4751**	**1.4751**	**3.0000e-005**	**0.0000**	**1.4760**

3.5 Paving - 2022

Mitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Off-Road	0.0165	0.1669	0.2187	3.4000e-004		8.5200e-003	8.5200e-003		7.8400e-003	7.8400e-003	0.0000	30.0413	30.0413	9.7200e-003	0.0000	30.2842
Paving	4.7000e-004					0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Total	**0.0170**	**0.1669**	**0.2187**	**3.4000e-004**		**8.5200e-003**	**8.5200e-003**		**7.8400e-003**	**7.8400e-003**	**0.0000**	**30.0413**	**30.0413**	**9.7200e-003**	**0.0000**	**30.2842**

Mitigated Construction Off-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Worker	7.7000e-004	5.1000e-004	5.2800e-003	2.0000e-005	1.7900e-003	1.0000e-005	1.8000e-003	4.8000e-004	1.0000e-005	4.9000e-004	0.0000	1.4751	1.4751	3.0000e-005	0.0000	1.4760
Total	**7.7000e-004**	**5.1000e-004**	**5.2800e-003**	**2.0000e-005**	**1.7900e-003**	**1.0000e-005**	**1.8000e-003**	**4.8000e-004**	**1.0000e-005**	**4.9000e-004**	**0.0000**	**1.4751**	**1.4751**	**3.0000e-005**	**0.0000**	**1.4760**

3.6 Architectural Coating - 2022

Unmitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Archit. Coating	0.4205					0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Off-Road	3.0700e-003	0.0211	0.0272	4.0000e-005		1.2300e-003	1.2300e-003		1.2300e-003	1.2300e-003	0.0000	3.8299	3.8299	2.5000e-004	0.0000	3.8361
Total	**0.4236**	**0.0211**	**0.0272**	**4.0000e-005**		**1.2300e-003**	**1.2300e-003**		**1.2300e-003**	**1.2300e-003**	**0.0000**	**3.8299**	**3.8299**	**2.5000e-004**	**0.0000**	**3.8361**

Unmitigated Construction Off-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Worker	0.0162	0.0108	0.1113	3.4000e-004	0.0378	2.4000e-004	0.0380	0.0100	2.2000e-004	0.0103	0.0000	31.0749	31.0749	7.4000e-004	0.0000	31.0933
Total	**0.0162**	**0.0108**	**0.1113**	**3.4000e-004**	**0.0378**	**2.4000e-004**	**0.0380**	**0.0100**	**2.2000e-004**	**0.0103**	**0.0000**	**31.0749**	**31.0749**	**7.4000e-004**	**0.0000**	**31.0933**

3.6 Architectural Coating - 2022

Mitigated Construction On-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Archit. Coating	0.4205					0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Off-Road	3.0700e-003	0.0211	0.0272	4.0000e-005		1.2300e-003	1.2300e-003		1.2300e-003	1.2300e-003	0.0000	3.8299	3.8299	2.5000e-004	0.0000	3.8361
Total	**0.4236**	**0.0211**	**0.0272**	**4.0000e-005**		**1.2300e-003**	**1.2300e-003**		**1.2300e-003**	**1.2300e-003**	**0.0000**	**3.8299**	**3.8299**	**2.5000e-004**	**0.0000**	**3.8361**

Mitigated Construction Off-Site

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Hauling	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Vendor	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Worker	0.0162	0.0108	0.1113	3.4000e-004	0.0378	2.4000e-004	0.0380	0.0100	2.2000e-004	0.0103	0.0000	31.0749	31.0749	7.4000e-004	0.0000	31.0933
Total	**0.0162**	**0.0108**	**0.1113**	**3.4000e-004**	**0.0378**	**2.4000e-004**	**0.0380**	**0.0100**	**2.2000e-004**	**0.0103**	**0.0000**	**31.0749**	**31.0749**	**7.4000e-004**	**0.0000**	**31.0933**

4.0 Operational Detail - Mobile

4.1 Mitigation Measures Mobile

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Mitigated	0.0125	0.0893	0.1241	6.1000e-004	0.0537	3.8000e-004	0.0541	0.0144	3.5000e-004	0.0147	0.0000	56.5327	56.5327	2.2900e-003	0.0000	56.5900
Unmitigated	0.0125	0.0893	0.1241	6.1000e-004	0.0537	3.8000e-004	0.0541	0.0144	3.5000e-004	0.0147	0.0000	56.5327	56.5327	2.2900e-003	0.0000	56.5900

4.2 Trip Summary Information

	Average Daily Trip Rate			Unmitigated	Mitigated
Land Use	Weekday	Saturday	Sunday	Annual VMT	Annual VMT
City Park	67.08	67.08	67.08	143,206	143,206
Parking Lot	0.00	0.00	0.00		
Total	67.08	67.08	67.08	143,206	143,206

4.3 Trip Type Information

	Miles			Trip %			Trip Purpose %		
Land Use	H-W or C-W	H-S or C-C	H-O or C-NW	H-W or C-W	H-S or C-C	H-O or C-NW	Primary	Diverted	Pass-by
City Park	9.50	7.30	7.30	33.00	48.00	19.00	66	28	6
Parking Lot	9.50	7.30	7.30	0.00	0.00	0.00	0	0	0

4.4 Fleet Mix

Land Use	LDA	LDT1	LDT2	MDV	LHD1	LHD2	MHD	HHD	OBUS	UBUS	MCY	SBUS	MH
City Park	0.577759	0.032683	0.189799	0.103168	0.012166	0.004000	0.015643	0.056468	0.001177	0.001245	0.004712	0.000587	0.000595
Parking Lot	0.577759	0.032683	0.189799	0.103168	0.012166	0.004000	0.015643	0.056468	0.001177	0.001245	0.004712	0.000587	0.000595

5.0 Energy Detail

Historical Energy Use: N

5.1 Mitigation Measures Energy

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Electricity Mitigated						0.0000	0.0000		0.0000	0.0000	0.0000	0.8352	0.8352	7.0000e-005	2.0000e-005	0.8416
Electricity Unmitigated						0.0000	0.0000		0.0000	0.0000	0.0000	0.8352	0.8352	7.0000e-005	2.0000e-005	0.8416
NaturalGas Mitigated	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
NaturalGas Unmitigated	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

5.2 Energy by Land Use - NaturalGas

Unmitigated

	NaturalGas Use	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Land Use	kBTU/yr	tons/yr										MT/yr					
City Park	0	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Parking Lot	0	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Total		**0.0000**	**0.0000**	**0.0000**	**0.0000**		**0.0000**	**0.0000**		**0.0000**	**0.0000**	**0.0000**	**0.0000**	**0.0000**	**0.0000**	**0.0000**	**0.0000**

Mitigated

	NaturalGas Use	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Land Use	kBTU/yr	tons/yr										MT/yr					
City Park	0	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Parking Lot	0	0.0000	0.0000	0.0000	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Total		**0.0000**	**0.0000**	**0.0000**	**0.0000**		**0.0000**	**0.0000**		**0.0000**	**0.0000**	**0.0000**	**0.0000**	**0.0000**	**0.0000**	**0.0000**	**0.0000**

5.3 Energy by Land Use - Electricity

Unmitigated

	Electricity Use	Total CO2	CH4	N2O	CO2e
Land Use	kWh/yr	MT/yr			
City Park	0	0.0000	0.0000	0.0000	0.0000
Parking Lot	5600	0.8352	7.0000e-005	2.0000e-005	0.8416
Total		**0.8352**	**7.0000e-005**	**2.0000e-005**	**0.8416**

Mitigated

	Electricity Use	Total CO2	CH4	N2O	CO2e
Land Use	kWh/yr	MT/yr			
City Park	0	0.0000	0.0000	0.0000	0.0000
Parking Lot	5600	0.8352	7.0000e-005	2.0000e-005	0.8416
Total		**0.8352**	**7.0000e-005**	**2.0000e-005**	**0.8416**

6.0 Area Detail

6.1 Mitigation Measures Area

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
Category	tons/yr										MT/yr					
Mitigated	0.3122	1.0000e-005	1.1500e-003	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	2.2500e-003	2.2500e-003	1.0000e-005	0.0000	2.4000e-003
Unmitigated	0.3122	1.0000e-005	1.1500e-003	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	2.2500e-003	2.2500e-003	1.0000e-005	0.0000	2.4000e-003

6.2 Area by SubCategory

Unmitigated

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
SubCategory	tons/yr										MT/yr					
Architectural Coating	0.0421					0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Consumer Products	0.2700					0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Landscaping	1.1000e-004	1.0000e-005	1.1500e-003	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	2.2500e-003	2.2500e-003	1.0000e-005	0.0000	2.4000e-003
Total	**0.3122**	**1.0000e-005**	**1.1500e-003**	**0.0000**		**0.0000**	**0.0000**		**0.0000**	**0.0000**	**0.0000**	**2.2500e-003**	**2.2500e-003**	**1.0000e-005**	**0.0000**	**2.4000e-003**

6.2 Area by SubCategory

Mitigated

	ROG	NOx	CO	SO2	Fugitive PM10	Exhaust PM10	PM10 Total	Fugitive PM2.5	Exhaust PM2.5	PM2.5 Total	Bio- CO2	NBio- CO2	Total CO2	CH4	N2O	CO2e
SubCategory	tons/yr										MT/yr					
Architectural Coating	0.0421					0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Consumer Products	0.2700					0.0000	0.0000		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Landscaping	1.1000e-004	1.0000e-005	1.1500e-003	0.0000		0.0000	0.0000		0.0000	0.0000	0.0000	2.2500e-003	2.2500e-003	1.0000e-005	0.0000	2.4000e-003
Total	**0.3122**	**1.0000e-005**	**1.1500e-003**	**0.0000**		**0.0000**	**0.0000**		**0.0000**	**0.0000**	**0.0000**	**2.2500e-003**	**2.2500e-003**	**1.0000e-005**	**0.0000**	**2.4000e-003**

7.0 Water Detail

7.1 Mitigation Measures Water

	Total CO2	CH4	N2O	CO2e
Category	MT/yr			
Mitigated	53.4874	4.7200e-003	9.8000e-004	53.8962
Unmitigated	53.4874	4.7200e-003	9.8000e-004	53.8962

7.2 Water by Land Use

Unmitigated

	Indoor/Outdoor Use	Total CO2	CH4	N2O	CO2e
Land Use	Mgal	MT/yr			
City Park	0 / 102.467	53.4874	4.7200e-003	9.8000e-004	53.8962
Parking Lot	0 / 0	0.0000	0.0000	0.0000	0.0000
Total		**53.4874**	**4.7200e-003**	**9.8000e-004**	**53.8962**

7.2 Water by Land Use

Mitigated

	Indoor/Outdoor Use	Total CO2	CH4	N2O	CO2e
Land Use	Mgal	MT/yr			
City Park	0 / 102.467	53.4874	4.7200e-003	9.8000e-004	53.8962
Parking Lot	0 / 0	0.0000	0.0000	0.0000	0.0000
Total		**53.4874**	**4.7200e-003**	**9.8000e-004**	**53.8962**

8.0 Waste Detail

8.1 Mitigation Measures Waste

Category/Year

	Total CO2	CH4	N2O	CO2e
	MT/yr			
Mitigated	1.5021	0.0888	0.0000	3.7215
Unmitigated	1.5021	0.0888	0.0000	3.7215

8.2 Waste by Land Use

Unmitigated

	Waste Disposed	Total CO2	CH4	N2O	CO2e
Land Use	tons	MT/yr			
City Park	7.4	1.5021	0.0888	0.0000	3.7215
Parking Lot	0	0.0000	0.0000	0.0000	0.0000
Total		**1.5021**	**0.0888**	**0.0000**	**3.7215**

Mitigated

	Waste Disposed	Total CO2	CH4	N2O	CO2e
Land Use	tons	MT/yr			
City Park	7.4	1.5021	0.0888	0.0000	3.7215
Parking Lot	0	0.0000	0.0000	0.0000	0.0000
Total		**1.5021**	**0.0888**	**0.0000**	**3.7215**

9.0 Operational Offroad

Equipment Type	Number	Hours/Day	Days/Year	Horse Power	Load Factor	Fuel Type

10.0 Stationary Equipment

Fire Pumps and Emergency Generators

Equipment Type	Number	Hours/Day	Hours/Year	Horse Power	Load Factor	Fuel Type

Boilers

Equipment Type	Number	Heat Input/Day	Heat Input/Year	Boiler Rating	Fuel Type

User Defined Equipment

Equipment Type	Number

11.0 Vegetation

RESOLUTION _____

ADOPTING THE NATURE PARK CONCEPTUAL MASTER PLAN AND ADDENDUM TO THE 2010 HOLLY SUGAR SPORTS PROJECT ENVIRONMENTAL IMPACT REPORT

WHEREAS, On March 5, 2019 the City Council approved a professional services agreement (PSA) with WRT, LLC (WRT) of San Francisco, California to establish a vision for an 86-acre nature park by creating a conceptual master plan and conducting necessary environmental review, and

WHEREAS, WRT worked with City staff, stakeholders and community members through a series of public engagements, including a site visit, to define what a nature park experience should look like in the City of Tracy, and

WHEREAS, On May 28th, 2020 the Nature Park Conceptual Master Plan (the Project) was accepted and recommended to the City Council for final adoption by the Parks & Community Services Commission; and

WHEREAS, In compliance with the requirements of the California Environmental Quality Act (CEQA) and its implementing regulations (the CEQA Guidelines), the City prepared an Initial Study to assess whether the Project is within the scope of the development program evaluated in that certain Holly Sugar Sports Park Project Environmental Impact Report carrying State Clearinghouse Number 2008122103 and dated June 2010 (the 2010 EIR) and whether any further environmental review is required for the Project, and

WHEREAS, based on the Initial Study, the City has determined that the Project is within the scope of the development program evaluated in the 2010 EIR and, pursuant to Sections 15162, 15164 and 15168(c)(2) of the CEQA Guidelines, an Addendum to the 2010 EIR is the appropriate form of CEQA compliance for the Project and no further environmental review is required for the Project; the combined Initial Study/Addendum for the Project is on file with the Parks & Recreation Department.

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Tracy hereby approves and adopts the Nature Park Conceptual Master Plan, attached as Exhibit A and the Initial Study/Addendum to the 2010 Holly Sugar Sports Park Project Environmental Impact Report, attached as Exhibit B.

* * * * * * * * * * * * * *

The foregoing Resolution _____ was adopted by the Tracy City Council on the 2nd day of February, 2021, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

_____
MAYOR

ATTEST:

_____
CITY CLERK

February 2, 2021

AGENDA ITEM 3.C

REQUEST

APPROVE THE REVISED POLICY FOR THE NAMING OF PUBLIC BUILDINGS, PARKS AND FACILITIES

EXECUTIVE SUMMARY

City Council directed staff on June 4, 2019 to review and revise the current policy for the naming of public buildings, parks and facilities. On December 5, 2019 the Parks and Community Services Commission reviewed the policy, with input from the community and stakeholders, and provided staff with recommendations to revise the current policy. Staff is asking for Council to approve the revised policy based on the Commission's and staff recommendations.

DISCUSSION

The City is very proud of the numerous parks and facilities that are available to the community. The naming of a City public building, park or facility is an important reflection of the City's partnership with and recognition of individuals (e.g., Barboza Park, Talley Parks), local businesses (e.g., Tracy Press), community-based organizations (e.g., Westside Pioneer Park) or points of interest to the Tracy community (e.g., Kit Fox Park).

City Council directed staff on June 4, 2019 to review and revise the current policy for the naming of public buildings, parks and facilities. On December 5, 2019 staff presented the recommended changes to the Parks and Community Services Commission, as well as the community and stakeholders. The Commission was in favor of all proposed changes and highly recommended adding a process for community engagement for the naming of Public Buildings, Parks and Facilities. Consistency and uniformity in applying criteria to the public buildings, parks and facilities naming process was a desire of the Commission. Public participation in the naming of City buildings, parks or facilities was also encouraged.

Prior to the regular Parks and Community Services Commission meeting on December 5, 2019, staff conducted a very interactive process with a public. Through social media posts and email, staff invited members of the public and community-based organizations to attend the Commission meeting to provide input in revising the Policy for the Naming of Public Buildings, Parks and Facilities. In addition, the following groups were sent emails inviting them to attend the December Commission meeting: Tracy Friends for the Parks, Recreation, and Community Services Foundation, Tracy City Center Association, Westside Pioneers, Tracy Sport Leagues, Tracy Nature Park Advocates, Tracy Chamber of Commerce, and local residential developers. In addition, staff researched other cities' policies as well (cities of Brentwood, San Jose, Stockton and Vacaville.)

Staff took into consideration all the feedback from the June 4, 2019 Council meeting by adding verbiage regarding soliciting public input and community engagement as part of the policy. The new policy was presented to the Commission on December 5, 2019 that included language to gather public input, as follows:

1. b. Staff will conduct a public solicitation of names (Example: social media & newspapers) for 30 days and submit all names to the Commission for review.

Those in attendance at the Commission meeting were in favor of adding this language to include community engagement as part of the process. The Commission and members of the public also emphasized the importance of not renaming parks, buildings and facilities that have already been named and dedicated, as it should be permanent. Although some of the Commissioners expressed adding a renaming procedure to the policy, other Commissioners and members of the public in attendance emphasized not adding a renaming procedure. However, it was suggested if a request was submitted to the City to rename a park, building or facility, that the Commission and Council could review these requests on a case-by-case basis. Staff is not recommending adding a renaming procedure to this current policy. Additionally, the Commission discussed the possibility of creating a reserve list of new park names. However, a majority of the Commissioners felt this was an unnecessary process and would rather conduct a public solicitation of names as recommend in the "Exhibit A".

Significant changes to this policy include adding the following:

- Purpose of the policy
- Definitions for a Public Buildings and Parks & Recreation Facilities
- Added steps to the procedure for naming Parks & Recreation Facilities

Staff is asking that Council approve the revised policy with the recommendations from the Parks and Community Services Commission, staff and members of the public. "Exhibit A" to this report outlines proposed changes (changes are in red).

STRATEGIC PLAN

This agenda item supports the City of Tracy's Quality of Life Strategic Priority, which is to provide an outstanding quality of life by enhancing the City's amenities, business mix and services and cultivating connections to promote positive change and progress in our community.

FISCAL IMPACT

The adoption of this policy does not have a direct fiscal impact on the City.

RECOMMENDATION

That City Council approves, by resolution, the recommended revised policy for the Naming of Public Buildings, Parks and Facilities.

Prepared by: Jolene Jauregui, Recreation Program Manager

Reviewed by: Brian MacDonald, Parks & Recreation Director
Karin Schnaider, Finance Director
Bianca Rodriguez, Assistant City Attorney
Midori Lichtwardt, Assistant City Manager

Approved by: Jennifer D. Haruyama, City Manager

ATTACHMENTS

Exhibit A: Naming Public Buildings, Parks and Recreation Facilities, Policy Number D-2
Exhibit B: City of Tracy's Parks & Recreation Departments Nomination for Naming of Public Buildings, Parks and Facilities Application

Naming Public Buildings, Parks and Recreation Facilities
Policy Number: D-2
Amended by resolution Date: 12/1/20

PURPOSE:

The purpose of this policy is to establish a set of standard procedures and guidelines for the naming of Public Buildings, Parks and Recreation Facilities.

DEFINITIONS:

1. "Public Buildings" are City-owned facilities that house employees or are otherwise used to conduct City business. Buildings may include, but are not limited to, the Civic Center, City Council Chambers, and Police facility. This also includes "Support Facilities" that are City-owned facilities that are used to support field operations. Support facilities may include, but are not limited to, the corporation yard and pump stations.

2. "Parks & Recreation Facilities" are all City parks, community buildings and grounds, athletic facilities, open space areas and other grounds and facilities owned or operated by the City for park, recreation or open space purposes.

POLICY:

Consideration for Names:

1. When named for an individual family or person, strong consideration should be given to:
    a. The level of involvement and commitment to the Tracy community over a span of years that are sufficient for accomplishments and contributions to have taken place;
    b. Individuals or families who have been involved in many facets of the community such as through service clubs, civic organizations, school community, multi-cultural events and organizations, elected/appointed positions, military service, church community and non-profit groups; the nature of their involvement should be beyond that done in the normal course of their employment (i.e., voluntary);
    c. The local significance and relationship of this individual or family to the City of Tracy, or to the parks and recreation systems or programs.

2. Public building, park and facility names should reflect both the current and past heritage and historical significance of the community that is now serviced. Strong consideration should be given to:
    a. Maintaining names that represent the current and past cultural diversity of the community.
    b. Any relevant California history that is part of the Tracy community, such as the period covered by the Spanish land grants, ~~Indian~~ Native American tribal history, etc.

3. Park names should reflect the geographical significance of the park site's topography or other natural amenities that exist in or near the park property. Strong consideration should be given to:
    a. Vistas and view corridors.
    b. Native plants or trees
    c. Adjacencies to creeks, streams, open space, hills, etc.

4. Public building, park and facility names should incorporate the functionality of the building, park or facility by simply stating its purpose without further description (for example the "John Smith Community Center"), especially, when a specialized facility may be a part of the park such as sports fields, etc. Special features for the park should be considered in the park name.

5. Consideration should also be given to public building, park and facility names that reflect the geographic location or adjacencies to other City facilities or schools in order to avoid confusion about the geographic location of the building.

6. If a public building, park or facility improvement is acquired or constructed by means of a substantial gift, financial contribution or financial donation by an individual, family or corporation, consideration should be given to recognizing the contribution by incorporating the benefactor's name into the facility name.

7. Rooms within public buildings may be named for individuals who have made exceptional contributions to the community such as:
    a. The individual must have made a significant contribution to the community which resulted in the improved well-being of the citizens of Tracy.
    b. The individual must have been involved in Tracy community affairs over a span of years that are sufficient for accomplishments and contributions to have taken place.
    c. Individuals or families who have been involved in many facets of the community such as through service clubs, civic organizations, school community, multicultural events and organizations, elected/appointed positions, military service, church community and non-profit groups; the nature of their involvement should be beyond that done in the normal course of their employment (i.e., voluntary).

8. If a public building that has previously been named is proposed to have its function be moved, or is proposed for relocation, or demolition, or is destroyed through a natural disaster or other act, the City Council shall be provided an opportunity to name the replacement building.

PROCEDURES:

Parks and Recreation Facilities:

1. The Parks and Community Services Commission shall hold a public meeting that allows for community input and will ~~generally~~ follow a process for naming parks and recreational facilities that includes:

a. The Parks and Recreation Director shall receive a naming request from a developer, resident or other interested groups for a new park or new recreational facility.
b. Staff will conduct a public solicitation of names (Example: social media & newspapers) for 30 days and submit all names to the Commission for review.
c. The Commission shall schedule a regular or special meetings to screen, review, ~~and evaluation~~ evaluate and prioritize the ~~of~~ requests submitted by residents and other interested groups such as developers, the West Side Pioneers, Chamber of Commerce, etc. ~~by the standing sub-committee.~~
d. The ~~sub-committee will bring forth screened, evaluated and prioritized selections to the~~ full Commission shall approve the screened, evaluated and prioritized selection and ~~for authorization to~~ forward to City Council for final approval.

2. Depending on the special nature, size or location of a park, the Commission may also consider the following ideas for park naming:
    a. Development of a community-based naming process such as a contest.
    b. Receive input from an adjacent homeowner's association; receive input from future facility user group as identified through design process.

Public Buildings

1. The City Council will form a sub-committee to review and evaluate requests for naming public buildings from residents, interested groups and staff.

2. The sub-committee will bring forth screened, evaluated and recommended selections for authorization by the full City Council at a regularly scheduled Council meeting.

Exhibit B

CITY OF TRACY
PARKS & RECREATION DEPARTMENT
NOMINATION FOR NAMING PUBLIC BUILDINGS, PARKS AND FACILITIES

DATE OF NOMINATION_____

NOMINATOR _____

ADDRESS _____

PHONE _____

RECOMMENDED NAME _____

LOCATION _____

_____ MINI PARK _____ NEIGHBORHOOD PARK

_____ COMMUNITY PARK _____ PUBLIC BUILDING

_____ PUBLIC FACILITY _____ OTHER

IF A FAMILY MEMBER, WHAT IS THE RELATIONSHIP? _____

The policy for naming public buildings, parks and facilities is attached. The City of Tracy requests that the nominator review the attached policy and prepare a 1-2 page summary of how the recommended name meets one or more of the considerations listed in items #1-#7 attached. Please be as **complete as possible.**

Example:

- Involvement and Commitment to Community
- Local Clubs and Organizations Served
- Schools Attended
- Significance to City of Tracy
- Why nominating the person

Submit this form and summary to:

Parks & Recreation Department
Parks and Community Services Commission Park Naming Subcommittee
333 Civic Center Plaza
Tracy, CA 95376
(209) 831-4200

RESOLUTION 2021 - ____

AMENDING COUNCIL POLICY D-2, NAMING
PUBLIC BUILDINGS, PARKS AND FACILITIES

WHEREAS, On June 4, 2019, the City Council directed staff to review and revise Council Policy D-2 regarding the naming of public buildings, parks and facilities, and

WHEREAS, On December 5, 2019, the Parks and Community Services Commission discussed the need to amend Council Policy D-2 to include additional criteria, and

WHEREAS, The Parks and Community Services Commission reviewed, approved, and recommended to the City Council an amendment to Council Policy D-2;

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Tracy hereby adopts the attached amended Council Policy D-2, Naming Public Buildings, Parks and Facilities as recommended by the Parks and Community Services Commission.

BE IT FURTHER RESOLVED, that this resolution rescinds and replaces resolutions 2004-096 and 2017-179.

* * * * * * * * * *

The foregoing Resolution 2021- _____ was passed and adopted by the Tracy City Council on the 2nd of February, 2021 by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

_____
MAYOR

ATTEST:

_____
CITY CLERK

February 2, 2021

AGENDA ITEM 3.D

REQUEST

INTRODUCE AN ORDINANCE AMENDING MULTIPLE SECTIONS OF CHAPTER 9.06 "FIRE PROTECTION AND PREVENTION" OF THE TRACY MUNICIPAL CODE REGARDING ASSIGNING THE SOUTH SAN JOAQUIN COUNTY FIRE AUTHORITY AS THE AUTHORITY HAVING JURISDICTION AND SETTING GEOGRAPHIC LIMITS FOR CERTAIN HAZARDOUS MATERIALS STORAGE WITHIN THE CALIFORNIA FIRE CODE

EXECUTIVE SUMMARY

The City of Tracy is a Member Agency of the South San Joaquin County Fire Authority (Fire Authority). The Joint Powers Agreement of the Fire Authority requires each Member Agency to adopt the California Fire Code with such modifications and amendments deemed appropriate by each Agency. As part of the code adoption process, each Agency is required to assign the Fire Authority as the "Authority Having Jurisdiction" (AHJ) for all fire protection matters within the Member Agency jurisdiction. The proposed ordinance intends to add this text and set geographical limits for certain hazardous materials storage within the 2019 California Fire Code not previously established.

DISCUSSION

The California Building Standards Commission (CBSC) adopted the California Fire Code in July 2019. The CBSC does not mandate the adoption of certain sections or parts of the model codes. Local jurisdictions may adopt those sections not automatically adopted and/or may adopt amendments that are more restrictive to address geographical, topographical, and climactic issues. On November 19, 2019, the City Council approved Ordinance No. 1274 which adopted several parts of the California Building Standards Code, Title 24 to include the adoption of the 2019 California Fire Code.

In preparation for the adoption, Fire Authority staff collaborated with Development Services staff on amendments to the Fire Code. After the adoption of the ordinance, a few items have been identified that need additional clarity. These include the following:

1. Assignment of the Fire Authority as the Authority Having Jurisdiction and responsible for the implementation, administration, and enforcement of the City Fire Code, and
2. Establishing geographic limits for certain hazardous materials storage in the 2019 California Fire Code.

Regarding the assignment of the Fire Authority as the AHJ, the Joint Powers Agreement of the South San Joaquin County Fire Authority requires each Member Agency to assign the Fire Authority as the "Authority Having Jurisdiction" (AHJ) for all fire protection matters within the Member Agency's jurisdiction. This would include the enforcement of building standards adopted by the State Fire Marshal as stated in the California Fire Code, Division I, California Administration, Section 1.11 and the implementation, administration, and enforcement of the provisions of the City Fire Code. In reviewing of Ordinance No. 1274 and the Tracy Municipal Code shows this text was not included during the adoption of the ordinance.

As for the need in establishing the geographic limits for certain hazardous materials storage, additional review of the ordinance and Tracy Municipal Code revealed no geographic limits were identified. The California Fire Code states the "JURISDICTION TO SPECIFY." The types of storage relating to this revision include locations where above-ground tanks containing flammable and combustible liquids are prohibited, location storage of flammable cryogenic fluids in stationary containers outside buildings are prohibited, and locations restricting the storage of liquefied petroleum gas. For the storage relating to flammable and combustible liquids and flammable cryogenic fluids, the proposed geographic limits would prohibit these locations in residential zoning designations as identified by Title 10 of the Tracy Municipal Code. The geographical areas restricting the storage of liquefied petroleum gas would include the incorporated boundary within the City of Tracy.

This ordinance intends to clarify the hazardous storage issue while re-numbering several subsections in Section 9.06.

STRATEGIC PLAN

This agenda item is a routine operational item and does not relate to the Council's Strategic Plans.

FISCAL IMPACT

There is no fiscal impact to the City. Additional plan review and inspection time is offset by the collection of fees included in the South San Joaquin County Fire Authority's Fee Schedule.

RECOMMENDATION

Staff recommends that the City Council introduce and waive the full reading of an ordinance amending multiple sections of Chapter 9.06 "Fire Protection and Prevention" of the Tracy Municipal Code regarding assigning authority of enforcement to the South San Joaquin County Fire Authority and setting geographic limits for certain hazardous materials storage within the California Fire Code.

Prepared by:	Timothy Spears, Fire Marshal
Reviewed by:	Randall Bradley, Fire Chief for the Fire Authority Karin Schnaider, Finance Director Andrew Malik, Assistant City Manager
Approved by:	Jenny Haruyama, City Manager

ATTACHMENTS:

1. Redline copy of amendments to Chapter 9.06 of the Tracy Municipal Code
2. Proposed Ordinance of the City of Tracy Amending Sections 9.06.040, 9.06.050, 9.06.060, and 9.06.070 of Chapter 9.06 of the Tracy Municipal Code, “Fire Protection and Prevention” Regarding Assigning the Authority Having Jurisdiction and Setting Geographic Limits for Certain Hazardous Materials Storage Within the California Fire Code

Chapter 9.06 - FIRE PROTECTION AND PREVENTION[2]

Footnotes:

--- (**2**) ---

Editor's note— Section 3 of Ord. No. 1192, adopted Jan. 21, 2014, amended ch. 9.06, which consisted of §§ 9.06.010—9.06.080, in its entirety to read as herein set out. Former §§ 9.06.010—9.06.080 derived from Ord. 1116, 2008; and Ord. No. 1176, adopted Nov. 20, 2012.

9.06.010 - Reference to chapter.

This chapter 9.06 of the Tracy Municipal Code may be referred to as the "City Fire Code" and is adopted pursuant to Government Code section 50022.2. For the purpose of clarity, the term "Code" when used alone, shall refer to the Tracy Municipal Code.

(Ord. No. 1192, § 3, 1-21-2014; Ord. No. 1274 , § 3, 11-19-2019)

9.06.020 - Purpose of chapter.

The purpose of this chapter is to provide regulations governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of new and existing buildings and premises as herein provided and to provide safety to fire fighters and emergency responders during emergency operations; providing for the issuance of permits and collection of fees therefor; and to provide minimum standards to safeguard life or limb, health or property, and public welfare by regulating the design, construction and quality of materials for all buildings or structures in the City.

(Ord. No. 1192, § 3, 1-21-2014; Ord. No. 1274 , § 3, 11-19-2019)

9.06.030 - Adoption by reference of the California Fire Code.

The City hereby adopts by reference the code entitled "2019 California Fire Code" including appendices B,BB, C, CC, D, F, H, L and N, copyrighted by the International Code Council and the California Building Standards Commission (hereinafter "California Fire Code"), as amended by this chapter. The California Fire Code is on file with the City Clerk, and is available for inspection and copying in accordance with Government Code section 50022.6.

(Ord. No. 1192, § 3, 1-21-2014; Ord. No. 1228, § 5, 1-17-2017; Ord. No. 1274 , § 4, 11-19-2019)

9.06.040 – Authority Having Jurisdiction.

The South San Joaquin County Fire Authority shall be the Authority Having Jurisdiction for all fire protection matters within the City of Tracy. This shall include the enforcement of building standards adopted by the State Fire Marshal as stated in the California Fire Code, Division I, California Administration, Section 1.11 and the implementation, administration and enforcement of the provisions of the City Fire Code.

9.06.050 - Penalty provisions.

The California Fire Code subsection 110.4 is amended to read as follows:

110.4 Violations Penalties. Violations of this Chapter shall be enforced by the City of Tracy and the South San Joaquin County Fire Authority in accordance with the provisions of City of Tracy Municipal Code Section 9.02.050.

(Ord. No. 1192, § 3, 1-21-2014; Ord. No. 1274 , § 4, 11-19-2019)

9.06.060 - Appeals.

Any person aggrieved by any decision of the fire code official, may appeal to the Board of Appeals, by filing a written notice of appeal with the City Clerk within thirty (30) days from the date the decision or action was taken.

(Ord. No. 1192, § 3, 1-21-2014; Ord. No. 1274 , § 3, 11-19-2019)

9.06.070 - Amendments to the California Fire Code.

The City of Tracy hereby makes the following local amendments to the California Fire Code:

CHAPTER 1

Section 103.2 Appointment, is hereby repealed in its entirety as it purports to give vested employment rights different than currently exists for the fire code official.

Section 105.2.3 is amended to read as follows:

Section 105.2.3 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the fire code official is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. However, at the discretion of the fire code official, an application shall not be extended more than two times if this code or any other pertinent code, law or ordinance has been adopted subsequent to the date of application.

A new application shall be submitted and corresponding fees shall be paid when an application for a permit has expired.

Section 105.3.2 is amended to read as follows:

Section 105.3.2 Extensions. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 12 months after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. However, at the discretion of the building official, a permit shall not be extended more than two times if this code or any other pertinent code, law or ordinance has been adopted subsequent to the date of application. A new permit shall be obtained and corresponding fees shall be paid when a permit has expired."

Section 105 is amended by adding subsection 105.6.50.1 to read as follows:

Section 105.6.50.1 Christmas tree lots, haunted house or corn maze. An operational permit is required to operate a temporary or permanent operation.

Section 106 is amended by adding subsection 106.2.3 to read as follows:

106.2.3 Reinspection Fee. A reinspection fee may be assessed for each inspection, test, or reinspection when such portion of work for which an inspection is requested is not complete or when corrections

requested to be inspected are not made. This section is not to be interpreted as requiring reinspection fees the first time an inspection or test is rejected for failure to comply with the requirements of the code, but as controlling the practice of requesting inspections/tests before the job is ready for such inspection or test. Reinspection fees may be assessed when the approved plans are not readily available to the inspector, for failure to provide access on the date for which the inspection/test is requested, failure for those individuals conducting the test to show up at the scheduled time or deviating from the approved plans. The fee shall be equal to all incurred costs for inspection and administrative staff at the fully burdened rate.

CHAPTER 2

Section 202 subsection FALSE ALARM is amended to read as follows:

FALSE ALARM shall mean the giving, signaling or transmission to any public fire station or company or to any officer or employee thereof, whether by telephone, spoken word or otherwise, information to the effect that there is a fire, medical emergency, rescue request, or other need for emergency service at or near the place indicated by the person giving, signaling, or transmitting such information, and there is found to be no need for emergency services.

CHAPTER 3

Section 315 is amended by adding section 315.7.8 to read as follows:

Section 315.7.8 Outside storage of pallets, palletized packing boxes, bin boxes and other combustibles.

Section 315.7.8.1 Operational permit required. An operational permit shall be obtained to store pallets, palletized packing boxes, bin boxes and other combustible materials in excess of 2500 cubic feet.

Section 315.7.8.2 Height

Pallets, palletized packing boxes, bin boxes and other combustible materials shall be stored or piled with due regard to stability but in no case greater than 15 feet in height.

Exception: Bin boxes may be stacked to a maximum height of 20 feet.

Section 315.7.8.3 Proximity to other combustible yard storage

Pallets, palletized packing boxes and bin boxes shall be stored within the limitations to other combustible yard storage as per Table 315.7.8.3 (a). The distance of stacked pallets, palletized packing boxes or bin boxes adjacent to buildings on the same lot shall comply with Table 315.7.8.3 (b).

Table 315.7.8.3 (a)

Minimum distance of piled storage to other combustible yard storage

# of Pallets Bins or boxes	Min. Ft.
<50	20 Feet
50-200	30 Feet
>200	50 Feet

Table 315.7.8.3 (b)

Minimum distance of piled or combustible storage to buildings

Building Wall Construction	# of Pallets, Bins or Boxes		
	<50	50-200	>200
Masonry without openings	0 ft.	0 ft.	15 ft.
Wood or metal With outside sprinklers	10 ft.	20 ft	30 ft.
Wood, Metal or Masonry W/O outside sprinklers	20 ft.	30 ft.	50 ft.

Section 315.7.8.4 Proximity to property line

Where pallets, palletized packing boxes, bin boxes or other combustibles are piled or stored adjacent to a property line, the distance from such storage or pile shall not be less than 20 feet to the property line.

Section 315.7.8.5 Fire access

Fire access driveways between and around pallets, palletized packing boxes, bin boxes or other combustibles shall be a minimum of 20 feet in width and maintained free from accumulation of rubbish, weeds, machinery, equipment or other obstructions that may block access or add to the fire hazard. Driveways shall be spaced so as to establish a maximum grid of storage not to exceed 50 feet by 50 feet and no pile shall exceed 2500 square feet in dimension or more than 50 feet in any one dimension. An approved turning radius around such piles shall be maintained at all times.

Section 315.7.8.6 Fencing

Outside storage of pallets, palletized packing boxes, bin boxes or other combustibles operating under a permit shall be enclosed by a suitable fence not less than 6 feet in height.

Section 315.7.8.7 Water Supply

An approved water supply and hydrants capable of supplying the required fire flow shall be provided within 400 feet or all portions of the storage area in accordance with section 507 of the 2019 California Fire Code or NFPA 1142 (where municipal water supplies are not available).

CHAPTER 4

Section 401.5 is amended by adding subsection 401.5.1 Cost to read as follows:

Section 401.5.1 Cost recovery. All costs incurred by the City to any response to a false alarm will be charged to that person, property owner, firm or corporation causing the transmission of the false alarm.

CHAPTER 5

Section 503.6 is amended to read as follows:

Section 503.6 Security gates. The installation of security gates across a fire apparatus access road shall require, prior to installation, approval by the fire code official. Where security gates are installed they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times. All electrically operated automatic gates across fire apparatus access roads shall be equipped with traffic preempting optical signal receivers compatible with the emitters utilized by the Fire Department, which will activate the gate and override all command functions of the gate controller. Knox Switches shall be provided at automatic gates. The traffic preemptive optical signal receiver and key switch shall be provided on both sides of an automatic access gate where an exit loop is not provided. The automatic gate shall have a battery backup or manual mechanical disconnect readily accessible to emergency personnel in case of power failure. All gates must meet Fire Department standards deemed necessary by the fire code official for rapid, reliable access. Electric gate operators, where provided, shall be listed in accordance with UL 325.

Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200. All manual gates shall be equipped with a Knox-Box containing a key to the gate, or an approved Knox-Padlock.

Section 505.1 is amended to read as follows:

Section 505.1 Address Identification. New and existing buildings shall be provided and maintained with approved address identification. The identification shall comply with all of the following:

1. Not less than 4" high with a 1/2" stroke width
2. Located minimum of 6' above grade
3. Illuminated at night. Illumination shall be either internally or externally at an intensity of 5.0 foot-candles
4. Numbers shall contrast with the background.
5. Numbers shall be placed on a portion of the building that is both legible and visible from the street that fronts the property
6. Numbers shall not be placed on a moveable door and shall not be obstructed from view from the street.
7. Addresses shall be Arabic numbers or alphabetical letters and conventional in form

Additionally, where access is by means of a private road and/or the building address cannot be viewed from the public way, a monument, pole or other approved sign or means shall be used to identify the structure. Where required by the fire code official, address numbers/figures shall be provided in additional approved locations to facilitate emergency response.

Multiple tenant spaces serviced by vehicular access to the rear of the building through any driveway, alleyway, or parking lot shall have numbers or addresses placed prior to occupancy on all new and existing buildings as to be plainly visible and legible from the rear access way.

Multiple tenant spaces serviced by rear access through a corridor, exit court, or exit yard shall have approved numbers or addresses displayed on the rear of the tenant space.

Multiple tenant spaces that front on interior walkways or pedestrian malls shall have approved numbers or addresses placed over the entrance door in all new and existing buildings. An illuminated annunciator or directory board shall be required at every entrance where deemed necessary by the fire code official.

Section 506.1 is amended to read as follows:

Section 506.1 Where required. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life safety or firefighting purposes, the fire code official is authorized to require a key box in which all keys necessary for entering any portion of the

property, building or area shall be contained. The key box shall be manufactured by Knox (listed in accordance with UL 1037) and as a minimum size, shall be a Knox-Box 3200 series box with exterior dimensions of 5"x4"x3 ¾". Larger boxes will be required dependent upon the number of keys to be set within the box. The Knox-Box shall be installed at a height of 72" above finished grade in an accessible location approved by the fire code official. Keys within the box shall be permanently and readily identified.

Section 506 is amended by adding subsection 506.3 to read as follows:

Section 506.3 Hazardous materials management plan box. When a facility stores or uses hazardous materials, the fire code official may require the installation of a secured box manufactured by KNOX and located at the facilities primary entrance or fire control room. The plan box shall contain up-to-date hazardous materials inventory sheets (HMIS) of all of the hazardous materials stored or used within the facility, hazardous materials management plan (HMMP) and contact information of the company liaison to the fire department. The plan box shall be water proof and of sufficient size to contain HMMP and HMIS information without the need to fold the documentation.

Section 509 is amended by adding subsection 509.3 to read as follows:

509.3 Fire Control Room. All new buildings protected with an automatic fire extinguishing system shall be provided with a Fire Control Room in which shall contain system control valves and where practical, fire alarm panel, smoke exhaust controls and all other equipment (excluding fire pump) as designated by the fire code official. If the electrical power equipment is not located within the Fire Control Room, then, it shall be located in a room immediately adjacent thereto or as approved by the fire code official. The fire control room shall be located so as to be directly accessible from the exterior of the building and provided with a durable and permanent sign on the exterior of the access door to identify the space as the fire control room.

CHAPTER 9

Section 903 is amended by adding subsection 903.2.20 to read as follows:

Section 903.2.20 Automatic fire sprinklers. In addition to the requirements specified in Section 903 of this code, an automatic fire sprinkler system shall be installed throughout and maintained in operable condition in the following buildings:

1. Every building hereafter constructed in which the total area of the building is greater than 6,000 square feet including overhangs.
2. Every building hereafter constructed of three or more stories in height as defined in the building code.
3. Every building hereafter remodeled or improved within a three-year period of time when the cost of improvements (alterations and/or structural repairs to the building) requiring permits exceeds a valuation threshold as specified below and the total area of the building exceeds 6,000 square feet.

   The calculation is determined using a valuation threshold of $100,000 based on the 1985 "ENR US20 Cities" Average Construction Cost Index of 4195 adjusted by area cost factors. The City will annually update the valuation threshold to a current amount based on the increase in the index since the last figure used.

4. Every building hereafter changed in occupancy classification and the total area is greater than 6,000 square feet, and the proposed use is deemed to be more hazardous based on risk analysis by the fire code official.
5. Every building hereafter in which square footage is increased by 50% or more within a three-year period and the total square footage of the building exceeds 6000 square feet. If the additional square footage added to a building creates a total that exceeds the minimum code requirement for sprinklers for that occupancy type, then automatic sprinklers shall be required.

6. (Exception) Minor additions; not greater than 500 square feet in area to existing non-sprinklered buildings and the purpose of the addition is for accessory storage or disabled access upgrades.

Section 912.5 is amended to read as follows:

Section 912.5 Signs. A metal sign with raised letters at least 1 inch (25 mm) in size shall be mounted on all fire department connections serving automatic sprinklers, standpipes or fire pump connections. Such signs shall read: AUTOMATIC SPRINKLERS or STANDPIPES or TEST CONNECTION or a combination thereof as applicable. Where the fire department connection serves a portion of a building or a specific building among multiple buildings a sign shall be provided to reflect the appropriate building or portion of a building served.

Section 913 is amended by adding the following text to the end of the section:

Section 913.7 Meters and testing devices. Where fire pumps are provided, they shall have a test loop installed in accordance with the applicable portions of NFPA 20 Section 4.21.2.

CHAPTER 11

Section 1103.2 amended to read as follows:

Section 1103.2 Emergency responder radio coverage in existing buildings. Existing buildings that do not have approved radio coverage for emergency responders within the building based upon the existing coverage levels of the public safety communication systems of the jurisdiction shall be equipped with such coverage when any of the following conditions apply:

1. Where the use or occupancy group of the building has been changed and the use or occupancy is more hazardous.
2. Where the addition of metal racking systems, equipment, or interior walls utilizing metal, masonry or concrete materials that interfere with emergency responder radio coverage within the building as noted below:
    a. Where multiple tenant spaces exist within a single structure, only the tenant space where improvements are made that trigger radio coverage shall have radio coverage. The improvements made to provide adequate radio coverage shall be designed, however, to have the capability to expand indoor radio coverage to all other areas of the building by adding cable and antennas if needed for subsequent improvements in these other areas of the building. Survivability of the cable pathway and "junction" locations between tenant spaces shall be addressed.
    b. New metal racks (including required aisle and flue space) or equipment installed that increase existing metal racks (including required aisle and flue space) or equipment by 40% or greater of tenant spaces up to 100,000 square feet, 35% or greater of tenant spaces up to 400,000 square feet and 25% or greater of tenant spaces greater than 400,000 square feet shall require radio coverage.
    c. New metal racks (including required aisles and flue spaces) or equipment that cover 30% or greater area of the tenant space where no such improvements previously existed shall require radio coverage in tenant spaces up to 100,000 square feet; 25% or greater of tenant spaces up to 400,000 square feet and 20% or greater of tenant spaces greater than 400,000 square feet.
    d. New masonry or concrete walls and elevated floor/ceilings and metal-framed walls or floor/ceilings installed that increase existing masonry or concrete walls and elevated floor/ceilings and metal-framed walls and floor/ceilings (area calculation) by 40% or greater of tenant spaces up to 100,000 square feet, 35% or greater of tenant spaces up to 400,000 square feet and 25% or greater of tenant spaces more than 400,000 square feet shall require radio coverage.
    e. New masonry or concrete walls and elevated floor/ceilings and metal-framed walls or floor/ceilings installed that cover 30% or greater area of the tenant space (area calculation)

where no such improvements previously existed shall require radio coverage in tenant spaces up to 100,000 square feet, 25% or greater of tenant spaces up to 400,000 square feet and 20% or greater of tenant spaces more than 400,000 square feet.

3. Every building hereafter in which square footage of the building is increased by 50% or more within a three-year period and the total square footage of the building exceeds 10,000 square feet.

Exception: 1). Group R Division 3 Occupancies and buildings constructed entirely of structural members made of wood.

Chapter 57

Section 5704.2.9.6.1 is amended to include the geographical areas such storage is prohibited:

All LDR, MDR, HDR, MDC, RMH, LDR-TH, MDR-TH, HDR-TH, and residential portions of both ESP and PUD zoning designations as identified by Title 10 of the City of Tracy Municipal Code;

- Exception: Above ground tanks located at public safety facilities.

Section 5706.2.4.4 is amended to include the geographical areas such storage is prohibited:

All LDR, MDR, HDR, MDC, RMH, LDR-TH, MDR-TH, HDR-TH, and residential portions of both ESP and PUD zoning designations as identified by Title 10 of the City of Tracy Municipal Code

Chapter 58

Section 5806.2 is amended to include the geographical areas such storage is prohibited:

All LDR, MDR, HDR, MDC, RMH, LDR-TH, MDR-TH, HDR-TH, and residential portions of both ESP and PUD zoning designations as identified by Title 10 of the City of Tracy Municipal Code

Chapter 61

Section 6104.2 is amended to include the geographical areas restricting the storage of liquefied petroleum gas:

The incorporated boundary within the City of Tracy.

APPENDIX B

Section B105.2 is amended by adding the following text to the end of the section: Exception:

5. A maximum reduction in required fire-flow of up to 50 percent, as approved by the fire code official, is allowed when the building is provided with an automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2 as opposed to the 75% reduction values given for minimum fire flows in Table B1105.2. A reduction in required fire-flow of up to 75 percent, as approved by the fire code official, is allowed for warehouse buildings of Type I, Type II, and Type III construction provided with ESFR automatic fire sprinkler systems. The resulting fire-flow for any of these reductions shall not be less than 1500 gallons per minute for the prescribed duration according to Table B105.1(2). Reduction of fire-flow applies to the fire hydrants requirements as specified in Appendix C.

APPENDIX BB

Section BB105.1 and Exception is amended to read as follows:

Section BB105.1 The minimum fire-flow and flow duration for school buildings shall be as specified in Table BB105.1.

Exception: A reduction in required fire flow of up to 50 percent is allowed when the building is provided with an approved automatic sprinkler system. When a reduction in fire flow is used, fire flow shall not be less than 1500 gallons per minute for the prescribed duration as specified in Table BB105.1. Reduction of fire-flow applies to the fire hydrants requirements as specified in Appendix CC.

APPENDIX C

Appendix C is amended by adding section C106 to read as follows:

Section C106 Hydrant type. The fire code official shall approve the type of fire hydrants to be installed in the public right of way or on private property prior to any such installation.

Table C102.1 Number and Distribution of Fire Hydrants, footnote "b" is repealed and amended to read as follows:

Table C102.1 footnote "b"

b. Where streets are provided with median dividers that make access to hydrants difficult, cause time delay, or create undue hazard or both, or where arterial streets are provided with four or more traffic lanes, hydrant spacing shall average 500 feet on each side of the street and be arranged on an alternating basis.

APPENDIX CC

Appendix CC is amended by adding section CC106 to read as follows:

Section CC106 Hydrant type. The fire code official shall approve the type of fire hydrants to be installed in the public right of way or on private property prior to any such installation.

Table CC105.1 Number and Distribution of Fire Hydrants, footnote "b" is repealed and amended to read as follows:

Table CC105.1 footnote "b"

b. Where streets are provided with median dividers that make access to hydrants difficult, cause time delay, or create undue hazard or both, or where arterial streets are provided with four or more traffic lanes, hydrant spacing shall average 500 feet on each side of the street and be arranged on an alternating basis.

(Ord. No. 1192, § 3, 1-21-2014; Ord. No. 1228, § 5, 1-17-2017; Ord. No. 1274 , § 4, 11-19-2019)

ORDINANCE _____

AN ORDINANCE OF THE CITY OF TRACY AMENDING SECTIONS 9.06.040, 9.06.050, 9.06.060, AND 9.06.070 OF CHAPTER 9.06 "FIRE PROTECTION AND PREVENTION" OF THE TRACY MUNICIPAL CODE REGARDING ASSIGNING THE AUTHORITY HAVING JURISDICTION AND SETTING GEOGRAPHIC LIMITS FOR CERTAIN HAZARDOUS MATERIALS STORAGE WITHIN THE CALIFORNIA FIRE CODE

WHEREAS, The 2019 California Fire Code became effective on January 1, 2020, and

WHEREAS, Agencies are permitted to amend certain portions of the state codes related to fire due to local climatic, geologic, or topographic conditions, and

WHEREAS, On November 19, 2019, the City Council approved Ordinance No. 1274, adopting several parts of the California Building Standards Code, Title 24 to include the adoption of the 2019 California Fire Code, and

WHEREAS, The Joint Powers Agreement of the South San Joaquin County Fire Authority requires each Member Agency to assign the Fire Authority as the "Authority Having Jurisdiction" (AHJ) for all fire protection matters within the Member Agency's jurisdiction as part of the adoption process, and

WHEREAS, After the adoption of Ordinance No. 1274, items regarding the assignment of the Authority Having Jurisdiction and the storage of certain hazardous materials have been identified needing additional clarity, and

NOW, THERFORE, the City Council of the City of Tracy does ordain as follows:

SECTION 1: Amended Sections. Sections 9.06.040, 9.06.050, 9.06.060, and 9.06.070 of Title 9 (Fire Protection and Prevention) of the Tracy Municipal Code are hereby amended to read as follows:

9.06.040 – Authority Having Jurisdiction.

The South San Joaquin County Fire Authority shall be the Authority Having Jurisdiction for all fire protection matters within the City of Tracy. This shall include the enforcement of building standards adopted by the State Fire Marshal as stated in the California Fire Code, Division I, California Administration, Section 1.11 and the implementation, administration and enforcement of the provisions of the City Fire Code.

9.06.050 - Penalty provisions.

The California Fire Code subsection 110.4 is amended to read as follows:
110.4 Violations Penalties. Violations of this Chapter shall be enforced by the City of Tracy and the South San Joaquin County Fire Authority in accordance with the provisions of City of Tracy Municipal Code Section 9.02.050.

9.06.060 - Appeals.

Any person aggrieved by any decision of the fire code official, may appeal to the Board of Appeals, by filing a written notice of appeal with the City Clerk within thirty (30) days from the date the decision or action was taken.

9.06.070 - Amendments to the California Fire Code.

The City of Tracy hereby makes the following local amendments to the California Fire Code:

CHAPTER 1

Section 103.2 Appointment, is hereby repealed in its entirety as it purports to give vested employment rights different than currently exists for the fire code official.

Section 105.2.3 is amended to read as follows:

Section 105.2.3 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the fire code official is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. However, at the discretion of the fire code official, an application shall not be extended more than two times if this code or any other pertinent code, law or ordinance has been adopted subsequent to the date of application.

A new application shall be submitted and corresponding fees shall be paid when an application for a permit has expired.

Section 105.3.2 is amended to read as follows:

Section 105.3.2 Extensions. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 12 months after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. However, at the discretion of the building official, a permit shall not be extended more than two times if this code or any other pertinent code, law or ordinance has been adopted subsequent to the date of application. A new permit shall be obtained and corresponding fees shall be paid when a permit has expired."

Section 105 is amended by adding subsection 105.6.50.1 to read as follows:

Section 105.6.50.1 Christmas tree lots, haunted house or corn maze. An operational permit is required to operate a temporary or permanent operation.

Section 106 is amended by adding subsection 106.2.3 to read as follows:

106.2.3 Reinspection Fee. A reinspection fee may be assessed for each inspection, test, or reinspection when such portion of work for which an inspection is requested is not complete or when corrections requested to be inspected are not made. This section is not to be interpreted as requiring reinspection fees the first time an inspection or test is rejected for failure to comply with the requirements of the code, but as controlling the practice of requesting inspections/tests before the job is ready for such inspection or test. Reinspection fees may be assessed when the approved plans are not readily available to the inspector, for failure to provide access on the date for which the inspection/test is requested, failure for those individuals conducting the test to show up at the scheduled time or deviating from the approved plans. The fee shall be equal to all incurred costs for inspection and administrative staff at the fully burdened rate.

CHAPTER 2

Section 202 subsection FALSE ALARM is amended to read as follows:
FALSE ALARM shall mean the giving, signaling or transmission to any public fire station or company or to any officer or employee thereof, whether by telephone, spoken word or otherwise, information to the effect that there is a fire, medical emergency, rescue request, or other need for emergency service at or near the place indicated by the person giving, signaling, or transmitting such information, and there is found to be no need for emergency services.

CHAPTER 3

Section 315 is amended by adding section 315.7.8 to read as follows:

Section 315.7.8 Outside storage of pallets, palletized packing boxes, bin boxes and other combustibles.

Section 315.7.8.1 Operational permit required. An operational permit shall be obtained to store pallets, palletized packing boxes, bin boxes and other combustible materials in excess of 2500 cubic feet.

Section 315.7.8.2 Height

Pallets, palletized packing boxes, bin boxes and other combustible materials shall be stored or piled with due regard to stability but in no case greater than 15 feet in height.

Exception: Bin boxes may be stacked to a maximum height of 20 feet.

Section 315.7.8.3 Proximity to other combustible yard storage

Pallets, palletized packing boxes and bin boxes shall be stored within the limitations to other combustible yard storage as per Table 315.7.8.3 (a). The distance of stacked pallets, palletized packing boxes or bin boxes adjacent to buildings on the same lot shall comply with Table 315.7.8.3 (b).

Table 315.7.8.3 (a)

Minimum distance of piled storage to other combustible yard storage

# of Pallets Bins or boxes	Min. Ft.
<50	20 Feet
50-200	30 Feet
>200	50 Feet

Table 315.7.8.3 (b)
Minimum distance of piled or combustible storage to buildings

Building Wall Construction	# of Pallets, Bins or Boxes		
	<50	50-200	>200
Masonry without openings	0 ft.	0 ft.	15 ft.
Wood or metal With outside sprinklers	10 ft.	20 ft	30 ft.
Wood, Metal or Masonry W/O outside sprinklers	20 ft.	30 ft.	50 ft.

Section 315.7.8.4 Proximity to property line

Where pallets, palletized packing boxes, bin boxes or other combustibles are piled or stored adjacent to a property line, the distance from such storage or pile shall not be less than 20 feet to the property line.

Section 315.7.8.5 Fire access

Fire access driveways between and around pallets, palletized packing boxes, bin boxes or other combustibles shall be a minimum of 20 feet in width and maintained free from accumulation of rubbish, weeds, machinery, equipment or other obstructions that may block access or add to the fire hazard. Driveways shall be spaced so as to establish a

maximum grid of storage not to exceed 50 feet by 50 feet and no pile shall exceed 2500 square feet in dimension or more than 50 feet in any one dimension. An approved turning radius around such piles shall be maintained at all times.

Section 315.7.8.6 Fencing

Outside storage of pallets, palletized packing boxes, bin boxes or other combustibles operating under a permit shall be enclosed by a suitable fence not less than 6 feet in height.

Section 315.7.8.7 Water Supply

An approved water supply and hydrants capable of supplying the required fire flow shall be provided within 400 feet or all portions of the storage area in accordance with section 507 of the 2019 California Fire Code or NFPA 1142 (where municipal water supplies are not available).

CHAPTER 4

Section 401.5 is amended by adding subsection 401.5.1 Cost to read as follows:

Section 401.5.1 Cost recovery. All costs incurred by the City to any response to a false alarm will be charged to that person, property owner, firm or corporation causing the transmission of the false alarm.

CHAPTER 5

Section 503.6 is amended to read as follows:

Section 503.6 Security gates. The installation of security gates across a fire apparatus access road shall require, prior to installation, approval by the fire code official. Where security gates are installed they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times. All electrically operated automatic gates across fire apparatus access roads shall be equipped with traffic preempting optical signal receivers compatible with the emitters utilized by the Fire Department, which will activate the gate and override all command functions of the gate controller. Knox Switches shall be provided at automatic gates. The traffic preemptive optical signal receiver and key switch shall be provided on both sides of an automatic access gate where an exit loop is not provided. The automatic gate shall have a battery backup or manual mechanical disconnect readily accessible to emergency personnel in case of power failure. All gates must meet Fire Department standards deemed necessary by the fire code official for rapid, reliable access. Electric gate operators, where provided, shall be listed in accordance with UL 325.
Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200. All manual gates shall be equipped with a Knox-Box containing a key to the gate, or an approved Knox-Padlock.

Section 505.1 is amended to read as follows:

Section 505.1 Address Identification. New and existing buildings shall be provided and maintained with approved address identification. The identification shall comply with all of the following:

1. Not less than 4" high with a 1/2" stroke width
2. Located minimum of 6' above grade
3. Illuminated at night. Illumination shall be either internally or externally at an intensity of 5.0 foot-candles
4. Numbers shall contrast with the background.
5. Numbers shall be placed on a portion of the building that is both legible and visible from the street that fronts the property
6. Numbers shall not be placed on a moveable door and shall not be obstructed from view from the street.
7. Addresses shall be Arabic numbers or alphabetical letters and conventional in form

Additionally, where access is by means of a private road and/or the building address cannot be viewed from the public way, a monument, pole or other approved sign or means shall be used to identify the structure. Where required by the fire code official, address numbers/figures shall be provided in additional approved locations to facilitate emergency response.

Multiple tenant spaces serviced by vehicular access to the rear of the building through any driveway, alleyway, or parking lot shall have numbers or addresses placed prior to occupancy on all new and existing buildings as to be plainly visible and legible from the rear access way.

Multiple tenant spaces serviced by rear access through a corridor, exit court, or exit yard shall have approved numbers or addresses displayed on the rear of the tenant space.

Multiple tenant spaces that front on interior walkways or pedestrian malls shall have approved numbers or addresses placed over the entrance door in all new and existing buildings. An illuminated annunciator or directory board shall be required at every entrance where deemed necessary by the fire code official.

Section 506.1 is amended to read as follows:

Section 506.1 Where required. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life safety or firefighting purposes, the fire code official is authorized to require a key box in which all keys necessary for entering any portion of the property, building or area shall be contained. The key box shall be manufactured by Knox (listed in accordance with UL 1037) and as a minimum size, shall be a Knox-Box 3200 series box with exterior dimensions of 5"x4"x3 ¾". Larger boxes will be required dependent upon the number of

keys to be set within the box. The Knox-Box shall be installed at a height of 72" above finished grade in an accessible location approved by the fire code official. Keys within the box shall be permanently and readily identified.

Section 506 is amended by adding subsection 506.3 to read as follows:

Section 506.3 Hazardous materials management plan box. When a facility stores or uses hazardous materials, the fire code official may require the installation of a secured box manufactured by KNOX and located at the facilities primary entrance or fire control room. The plan box shall contain up-to-date hazardous materials inventory sheets (HMIS) of all of the hazardous materials stored or used within the facility, hazardous materials management plan (HMMP) and contact information of the company liaison to the fire department. The plan box shall be water proof and of sufficient size to contain HMMP and HMIS information without the need to fold the documentation.

Section 509 is amended by adding subsection 509.3 to read as follows:

509.3 Fire Control Room. All new buildings protected with an automatic fire extinguishing system shall be provided with a Fire Control Room in which shall contain system control valves and where practical, fire alarm panel, smoke exhaust controls and all other equipment (excluding fire pump) as designated by the fire code official. If the electrical power equipment is not located within the Fire Control Room, then, it shall be located in a room immediately adjacent thereto or as approved by the fire code official. The fire control room shall be located so as to be directly accessible from the exterior of the building and provided with a durable and permanent sign on the exterior of the access door to identify the space as the fire control room.

CHAPTER 9

Section 903 is amended by adding subsection 903.2.20 to read as follows:

Section 903.2.20 Automatic fire sprinklers. In addition to the requirements specified in Section 903 of this code, an automatic fire sprinkler system shall be installed throughout and maintained in operable condition in the following buildings:

1. Every building hereafter constructed in which the total area of the building is greater than 6,000 square feet including overhangs.
2. Every building hereafter constructed of three or more stories in height as defined in the building code.
3. Every building hereafter remodeled or improved within a three-year period of time when the cost of improvements (alterations and/or structural repairs to the building) requiring permits exceeds a valuation threshold as specified below and the total area of the building exceeds 6,000 square feet.

   The calculation is determined using a valuation threshold of $100,000 based on the 1985 "ENR US20 Cities" Average Construction Cost Index of 4195 adjusted

by area cost factors. The City will annually update the valuation threshold to a current amount based on the increase in the index since the last figure used.

4. Every building hereafter changed in occupancy classification and the total area is greater than 6,000 square feet, and the proposed use is deemed to be more hazardous based on risk analysis by the fire code official.
5. Every building hereafter in which square footage is increased by 50% or more within a three-year period and the total square footage of the building exceeds 6000 square feet. If the additional square footage added to a building creates a total that exceeds the minimum code requirement for sprinklers for that occupancy type, then automatic sprinklers shall be required.
6. (Exception) Minor additions; not greater than 500 square feet in area to existing non-sprinklered buildings and the purpose of the addition is for accessory storage or disabled access upgrades.

Section 912.5 is amended to read as follows:

Section 912.5 Signs. A metal sign with raised letters at least 1 inch (25 mm) in size shall be mounted on all fire department connections serving automatic sprinklers, standpipes or fire pump connections. Such signs shall read: AUTOMATIC SPRINKLERS or STANDPIPES or TEST CONNECTION or a combination thereof as applicable. Where the fire department connection serves a portion of a building or a specific building among multiple buildings a sign shall be provided to reflect the appropriate building or portion of a building served.

Section 913 is amended by adding the following text to the end of the section:
Section 913.7 Meters and testing devices. Where fire pumps are provided, they shall have a test loop installed in accordance with the applicable portions of NFPA 20 Section 4.21.2.

CHAPTER 11

Section 1103.2 amended to read as follows:

Section 1103.2 Emergency responder radio coverage in existing buildings. Existing buildings that do not have approved radio coverage for emergency responders within the building based upon the existing coverage levels of the public safety communication systems of the jurisdiction shall be equipped with such coverage when any of the following conditions apply:

1. Where the use or occupancy group of the building has been changed and the use or occupancy is more hazardous.
2. Where the addition of metal racking systems, equipment, or interior walls utilizing metal, masonry or concrete materials that interfere with emergency responder radio coverage within the building as noted below:

    a. Where multiple tenant spaces exist within a single structure, only the tenant

space where improvements are made that trigger radio coverage shall have radio coverage. The improvements made to provide adequate radio coverage shall be designed, however, to have the capability to expand indoor radio coverage to all other areas of the building by adding cable and antennas if needed for subsequent improvements in these other areas of the building. Survivability of the cable pathway and "junction" locations between tenant spaces shall be addressed.

b. New metal racks (including required aisle and flue space) or equipment installed that increase existing metal racks (including required aisle and flue space) or equipment by 40% or greater of tenant spaces up to 100,000 square feet, 35% or greater of tenant spaces up to 400,000 square feet and 25% or greater of tenant spaces greater than 400,000 square feet shall require radio coverage.
c. New metal racks (including required aisles and flue spaces) or equipment that cover 30% or greater area of the tenant space where no such improvements previously existed shall require radio coverage in tenant spaces up to 100,000 square feet; 25% or greater of tenant spaces up to 400,000 square feet and 20% or greater of tenant spaces greater than 400,000 square feet.
d. New masonry or concrete walls and elevated floor/ceilings and metal-framed walls or floor/ceilings installed that increase existing masonry or concrete walls and elevated floor/ceilings and metal-framed walls and floor/ceilings (area calculation) by 40% or greater of tenant spaces up to 100,000 square feet, 35% or greater of tenant spaces up to 400,000 square feet and 25% or greater of tenant spaces more than 400,000 square feet shall require radio coverage.
e. New masonry or concrete walls and elevated floor/ceilings and metal-framed walls or floor/ceilings installed that cover 30% or greater area of the tenant space (area calculation) where no such improvements previously existed shall require radio coverage in tenant spaces up to 100,000 square feet, 25% or greater of tenant spaces up to 400,000 square feet and 20% or greater of tenant spaces more than 400,000 square feet.

3. Every building hereafter in which square footage of the building is increased by 50% or more within a three-year period and the total square footage of the building exceeds 10,000 square feet.

Exception: 1). Group R Division 3 Occupancies and buildings constructed entirely of structural members made of wood.

Chapter 57

Section 5704.2.9.6.1 is amended to include the geographical areas such storage is prohibited:

All LDR, MDR, HDR, MDC, RMH, LDR-TH, MDR-TH, HDR-TH, and residential portions of both ESP and PUD zoning designations as identified by Title 10 of the City of Tracy Municipal Code;

- Exception: Above ground tanks located at public safety facilities.

Section 5706.2.4.4 is amended to include the geographical areas such storage is prohibited:

All LDR, MDR, HDR, MDC, RMH, LDR-TH, MDR-TH, HDR-TH, and residential portions of both ESP and PUD zoning designations as identified by Title 10 of the City of Tracy Municipal Code

Chapter 58

Section 5806.2 is amended to include the geographical areas such storage is prohibited:

All LDR, MDR, HDR, MDC, RMH, LDR-TH, MDR-TH, HDR-TH, and residential portions of both ESP and PUD zoning designations as identified by Title 10 of the City of Tracy Municipal Code

Chapter 61

Section 6104.2 is amended to include the geographical areas restricting the storage of liquefied petroleum gas:

The incorporated boundary within the City of Tracy.

APPENDIX B

Section B105.2 is amended by adding the following text to the end of the section: Exception:

5. A maximum reduction in required fire-flow of up to 50 percent, as approved by the fire code official, is allowed when the building is provided with an automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2 as opposed to the 75% reduction values given for minimum fire flows in Table B1105.2. A reduction in required fire-flow of up to 75 percent, as approved by the fire code official, is allowed for warehouse buildings of Type I, Type II, and Type III construction provided with ESFR automatic fire sprinkler systems. The resulting fire-flow for any of these reductions shall not be less than 1500 gallons per minute for the prescribed duration according to Table B105.1(2). Reduction of fire-flow applies to the fire hydrants requirements as specified in Appendix C.

APPENDIX BB

Section BB105.1 and Exception is amended to read as follows:

Section BB105.1 The minimum fire-flow and flow duration for school buildings shall be as specified in Table BB105.1.

Exception: A reduction in required fire flow of up to 50 percent is allowed when the building is provided with an approved automatic sprinkler system. When a reduction in fire flow is used, fire flow shall not be less than 1500 gallons per minute for the prescribed duration as specified in Table BB105.1. Reduction of fire-flow applies to the fire hydrants requirements as specified in Appendix CC.

APPENDIX C

Appendix C is amended by adding section C106 to read as follows:

Section C106 Hydrant type. The fire code official shall approve the type of fire hydrants to be installed in the public right of way or on private property prior to any such installation.

Table C102.1 Number and Distribution of Fire Hydrants, footnote "b" is repealed and amended to read as follows:

Table C102.1 footnote "b"

b. Where streets are provided with median dividers that make access to hydrants difficult, cause time delay, or create undue hazard or both, or where arterial streets are provided with four or more traffic lanes, hydrant spacing shall average 500 feet on each side of the street and be arranged on an alternating basis.

APPENDIX CC

Appendix CC is amended by adding section CC106 to read as follows:

Section CC106 Hydrant type. The fire code official shall approve the type of fire hydrants to be installed in the public right of way or on private property prior to any such installation.

Table CC105.1 Number and Distribution of Fire Hydrants, footnote "b" is repealed and amended to read as follows:

Table CC105.1 footnote "b"

b. Where streets are provided with median dividers that make access to hydrants difficult, cause time delay, or create undue hazard or both, or where arterial streets are provided with four or more traffic lanes, hydrant spacing shall average 500 feet on each side of the street and be arranged on an alternating basis.

SECTION 2: Title, chapter, and section headings contained herein shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning or intent of the provisions of any title, chapter, or section hereof.

SECTION 3: If any provision or the application of this Ordinance is for any reason held to be unconstitutional, invalid, or otherwise unenforceable, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have adopted each subsection or provision of this Ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the Ordinance enforced.

SECTION 4: This Ordinance shall take effect thirty (30) days after its final passage and adoption.

SECTION 5: This Ordinance shall either (1) be published once in a newspaper of general circulation, within 15 days after its final adoption, or (2) be published in summary form and posted in the City Clerk's office at least five days before the ordinance is adopted and within 15 days after adoption, with the names of the Council Members voting for and against the ordinance. (Gov't. Code §36933.)

****

The foregoing Ordinance _____was introduced at a regular meeting of the Tracy City Council on the _____ day of _____ 2021, and finally adopted on the _____ day of _____, 2021, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

_____
MAYOR

ATTEST:

_____
CITY CLERK

February 2, 2021

AGENDA ITEM 3.E

REQUEST

APPROVE NEW CLASSIFICATION SPECIFICATIONS AND SALARY RANGES FOR MULTIPLE POSITIONS AND AMEND MULTIPLE EXISTING SPECIFICATIONS AND AUTHORIZE AMENDMENTS TO VARIOUS DOCUMENTS TO IMPLEMENT THESE CHANGES

EXECUTIVE SUMMARY

In accordance with the City of Tracy Personnel Rule 3.1.4, Human Resources shall periodically review the City's Classification Plan and make amendments as necessary to reclassify, add positions or classifications or make other changes as necessary or appropriate to ensure that classifications are accurate.

This item requests Council approve classification changes, including new classification specifications and salary ranges for all positions as summarized in the Final Classification Report (Attachment A) along with those contained in the Maintenance Worker classification study initiated in 2017, and authorize amendments to the City's Classification Plan, Master Salary Schedule and Position Control Rosters to reflect these changes.

DISCUSSION

The Human Resources Department routinely receives requests to update single classification specifications to reflect changes that have occurred in areas such as job responsibilities, organizational structure, legislative requirements, education and experience, and/or service needs. On November 20, 2018, City staff discussed with Council the desire to conduct a comprehensive review of City classifications and return to Council for approval. The City has not completed a comprehensive Classification Study to review current allocated and filled positions in more than 20 years. In an endeavor to have a sound classification plan, and with Council concurrence, the City contracted with Koff & Associates to conduct a comprehensive Wall-to-Wall Classification and Compensation Study in two phases. The first phase is the classification review and the second phase is the compensation study.

This classification review process was precipitated by the desire of City Council, executive management staff, and the employee groups to ensure class description accurately reflect work performed and that employees are paid on a fair and competitive basis that allows the City to recruit and retain a high-quality staff; to ensure that class descriptions reflect current programs, responsibilities, and technology; the desire to have a compensation plan that can meet the needs of the City; and the desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across the City.

The goal of the Classification and Compensation Study is to assist the City in developing a sound plan including competitive pay and benefit structure, which is based upon market data to ensure that the plan is fiscally responsible, and that meets the needs of the City with regard to recruitment and retention of qualified staff.

The classification review process included 128 classifications with a total of 338 incumbents occupying those positions. Classifications that are specific to the Fire Department were not included in this study in anticipation of the Fire Authority's pursuit to become a standalone agency and employer of record for all fire personnel. It is anticipated that the Fire Authority will study the classifications it anticipates to employ,

In July 2019, Koff and Associates conducted an orientation meeting with employees and bargaining unit representatives to allow employees to meet the consultant staff involved with the project, clarify study objectives and procedures, answer questions, and distribute the Positon Description Questionnaires (PDQs). A PDQ is a tool used to document and quantify the tasks, duties and responsibilities of each position being studied, by the employee performing the tasks. After the PDQs were completed by employees and reviewed by management and consultant staff, interviews were conducted with employees and management. Following the analysis of the classification information gathered, draft classification concepts, specifications, and position allocations were developed for management and employee review. The City then met and conferred with each respective employee association to discuss impacts of the recommended changes resulting from the classification study. New positions recommended in the study are reflected in the updated Master Salary Schedule (Attachment C).

Additionally, the City initiated a classification study of the Maintenance Worker classification series in 2017. The study resulted in the recommendation to create a new Utilities Worker classification series. The new classification series more accurately reflects the work for those incumbents assigned to perform maintenance and repair of the City's water and wastewater treatment facilities, and water, sewer and storm drain systems. The City recently completed the meet and confer process with the bargaining unit representing this classification series. To provide a comprehensive update to the City's classification plan, staff recommends the approval of this new classification series along with those from the Final Classification Report (Attachment A).

A classification plan is not a static, unchanging document. The classification plan will be reviewed on a regular, on-going basis and may be amended or revised as required.

The Classification Study Phase of the Study has been concluded and the Compensation Study Phase is underway by Koff and Associates. The Classification Study is to review the work being performed by the incumbents is appropriately outlined in the City's job descriptions. The Compensation Study is to review the City's ten (10) established comparator agencies to determine City's compensation as related to the market. Accurate and recent classification and compensation data is imperative to ensure a healthy Classification Plan. Staff recommends approval of the Classification Study phase at this time, and will bring forward recommendations from the Compensation Study to Council at a later date.

Recommended Reclassifications

Classifications recommended to be reclassified include those that were deemed to be performing functions outside of their current designated classification within the City's existing classification plan, and those that were found to be performing a completely different position. The study resulted in twenty-six (26) incumbents, allocated to fourteen

(14) classifications, recommended for reclassification as outlined in the Final Classification Report.

Recommended Retitles

Classifications recommended to be retitled include those positions whose essential functions were not changed, however were found to be titled in such a way that did not relate to comparable agencies and/or industry standards. The study resulted in seventy-nine (79) incumbents, allocated to thirty-seven (37) classifications, recommended for title changes as outlined in the Final Classification Report.

Recommended Non-Material Updates

Classifications recommended to have non-material changes include those with minor updates. Those updates were made to reflect the current work being performed by the incumbent(s). The study resulted in two hundred thirty-three (233) incumbents, allocated to seventy-seven (77) classifications, recommended for minimal non-material updates.

At-Will Status Updates

As outlined in the Final Classification Report the "for cause" concept is part and parcel of the Civil Service and historically is derived from acknowledgement that the public is best served when employees of local, state, and federal governments are selected based on their qualifications and not based on political affinity or affiliation, and likewise carry out their job duties free from political influence. Interpretation of which positions to exempt from Civil Service protections is intended to be narrow, however, with few positions being designated at-will, and for those which are at-will to be designated as such because of the level of support and assistance these positions provide elected officials and their designees in carrying out the responsibilities of their respective posts. City of Tracy Personnel Rule 2.6 defines at-will positions as those that serve at the pleasure of the City Manager, who retains the authority to terminate any such employee at any time with or without cause. An "at will" employee has no right of appeal of discipline or termination. Based on the bodies of work performed by these classifications, the intent of Civil Service provisions and the City's definition of "at-will", the recommendation is that the City is best served by designating the following unrepresented management classifications as "for cause": Assistant City Attorney, Assistant to the City Manager, Assistant Director of Development Services, Assistant Director of Development Services/City Engineer, Accounting Manager, Budget Officer, Human Resources Manager, Human Resources Analyst I/II, Police Support Operations Manager, Public Information Officer and Information Technology Manager. This means that disciplinary action is "for cause" and the employee has a right to appeal the level of proposed discipline prior to imposition.

If approved, changes to the Master Salary Schedule resulting from the creation of new classifications or changes to existing classification will take effect on February 14, 2021, which is the first day of the biweekly pay period following Council approval.

The City has satisfied the meet and confer process regarding the implementation of the changes proposed through the Classification study with all the affected bargaining units.

STRATEGIC PLAN

This agenda item supports the City of Tracy's Quality of Life Strategic Priority, which is to provide an outstanding quality of life by enhancing the City's amenities, business mix and services and cultivating connections to promote positive change and progress in our community.

FISCAL IMPACT

Funding for the fiscal impacts resulting from classification changes will be absorbed in the department's current year operating budget.

RECOMMENDATION

That the City Council, by resolution, approve the new classification specifications and salary ranges for multiple positions, authorize amendments to the City's Classification Plan, Master Salary Schedule and update the position control roster to reflect these changes.

Prepared by: JoAnn Weberg, Human Resources Manager

Reviewed by: Kimberly Murdaugh, Human Resources Director
Karin Schnaider, Finance Director
Midori Lichtwardt, Assistant City Manager

Approved by: Jennifer D. Haruyama, City Manager

Attachment: Exhibit A – Final Classification Report
Exhibit B – Updated Job Descriptions
Exhibit C – Master Salary Schedule

EXHIBIT A

Classification Study Report

City of Tracy

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EXECUTIVE SUMMARY

Background

In June 2019, the City of Tracy (City) contracted with Koff & Associates (K&A) to conduct a classification and base salary study for all of the City's classifications. All classification and compensation findings, recommendations, and options for implementations are in Volumes I and II of this report.

This classification review process was precipitated by:

- The concern of City Council, management, and the employee groups that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows the City to recruit and retain a high-quality staff;
- To ensure that class descriptions reflect current programs, responsibilities, and technology;
- The desire to have a compensation plan that can meet the needs of the City; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across the City.

The goal of the classification and compensation study is to assist the City in developing a competitive pay and benefit structure, which is based upon market data to ensure that the plan is fiscally responsible, and that meets the needs of the City with regards to recruitment and retention of qualified staff.

CLASSIFICATION STUDY GOALS

The goals and objectives of the classification portion of the study were to:

- Obtain detailed information regarding each position through a variety of techniques, including written Position Description Questionnaires (PDQs) and interviews with employees and management;
- Prepare an updated classification plan, including recommended class descriptions and position allocations that recognizes the scope and level of the various classes and positions, and is perceived equitable by management and employees alike;
- Provide class descriptions and other documentation that includes information required for compliance with the Americans with Disabilities Act (ADA) and appropriate qualifications, including knowledge, skills, and other requirements that are job-related and meet other legal guidelines; and
- Provide sufficient documentation to allow the City to maintain the classification system on a regular basis.

CLASSIFICATION STUDY PROCESS

The classification study procedures were as follows:

- An initial meeting was held with City management to clarify study scope, objectives, processes, and deliverables.
- Orientation meetings were held to which employees and bargaining unit representatives were invited to meet consultant staff involved with the project, clarify study objectives and procedures, answer questions, and distribute the PDQs.
- After the PDQs were completed by employees and reviewed by management and consultant staff, interviews were conducted with employees and management.
- Following the analysis of the classification information gathered, draft class concepts, specifications, and position allocations were developed for management and employee review.
- After resolution of issues, wherever possible, including additional contacts with employees and management to gain details and clarification, appropriate modifications were made to the draft specifications and allocations and this final report was prepared.

CLASSIFICATION CONCEPTS

Positions vs. Classifications

"Position" and "Classification" are two terms that are often used interchangeably but have very different meanings. As used in this report:

- A position is an assigned group of duties and responsibilities performed by one person. A position can be full-time, part-time, regular or temporary, filled or vacant. Often the word "job" is used in place of the word "position."
- A classification or class may contain only one position or may consist of a number of positions. When you have several positions assigned to one class, it means that the same title is appropriate for each position; that the scope, level, duties, and responsibilities of each position assigned to the class are sufficiently similar (but not identical) that the same core knowledge, skills, abilities, and other requirements are appropriate for all positions, and that the same salary range is equitable for all positions in the class.

The description of a position often appears as a working desk manual, going into detail regarding work process steps, while a class description emphasizes the general scope and level of responsibilities, plus the knowledge, skills, abilities, and other requirements for successful performance.

When positions are classified, the focus is on assigned job duties and the job-related requirements for successful performance, not on individual employee capabilities or amount of work performed. Positions are thus evaluated and classified on the basis of such factors as knowledge, skills, and abilities required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization), and the impact of the position on the organization and working conditions.

The Relationship Between Classification and Compensation

Classification and the description of the work and the requirements to perform the work are separate and distinct from determining the worth of that work in the labor market and to the organization. While recommending the appropriate compensation for the work of a class depends upon an understanding of what that work is and what it requires (as noted above), compensation levels are often influenced by two factors:

- The external labor market; and
- Internal relationships within the organization.

The Purpose of Having a Classification Plan

A position classification plan provides an appropriate basis for making a variety of human resources decisions such as the:

- Development of job-related recruitment and selection procedures;
- Clear and objective appraisal of employee performance;
- Development of training plans and succession planning;
- Design of an equitable and competitive salary structure;
- Organizational development and the management of change; and
- Provision of an equitable basis for discipline and other employee actions.

In addition to providing this basis for various human resources management and process decisions, a position classification plan can also effectively support systems of administrative and fiscal control. Grouping of positions into an orderly classification system supports planning, budget analysis and preparation, and various other administrative functions.

Within a position classification plan, job classifications can either be broad (containing a number of positions) or narrow (emphasizing individual job characteristics). Broad job classifications are indicated when:

- Employees can be hired with a broad spectrum of knowledge, skill, and/or academic preparation and can readily learn the details of the City, the department, and the position on-the-job; or

- There is a need for flexibility of the assignment within a department or an organization due to changing programs, technologies, or workload.

Individualized job classifications are indicated when:

- There is an immediate need to recruit for specialty knowledge and skills;
- There is a minimum of time or capability for on-the-job training; or
- There is an organizational need to provide for specific job recognition and to highlight the differences between jobs.

Most classification plans are a combination of these two sets of factors and we have chosen the middle ground in this study as being most practicable in the City's changing environment and service delivery expectations, as well as being in line with the City's strategic plan. This approach resulted in recommendations to retitle classifications to more accurately reflect current responsibilities or use more contemporary titles (e.g. Plant Mechanic I/II to Utility Mechanic I/II), or to reclassify certain individuals into existing or entirely new classifications that more accurately reflect current responsibilities (e.g. Utilities Laboratory Supervisor to Utilities Laboratory Superintendent). Detailed allocation recommendations are found in Appendix I of the report.

Classification Descriptions

In developing the new and revised classification descriptions for all positions, the basic concepts outlined in the previous pages were utilized. The recommended class descriptions are included in Appendix II of this report.

As mentioned earlier, the class descriptions are based upon the information from the written PDQs completed by each employee, the individual job audit interviews (if required), and from information provided by employees and managers during the review processes. These descriptions provide:

- A written summary documenting the work performed and/or proposed by the incumbents of these classifications;
- Distinctions among the classes; and
- Documentation of requirements and qualifications to assist in the recruitment and selection process.

Just as there is a difference between a position and a class, there is also a difference between a position description and a class description. A position description, often known as a "desk manual", generally lists each duty an employee performs and may also have information about how to perform that duty. A class description normally reflects several positions and is a summary document that does not list each duty performed by every employee. The class description, which is intended to be broader, more general and informational, is intended to indicate the general scope and level of responsibility and requirements of the class, not detail-specific position responsibilities.

The sections of each class description are as follows:

Title: This should be brief and descriptive of the class and consistent with other titles in the classification plan and the occupational area.

- The title of a classification is normally used for organization, classification, and compensation purposes within the City. Often working titles are used within a department to differentiate an individual. All positions have a similar level of scope and responsibility; however, the working titles may give assurance to a member of the public that they are dealing with an appropriate individual. Working titles should be authorized by Human Resources to ensure consistency within the City and across departmental lines.

Definition: This provides a capsule description of the job and should give an indication of the type of supervision received, the scope and level of the work and any unusual or unique factors. The phrase "performs related work as required" is not meant to unfairly expand the scope of the work performed, but to acknowledge that jobs change and that not all duties are included in the class specification.

Supervision Received and Exercised: This section specifies which class or classes provide supervision to the class being described and the type and level of work direction or supervision provided to this class. The section also specifies what type and level of work direction or supervision the class provides to other classes. This assists the reader in defining where the class "fits" in the organization and alludes to possible career advancement opportunities.

Class Characteristics: This can be considered the "editorial" section of the specification, slightly expanding the Definition, clarifying the most important aspects of the class and distinguishing this class from the next higher-level in a class series or from a similar class in a different occupational series.

Examples of Typical Job Functions: This section provides a list of the major and typical duties, intended to define the scope and level of the class and to support the Qualifications, including Knowledge and Skills. This list is meant to be illustrative only. It should be emphasized that the description is a summary document, and that duties change depending upon program requirements, technology, and organizational needs.

Qualifications: This element of the description has several sections:

- A listing of the job-related knowledge and skills required to successfully perform the work. They must be related to the duties and responsibilities of the work and capable of being validated under the Equal Employment Opportunity Commission's Uniform Guidelines on Selection Procedures. Knowledge (intellectual comprehension) and Abilities (acquired proficiency) should be sufficiently detailed to provide the basis for selection of qualified employees.
- A listing of educational and experience requirements that outline minimum and alternative ways of gaining the knowledge and abilities required for entrance into the selection process. These elements are used as the basic screening technique for job applicants.

- Licenses and/or certifications identify those specifically required in order to perform the work. These certifications are often required by an agency higher than the City (i.e., the State), and can therefore be appropriately included as requirements.

Physical Demands: This section identifies the basic physical abilities required for performance of the work. These are not presented in great detail (although they are more specifically covered for documentation purposes in the PDQs) but are designed to indicate the type of pre-employment physical examination (lifting requirements and other unusual characteristics are included, such as "finger dexterity needed to access, enter, and retrieve data using a computer keyboard") and to provide an initial basis for determining reasonable accommodation for ADA purposes.

Working Conditions: These can describe certain outside influences and circumstances under which a job is performed; they give employees or job applicants an idea of certain risks involved in the job and what type of protective gear may be necessary to perform the job. Examples are loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and other job conditions.

Fair Labor Standards Act

One of the major components of the job analysis and classification review is the determination of each classification's appropriate Fair Labor Standards Act (FLSA) status, i.e., exempt vs. non-exempt from the FLSA overtime rules and regulations.

As we review position description questionnaires and notes from the interviews, we analyze each classification's essential functions to determine FLSA status. There are three levels for the determination of the appropriate FLSA status that are utilized and on which we base our recommendations. Below are the steps used for the determination of Exempt FLSA status.

Salary Basis Test: The incumbents in a classification are paid at least $684 per week ($35,568 per year), not subject to reduction due to variations in quantity/quality of work performed. Note: computer professionals' salary minimum is defined in hourly terms as $46.55 per hour.

Exemption Applicability: The incumbents in a classification perform any of the following types of jobs:

- Executive: Employee whose primary duty is to manage the business or a recognized department/entity and who customarily directs the work of two or more employees. This also includes individuals who hire, fire, or make recommendations that carry particular weight regarding employment status. Examples: executive, director, owner, manager, supervisor.
- Administrative: Employee whose primary activities are performing office work or non-manual work on matters of significance relating to the management or business operations of the organization or its customers and which require the exercise of discretion and independent judgment. Examples: coordinator, administrator, analyst, accountant.

- Professional: Employee who primarily performs work requiring advanced knowledge/education and which includes consistent exercise of discretion and independent judgment. The advanced knowledge must be in a field of science or learning acquired in a prolonged course of specialized intellectual instruction. Examples: attorney, physician, statistician, architect, biologist, pharmacist, engineer, teacher.
- Computer professional: Employee who primarily performs work as a computer systems analyst, programmer, software engineer or similarly skilled work in the computer field performing a) application of systems analysis techniques and procedures, including consulting with users to determine hardware, software, or system functional specifications; b) design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specification; or c) design, documentation, testing, creation or modification of computer programs based on and related to user or system design specifications; or a combination of the duties described above, the performance of which requires the same level of skills. Examples: system analyst, database analyst, network architect, software engineer, programmer.

Job Analysis: A thorough job analysis of the job duties must be performed to determine exempt status. An exempt position must pass both the salary basis and duties tests. The job analysis should include:

- Review of the minimum qualifications established for the job;
- Review of prior class descriptions, questionnaires, and related documentation;
- Confirmation of duty accuracy with management; and
- Review and analysis of workflow, organizational relationships, policies, and other available organizational data.

Non-exempt classifications work within detailed and well-defined sets of rules and regulations, policies, procedures, and practices that must be followed when making decisions. Although the knowledge base required to perform the work may be significant, the framework within which incumbents work is fairly restrictive and finite. (Please note that FLSA does not allow for the consideration of workload and scheduling when it comes to exemption status).

Finally, often times a classification performs both non-exempt and exempt duties, so we analyze time spent on each type of duties. If a classification performs mostly non-exempt duties (i.e. more than 50% of his or her time), then the classification would be considered non-exempt.

CLASSIFICATION FINDINGS AND RECOMMENDATIONS

Classification Structure and Allocation Factors

The proposed classification plan provides the City with a systematic classification structure based on the interrelationship between duties performed, the nature and level of responsibilities, and other work-related requirements of the jobs. As part of this study effort we developed Classification Concepts which define and distinguish levels of responsibility observed within the City structure and will assist in establishing consistent leveling and titles within the organization. This document can be found at Appendix I.

A classification plan is not a stable, unchanging entity. Classification plans may be updated and revised by conducting classification studies that are organizational wide (review of the all classifications and positions) or position-specific. The methodology used for both types of studies is the same, as outlined above.

For either type of study, when identifying appropriate placement of new and/or realigned positions within the classification structure, there are general allocation factors to consider. By analyzing these factors, the City will be able to change and grow the organization while maintaining the classification plan.

1. Type and Level of Knowledge and Skill Required

This factor defines the level of job knowledge and skill, including those attained by formal education, technical training, on-the job experience, and required certification or professional registration.

2. Supervisory/Management Responsibility

This factor defines the staff and/or program management responsibility, including short and long-range planning, budget development and administration, resource allocation, policy and procedure development, and supervision and direction of staff.

3. Supervision Received and Exercised

This factor defines the supervision received by the supervisor of the classification and specifies what type and level of work direction or supervision the class provides to other classes.

4. Problem Solving

This factor involves analyzing, evaluating, reasoning, and creative thinking requirements. In a work environment, not only the breadth and variety of problems are considered, but also guidelines, such as supervision, policies, procedures, laws, regulations, and standards available to the employee.

5. Authority for Making Decisions and Taking Action

This factor describes the degree to which employees have the freedom to take action within their job. The variety and frequency of action and decisions, the availability of policies, procedures, laws, and supervisory or managerial guidance, and the consequence or impact of such decisions are considered within this factor.

6. Interaction with Others

This factor includes the nature and purpose of contacts with others, from simple exchanges of factual information to the negotiation of difficult issues. It also considers with whom the contacts are made, from co-workers and the public to elected or appointed public officials.

7. Working Conditions/Physical Demands

This factor includes specific physical, situational, and other factors that influence the employee's working situation.

The analysis of the factors outlined above were used to determine recommended classifications for all studied City employees. The factors above will also help to guide the placement of specific positions to the existing classification structure and/or revision of entire classification structure in the future.

Classification Allocation Recommendations

All class descriptions were updated in order to ensure that the format is consistent, and that the duties and responsibilities are current and properly reflect the required knowledge, abilities, and skills.

When evaluating the allocation of positions, the focus is on assigned job duties and the job-related requirements for successful performance, not on individual employee capabilities or amount of work performed. Positions are evaluated and classified on the basis of such factors as knowledge and skill required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization), the impact of the position on the organization, and working conditions.

Furthermore, it is necessary to: (i) identify the duties that the incumbents are currently being required to perform; (ii) determine if those duties are captured in the current classification description; and (iii) identify the percentage of duties being performed, if any, which are outside of the current classification.

An overall summary of the allocation recommendations for all positions in the City is provided below.

Title Change

Title changes are recommended to more clearly reflect the level and scope of work being performed, to consolidate work into broader categories that can be used City-wide, and/or to establish consistency with the labor market and industry standards. Any compensation recommendations are not dependent upon a new title, but upon the market value as defined by job scope, level and responsibilities, and the qualifications required for successful job performance. The study resulted in eighty (80) incumbents, allocated to thirty-eight (38) classifications, being recommended for title changes. A summary of these recommendations is provided in Table 1 below.

Table 1. Title Change Recommendations

Current Classification Title	Proposed Classification Title
ACCOUNTING ASSISTANT (2 Positions)	ACCOUNT CLERK
ACCOUNTING COORDINATOR	SENIOR ACCOUNTING TECHNICIAN
ADMIN ASSISTANT 2-CONFIDENTIAL	ADMINISTRATIVE ASSISTANT (CONF)
ADMIN ASSISTANT II (18 Positions)	ADMINISTRATIVE ASSISTANT
ASSISTANT CIVIL ENGINEER (3 Positions)	ASSISTANT ENGINEER
ASSOCIATE ENGINEER (2 Positions)	ASSOCIATE CIVIL ENGINEER
BLDG & FIRE INSPECTOR II (5 Positions)	BUILDING INSPECTOR II
COMMUNICATIONS UNIT SUPER	PUBLIC SAFETY DISPATCH SUPERVISOR
CULT ARTS MGR-VISUAL ARTS	CULTURAL ARTS SUPERVISOR
DIVISION MGR 2-TMMBU	CULTURAL ARTS DIVISION MANAGER
ECON DEVEL MGMNT ANALYST	ECONOMIC DEVELOPMENT MANAGEMENT ANALYST II
FACILITY MAINT SUPERINTENDENT	UTILITY MAINTENANCE SUPERINTENDENT
FINANCE DIRECTOR	DIRECTOR OF FINANCE
HUMAN RESOURCES DIRECTOR	DIRECTOR OF HUMAN RESOURCES
HUMAN RESOURCES TECH-CONFIDENTIAL (3 Positions)	HUMAN RESOURCES TECHNICIAN
JR CIVIL ENGINEER	JUNIOR ENGINEER
LEGAL SECRETARY-CONFIDENTIAL	LEGAL SECRETARY
PARKS & COMM SRVC DIRECTOR	DIRECTOR OF PARKS AND RECREATION
PAYROLL COORDINATOR	SENIOR ACCOUNTING TECHNICIAN
PLANT MAINTENANCE SUPERVISOR	UTILITY MAINTENANCE SUPERVISOR
PLANT MECHANIC I	UTILITY MECHANIC I
PLANT MECHANIC II (6 Positions)	UTILITY MECHANIC II
PUBLIC SAFETY DISPATCH LEAD (3 Positions)	SENIOR PUBLIC SAFETY DISPATCHER
PUBLIC WORKS DIRECTOR	DIRECTOR OF PUBLIC WORKS
REC PRGM COORDINATOR I	CULTURAL ARTS PROGRAM COORDINATOR
REC PRGM COORDINATOR I (3 Positions)	RECREATION PROGRAM COORDINATOR
REC PRGM COORDINATOR I	TRANSIT COORDINATOR

Current Classification Title	Proposed Classification Title
REC SRVCS PRGM MANAGER	RECREATION SERVICES MANAGER
RECORDS UNIT SUPERVISOR	POLICE RECORDS SUPERVISOR
SENIOR ACCOUNTING ASSISTANT (3 Positions)	SENIOR ACCOUNT CLERK
SR ELECTRICIAN (3 Positions)	ELECTRICIAN
SR WWTP OPERATOR (3 Positions)	WASTEWATER TREATMENT PLANT OPERATOR III
SUPERVISING BLDG & FIRE INSPECTOR	SUPERVISING BUILDING INSPECTOR
THEATRE OPER & TECH ASST	CULTURAL ARTS TECHNICAL COORDINATOR
THEATRE TECHNICIAN SUPERVISOR	CULTURAL ARTS TECHNICAL SUPERVISOR
UTILITIES DIRECTOR	DIRECTOR OF UTILTIIES
WATER PLANT SUPERVISOR	WATER OPERATIONS SUPERINTENDENT
WW OPER SUPERINTENDENT	WW OPERATIONS SUPERINTENDENT

Reclassification

Reclassification recommendations are made for positions that are working out of class due to level and scope of work and/or job functions that have been added to or removed from those positions over time.

The study resulted in twenty-six (26) incumbents, allocated to fourteen (14) classifications, being recommended for reclassification, as noted in Table 2 below. These recommendations are based on the individual positions interviewed. Not every incumbent in the current classification is recommended for a reclassification.

Table 2. Reclassification Recommendations

Current Classification Title	Proposed Classification Title
ACCOUNTING TECHNICIAN	SENIOR ACCOUNT CLERK
ADMINISTRATIVE ASSISTANT III	ADMINISTRATIVE ASSISTANT
BUILDING MAINT WORKER (4 Positions)	BUILDING MAINTENANCE WORKER II
BUILDING PERMIT TECHNICIAN (3 Positions)	BUILDING PERMIT TECHNICIAN II
ENVIRON COMPLIANCE OFFICER	ENVIRONMENTAL COMPLIANCE ANALYST
GEOGRAPHIC INFO SYS (GIS)TECH	GIS ANALYST
MANAGEMENT ANALYST I	RECREATION PROGRAM COORDINATOR
MANAGEMENT ANALYST II	TRANSIT MANAGER
MANAGEMENT ANALYST II	WATER RESOURCES AND COMPLIANCE MANAGER
PLAN CHECK EXAMINER (2 Positions)	PLAN EXAMINER I
PLAN CHECK EXAMINER (2 Positions)	PLAN EXAMINER II
POLICE RECORDS ASSISTANT I (6 Positions)	POLICE RECORDS ASSISTANT II
POLICE RECORDS ASSISTANT II	SENIOR POLICE RECORDS ASSISTANT
UTILITIES LABORATORY SUPERVISOR	UTILITIES LABORATORY SUPERINTENDENT

New Classifications

To acknowledge changes in operational need, and to appropriately reflect the responsibilities assigned to certain positions and to allow for flexible staffing, some new classifications were developed. These new classifications include Building Maintenance Worker I/II, Building Permit Technician I/II, Economic Development Management Analyst I/II, Environmental Compliance Analyst, Plan Examiner I/II, Senior Public Safety Dispatcher and System Administrator.

Classification Elimination

With the creation of the new position classifications there is no longer a need nor sufficient distinction between classifications to justify the continuance of the following classifications/classification series: Accounting Coordinator, Administrative Assistant I/II/III leveled series, Payroll Coordinator, and Recreation Program Coordinator I/II leveled series. With the reclassification of the Utilities Laboratory Supervisor to Utilities Laboratory Superintendent, the Supervisor-level classification is no longer needed. Therefore, we are recommending the elimination of the Utilities Laboratory Supervisor and the classifications listed above. Additionally, we are recommending classifications that are not currently allocated and have not been used in recent years to also be deleted from the classification plan.

Fair Labor Standards Act (FLSA) Findings

As outlined previously, a thorough review of the FLSA exemption status of all positions was conducted as part of the study. In general, the FLSA standards for exemption are interpreted narrowly, and accordingly K&A takes a conservative approach to our evaluation of FLSA exemption because of the penalties associated with incorrectly exempting work which does not meet FLSA standards.

At-Will Status

Currently, there are ambiguities in defining the “at-will” or “for cause” employment status of some of the classifications within the City service where the documents used to define at-will classifications are silent on the subject. The City’s rules currently provide for the at-will status of classifications to be established by one of the following documents: 1) the Personnel Rules; 2) the classification description; or 3) a recruitment announcement for the classification. Classifications for which there is no clear indication as to the at-will or for-cause status and which are specifically in question are the following classifications which are in the Confidential Management employee group: Assistant City Attorney, Assistant Director of Development Services, Assistant Director of Development Services/City Engineer, Accounting Manager, Human Resources Manager, and Information Technology Manager. Accordingly, the City requested recommendations for the employment status of these classifications.

The “for cause” concept is part and parcel of the Civil Service and historically is derived from acknowledgement that the public is best served when employees of local, state, and federal governments are selected based on their qualifications and not based on political affinity or affiliation, and likewise carry out their job duties free from political influence. Accordingly, a merit

system was developed for testing and evaluating the qualifications and abilities of candidates in order to select the best qualified employees for service to the public, and employees were provided property interest in their jobs whereby termination must be "for cause" effectually insulating employees from political influence in performing their duties. This notwithstanding, the Civil Service system recognizes that good governance requires that certain positions within public agency service must be exempted from the Civil Service to facilitate synergy between elected officials and their top advisors. Interpretation of which positions to exempt from Civil Service protections is intended to be narrow, however, with few positions being designated at-will, and for those which are at-will to be designated as such because of the level of support and assistance these positions provide elected officials and their designees in carrying out the responsibilities of their respective posts.

Consequently, our recommendation is that the classifications listed above be designated as "for-cause" employees. Empirical data and overarching trends in this regard are somewhat limited, in large part because of the vast differences in organizational structure and local ordinances across municipalities. However, based on the bodies of work performed by these classifications and the intent of Civil Service provisions, we believe that the City is best served by designating the following classifications as "for cause": Assistant City Attorney, Assistant Director of Development Services, Assistant Director of Development Services/City Engineer, Accounting Manager, Human Resources Manager, and Information Technology Manager.

CONCLUSION

The revised classification descriptions serve as a general description of the work performed and provide a framework of the expectations of each position for the employee. Requests for the addition of new positions and classifications and/or reclassification of an existing position should follow established City policies and procedures. Any decisions related to the addition of new positions and classifications, reclassification of an existing position, and promotion of an existing position will depend on the needs and resources of the City and the availability of work, as well as the ability of existing positions to meet the qualifications of and perform the duties of the higher-level class.

Finally, as mentioned previously, a classification plan is not a static, unchanging entity. The classification plan should be reviewed on a regular, on-going basis and may be amended or revised as required.

Respectfully submitted by,
Koff & Associates





Katie Kaneko
President

Kari Mercer
Project Manager

Appendix I

Classification Concepts

City of Tracy
Classification Concepts

Classification Type – General Definitions

Classification type represents the grouping of classifications into a systematic classification structure based on the inter-relationship of duties performed, nature and level of responsibilities, and required knowledge, skills, abilities, education, training, and experience.

Within each type, there may be multiple classification titles. For some classifications, there are multiple levels representing differing levels of work complexity performed. Leveling within class series is described under "Classification Level Concepts – General Definitions."

Distinctions between classification types can be defined based on scope of responsibility, complexity of work, supervision received, span of control (which includes supervision exercised and the authority for making decisions and taking action), and type and level of required knowledge, skills, abilities, education, training, and experience. Following are descriptions of each classification type.

- **Assistant City Manager**
  Plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of multiple departments. Provides highly responsible and complex management assistance to the City Manager and City Council in coordinating and directing City-wide departmental activities and operations. Assists the City Manager in executing the long-term vision for the City in collaboration with the Council and other department directors.

- **Department Head**
  - The title is generally Director, but other industry titles exist such as Police Chief.

  Plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the assigned department. Provides highly responsible and complex management assistance to the City Manager or Assistant City Manager in coordinating and directing City-wide departmental activities and operations. Assists the City Manager or Assistant City Manager in executing the long-term vision for the City in collaboration with the City Council and other department directors. Coordinates assigned activities with officials and outside agencies and fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups.

  Work situations require the analysis and application of organizational policies and goals, complex laws, and/or general business or ethical considerations. Positions operate in highly visible, politically sensitive, legally complex, and evolving arenas working on significant and strategic issues and problems, as well as City-wide and/or Council priorities and directives, requiring political sensitivity and in-depth evaluation and analysis of various (and often competing) circumstances, interests, and information. Incumbents are responsible for achieving departmental goals and objectives. Incumbents often deal with public officials; members of boards, councils, and commissions; legislators; regulatory agencies; and the

community to provide policy direction, explain program mission and objectives, and/or negotiate solutions to difficult problems.

- **Assistant Department Head**

  This generally refers to a "second in command" classification which oversees the day to day operations of a department. In these cases, the position carries the same types of operational responsibilities as the department head but may not have direct accountability for strategic or policy related planning and development. Lower level management and/or supervisory positions generally report to these positions.

  This concept is generally used in larger departments where there are multiple divisions and/or functional areas. The City currently uses this concept in some departments.

- **Division Manager**
  - The title is generally "Manager" but other industry standards titles exist, such as Police Captain and City Engineer.

  This classification is considered mid-management. In addition to the responsibilities outlined at the supervisor level, responsibilities include allocating staff and budget resources among competing demands and performing significant service delivery planning and evaluation at the division level. This level would be responsible for a segment of the organization representing a specific business function which has a chain of command. It is common for managers to have supervisory, or advanced professional, technical, or clerical staff reporting to them.

  The main difference between the supervisor and the manager is that the supervisor spends a portion of their time performing the same duties as those supervised within their unit(s), while a manager spends the majority of their time on administrative, long- and short-term planning, and budgeting responsibilities. The managerial level develops, recommends, and sets the programs, projects, goals, and policies and procedures of the division, while the supervisory level is more involved in the day-to-day implementation and execution of those programs, projects, and policies and procedures.

    - In essence, the manager focus is on the "why" and the supervisor focus is on the "how."

- **Supervisor**

  The focus of the job is on the direct supervision and coordination of a unit and also includes hands-on participation in the work activities of those supervised. Incumbents plan, assign, direct, review, and evaluate the work of staff. In addition, incumbents assigned to this level make effective recommendations and/or carry out selection, performance evaluation, and disciplinary procedures.

  The supervisor also exercises discretion in selecting appropriate resources to use in accomplishing assigned work; monitors and reviews work in progress and provides technical assistance and guidance; ensures that appropriate policies and procedures are followed by

subordinates; monitors, coordinates, and provides input into developing the budget for the unit(s); and recommends procedures consistent with unit, divisional, and City directives, polices, and regulations, which are developed by higher-level management staff.

- **Program Manager**

  This classification type is typically responsible for a program or multiple programs, defined as a planned coordinated group of activities and procedures created for a specific function related to ongoing City operations, initiatives, and services as well as management and/or Council priorities and directives. A program encompasses multiple projects with department-wide and community served impact. Employees are responsible for designing, planning, implementing, evaluating, and modifying the program, including short- and long-term planning activities; budget preparation and implementation; performing extensive, in-depth, and specialized administrative, budgetary, financial, and compliance research and analysis; supporting and analyzing programmatic practices and procedures; and developing and implementing recommendations for operational, policy, and procedural improvements for the assigned program(s). Employees serve as a specialist, liaison, and advocate for the assigned program(s) requiring the use of initiative and resourcefulness, considerable independent judgment, and regular contact with senior management positions within the City, other public agencies, legislators, private and community organizations, regulatory and governmental agencies, and the public. Programs managed by classes at this level typically have significant impact on the City's operations and/or the City's compliance with regulatory requirements and include considerable accountability and/or reporting responsibilities to outside agencies, organizations, or the public.

    - This classification type focuses on the management of a program but not necessarily the management of people.

- **Professional (Includes Analyst)**

  This classification performs operational, financial, budgetary, legal, regulatory, political, and/or administrative analyses and studies; researches and analyzes practices and procedures, and develops recommendations for organizational, operational, policy, and procedural improvements; and conducts needs analyses, feasibility studies, and evaluations for assigned programs, projects, and activities. Employees receive broad (non-detailed and non-specific) assignments and/or tasks, and are responsible for independently developing a plan of action and approach; identifying, synthesizing, and interpreting relevant sources of data and information; selecting and implementing methodology; analyzing and interpreting results; developing recommendations; and presenting final products for supervisor and management review. Work assignments are reviewed during the normal briefing cycle, generally upon completion, and for overall results. Decisions may have significant unit, division, or City-wide service delivery, operational, legislative, regulatory, and/or budgetary/financial impact. A four-year degree in the area assigned is typically a minimum qualification.

- **Coordinator**

  The term "Coordinator" is often used for classes responsible for the coordination and administration of one or more programs or projects in a department/division with external contractors, agencies, and/or service providers.

  The employee would typically have responsibility for independently coordinating one or more programs or projects on a regular basis. The duties involved would include the implementation of the program's or project's goals and objectives, oversight of performance, input as to budget preparation and administration, promotion or marketing, and evaluation. Incumbents at this level may have limited supervisory responsibility such as exercising functional and technical supervision over full-time staff, or directing part-time, temporary, and/or contract staff, volunteers, and/or interns. This concept can also be adapted to administrative types of program operations, either within a larger department or positions which oversee a City-wide administrative program.

- **Technician or Specialist**

  These are paraprofessional classifications that perform a combination of duties requiring the application of knowledge obtained from technical, vocational education, and/or experience usually provided through a two-year degree and/or post-secondary coursework and/or training. Employees assume regular ongoing work that involves specific technical and programmatic skills and abilities, requiring the interpretation and application of policies and procedures of greater depth as it relates to the assignment.

- **Staff**
  - Examples of titles for this classification type include Assistant, Clerk, and Worker.

  Administrative support/maintenance positions within this category engage in work that is predominantly rote and repetitive in nature, and is customarily mental, manual, mechanical, or physical work. The work is transactional, meaning that the focus is on maintaining the normal workflow of operations and the work typically fits within established techniques, procedures, processes, or specific standards. Typically, employees acquire their skill by experience rather than by advanced specialized intellectual instruction.

Classification Level Concepts – General Definitions

Within some classification types, it is necessary to categorize classifications according to job levels depending upon such factors as the body of work performed and the learning curve typically associated with an employee's ability to perform the full range of work independently. Below is a description of levels that may be found within a classification series.

- Senior (Advanced/Lead staff level for Paraprofessional and Staff classification types): In addition to performing the full scope of work, employees provide technical and functional direction to assigned staff on an ongoing, day-to-day basis, and perform the most difficult and complex assignments requiring the advanced knowledge of concepts in their assigned area of responsibility, as well as City and regulatory standards, practices, policies, and procedures. For professional classes, responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Employees organize and oversee day-to-day activities and are responsible for providing support to an assigned supervisor/unit manager in a variety of areas. Successful performance of the work requires an extensive background as well as the ability to coordinate subunit or unit work with that of other units and outside agencies.

  For some positions at the technical and clerical level, the work involves a high-level of problem-solving requiring analysis of unique issues or problems without precedent and/or structure and formulating and presenting strategies and recommendations to management. It is preferable to limit the use of the "Senior" concept to lead related duties but that is not always feasible; but to use the "senior" concept, you must first ensure that:

  - The complex duties are distinguishable from journey level work and can be clearly articulated;
  - They should also be preponderant, i.e. the purpose why the job exists.
  - They should be performed a high percentage of time.

  By its very definition, the number of positions assigned to the senior level is limited.

- II (Journey/Fully Competent): Positions at the journey level of the series are fully proficient and qualified to perform the full range of duties assigned to the classification series. At this level, positions are subject to general supervision, referring only unusual situations and issues to their supervisor. The most common designation for journey level work is a "II" after the class title (e.g., Accounting Assistant II or Maintenance Worker II); in some professional classes, "Associate" may be placed before the class title to designate the class as journey level (e.g. Associate Civil Engineer or Associate Planner). In most classification series, the majority of positions will be placed at the journey level, since that is considered to be the core level of work, (i.e., performing the full range of duties).

- I (Entry): Depending on functional assignment, knowledge may be attained by obtaining a high school diploma (or equivalent), completing specific coursework, or obtaining a four-year or advanced college or university degree. Entry-level positions generally perform more routine and repetitive duties under direct/immediate supervision, and if within a class series, the incumbents do not have the experience to perform the full range of work assigned to the

higher classification level. This level is a trainee level and incumbents may not have any (or only very limited) experience upon entry. The employee is responsible for the performance of his or her own work only. Work situations normally involve making choices among a limited number of alternatives that are clearly defined by policies and procedures. Direct supervision is readily available.

EXHIBIT B

January 2021
FLSA: Non-Exempt
CLASS CODE: 4112
BARGAINING UNIT: TTSSEA

ACCOUNT CLERK

DEFINITION

Under general supervision, performs a variety of routine to moderately complex administrative account support duties in the preparation, maintenance, and processing of accounting records and transactions, including accounts receivable, utility billing, permits, and business licensing; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the Account Clerk series. Incumbents perform the full range of duties related to accounts receivable, utility billing, permits, and business licensing, in addition to performing a variety of record keeping and account support activities. Positions at this level work independently and exercise 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 upon completion and for overall results.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists the public in person, or by phone, fax, or email to answer inquiries related to department records and services; answers inquiries related to the status of accounts including utility billing and business licenses; explains commonly used regulations and procedures; explains the proper use of forms and documents; and distributes or mails informational materials and letters.
- Enters a variety of data into the computer including utility deposits and additional charges for services; enters adjustments and changes as needed.
- Receives customer requests to open and close utility accounts and takes appropriate action in utility billing software system.
- Accepts and processes payments at the front counter, over the phone, and by mail, in cash, by check, or by credit card; makes change as necessary and maintains cash drawer as appropriate; balances payments and posts transactions in the accounting system daily.
- Establishes payment plans for delinquent accounts pursuant to City and department policies and procedures; elevates payment plan requests to supervisor as appropriate and where policy requires supervisory review.
- Receives and records payments for business licenses; forwards necessary paperwork to the appropriate party.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.

- Receives financial documents; screens documents for accuracy and adherence to procedural requirements; carries out procedural steps to ensure or authorize payment; posts data to records; checks and balances totals.
- Makes routine contacts with other City departments, other agencies, and members of the general public to discuss financial records and transactions; provides information on records maintained; may prepare routine correspondence; prepares periodic and financial statistical reports.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and account document processing and record-keeping, including accounts receivable, utility billing, and business licensing.
- Cash handling procedures.
- Business arithmetic and basic financial and statistical techniques.
- City policies with respect to receiving and processing monetary transactions.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform detailed account and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Perform cashiering duties.
- Make thorough and accurate arithmetic and financial computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade and one (1) year of experience performing general clerical accounting and customer service duties.

Licenses and Certifications:

- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 3106
BARGAINING UNIT: TMMBU

ACCOUNTANT

DEFINITION

Under general direction, performs professional accounting work, including auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, providing information to City staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing the City's annual budgets; prepares year-end audit reports and schedules; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is the journey-level class in the professional accounting series. Incumbents perform the full range of routine and complex departmental accounting and record-keeping programs with very little direct oversight. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management. This class is distinguished from the Senior Accountant in that the latter is responsible for more complex and higher-level accounting functions and exercises a higher level of discretion and independent decision-making.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Provides responsible professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs.
- Prepares a wide variety of financial and statistical reports, including year-end reporting, budgetary reports, assisting in the preparation of the Comprehensive Annual Finance Report (CAFR), and preparing other legal documents and management analysis.
- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivable; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments; prepares numerous monthly financial reports.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government.
- Analyzes and reconciles expenditure and revenue accounts; reviews and processes appropriation transfer requests between accounts; reconciles bank statements to the general ledger.

- Participates in and assumes responsibility for various departmental programs including financial statements, general ledger, monthly statements, and special projects accounting; conducts and prepares special studies and reports.
- Oversees payroll functions and activities including payroll audits; directs the work of staff in processing and producing payroll.
- Records and maintains appropriate controls for fixed assets, including City-owned vehicles and land; assists in the City's purchase orders and accounts payable system, auditing and financial analysis, grant accounting, and special reports.
- Assists in the preparation for annual audits.
- Assists with investments, portfolio management, and cash management.
- Participates in the compilation and preparation of the annual budget, including assisting other departments with budget preparation, providing personnel cost projections and estimated grant revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of accounting.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Analyze financial data and draw sound conclusions.
- Prepare clear, complete, and concise financial statements and reports.
- Make accurate arithmetic, financial, and statistical computations.

- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in accounting, finance, economics, or a related field and two (2) years of increasingly responsible experience in professional accounting, budget preparation or analysis experience. Public agency experience is highly desired.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 2520
BARGAINING UNIT: TMMBU

ACCOUNTING MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages staff and operations of the accounting, accounts receivable, accounts payable, and internal and external auditing functions; performs professional accounting work to ensure regulatory compliance with governmental accounting standards; provides budget and accounting expertise to City departments; administers current and long-term planning activities; manages the effective use of department resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Director of Finance in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises general direction and supervision over assigned support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating accounting staff, operations, and activities of the Finance Department. The incumbent organizes and oversees day-to-day financial processing, reporting, and record-keeping activities. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Director of Finance in that the latter has overall responsibility for all functions of the Finance Department and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Finance Department, including accounting, accounts receivable, accounts payable, and internal and external auditing
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of department.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Director.

- Manages and participates in all activities related to the City's accounting function, including the accounting system, accounts payable, accounts receivable, processing and issuance of checks and warrants, and cash receipts.
- Maintains and reconciles a variety of ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records; performs month-end, fiscal year-end, and calendar year-end accounting system processing.
- Prepares and analyzes a variety of complex financial reports, statements, and schedules; prepares new-year, mid-year, year-end and special reports, including the State Controller's Report and Comprehensive Annual Financial Report (CAFR).
- Prepares, calculates, and analyzes a variety of financial reports and data in the preparation of the annual operating budget.
- Assists with preparing the annual budget, including goals and objectives for the Finance Department.
- Participates in the development, revision, and maintenance of policy and procedure manuals governing fiscal matters; monitors financial procedures of all City departments, including internal audits and checks and balances; ensures that necessary corrective actions are taken.
- Provides information to City departments regarding financial policies and procedures; interprets policies and procedures for departments.
- Reports financial information and provides special reports to the Director of Finance regarding investment of City funds.
- Provides highly complex staff assistance to the Director of Finance; develops and reviews staff reports and other necessary correspondence related to assigned activities and services.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public agency finance and accounting; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of public agency finance, including general and governmental accounting, auditing and reporting functions.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Methods and techniques of establishing internal control procedures and guidelines.
- Generally accepted accounting principles; modern and complex principles and practices of municipal finance and accounting; and municipal finance best practices.
- Methods and techniques of preparing comprehensive financial and administrative reports, and general business correspondence.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.

- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Finance Department.
- Make financial forecasts and projections; analyze and interpret fiscal and accounting records and data.
- Audit, analyze, and utilize financial information and accounting systems and procedures; ensure systems comply with applicable laws, regulations, and policies.
- Prepare clear and concise financial and administrative reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in accounting, finance, economics, or a related field and six (6) years of increasingly responsible experience performing professional accounting, budgeting, and fiscal auditing work which included at least two (2) years of supervisory experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 4201
BARGAINING UNIT: TTSSEA

ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, performs a variety of complex and technical accounting support duties in the areas of payroll, accounts payable, accounts receivable, general ledger, and other financial transactions; balances and maintains manual and computerized accounting and financial records; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a journey-level paraprofessional class that performs the full range of technical accounting work in, accounts payable, accounts receivable, Citywide budget preparation and administration, and/or general ledger including a wide variety of record keeping, reconciliation, and account support activities. Incumbents serve to relieve the supervisor of performing technical detail work and are expected to function with very little direct oversight. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff contact. This class is distinguished from other technical classes by the nature, scope, complexity, and diversity of responsibilities involved in the accounting functions.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs and provides technical support in the preparation, maintenance, and operation of the accounting function, including general ledger, payroll, accounts payable, accounts receivable, year-end audit work, financial reporting, and budget preparation and administration.
- Collects approved payroll exception forms and daily watch logs; review for completeness; enters into payroll and over time recordkeeping systems.
- Posts, balances, adjusts, and maintains manual and computerized account and financial records according to established policies and procedures.
- Prepares and posts journal entries and maintains and balances general ledger and subsidiary accounting ledgers related to postings from payroll, accounts payable, accounts receivable, and cash receipts according to established accounting policies and procedures.
- Prepares and monitors City disbursements; prepares checks and oversees distribution and mailing of checks to vendors or claimants.
- Participates in administering utility billing cycles; ensures that each billing cycle captures late fees, closed accounts, billing adjustments, and miscellaneous charges.
- Reviews and processes timesheets and payroll on biweekly basis, researching and correcting discrepancies as required; processes personnel transactions making appropriate adjustments/changes in the payroll system; prepares reports and payments for employee retirement benefits; prepares quarterly Federal and State tax reports.

- Reconciles transactions and account statements; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Receives, balances, and audits cash receipts and disbursements; allocates revenue to proper cost accounts; posts revenue; prepares bank deposits and related reports.
- Reviews and processes invoices and purchase orders to support request for payments and reconciles discrepancies.
- Gathers financial and statistical information and materials for various reports and year-end auditing process; compiles, reconciles, and verifies information and prepares financial, Federal, and State mandated reports.
- Prepares, processes, reviews and verifies documents, records, and forms related to assigned area for accuracy, completeness, and conformance to applicable policies, rules, and regulations.
- Establishes and maintains complete files and records related to assigned function.
- Closes and balances accounts, prepares bank deposits, and reconciles various bank accounts making adjustments due to cancellations and corrections.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; researches issues regarding specific transactions; and updates related files and departments on action items.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping, including general ledger, payroll, accounts payable, accounts receivable, year-end audit work, and financial reporting.
- Principles and practices of auditing payroll, accounts receivable, and other accounting and finance documents.
- Basic principles and practices of fund accounting and public agency budgeting.
- Business arithmetic and basic financial and statistical techniques.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Prepare, process, maintain, and reconcile ledgers and journals according to accepted accounting policies and procedures.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.

- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade supplemented by college-level coursework or specialized training in accounting, finance, or a related field and one (1) year of increasingly responsible clerical accounting experience at a level equivalent to Senior Account Clerk with the City of Tracy.

Licenses and Certifications:

- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-exempt
CLASS CODE: 4102/8102
BARGAINING UNIT: TTSSEA/CEU

ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, performs a variety of administrative, secretarial, and clerical duties related to department operations and programs; composes and prepares correspondence using judgment in content and style; performs skilled word processing and data entry; provides information to the public and staff;; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a journey-level classification performing a wide variety of clerical duties. Incumbents serve to relieve departmental staff of performing administrative detail work and are expected to function with very little direct oversight. Successful performance of the work requires the frequent use independent judgment and knowledge of departmental and City activities. This class is distinguished from the Executive Assistant class in that the latter reports to a department director with the capability of relieving the director of day-to-day office administrative and coordinative duties, performs work that requires a broader understanding of departmental functions, and provides lead direction to lower-level support staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Composes, types, edits, and proofreads a variety of documents, including forms, memos, contracts, administrative, statistical, financial, staff reports, and correspondence for department staff from rough draft, handwritten copy, verbal instructions, or from other material using a computer; inputs and retrieves data and text using a computer; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections.
- Prepares and processes reports, forms, contracts, and records, such as the department's budget, requests for payments, purchase orders, invoices, requests for proposals, bid packages, contracts, agreements, business licenses, and permits.
- Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives vendor invoices; prepares request for payment for department head approval; collects fees and issue permits.
- Performs various accounting support work such as monitoring purchase orders and account balances; determining and calculating required fees; processing, reconciling, and verifying cash and monies expended and received; processing and auditing reimbursements, payment vouchers, check requests, and invoices; generating purchase orders; and allocating general ledger codes in accordance with City policies and procedures.
- Manages and tracks the routing of a variety of documents, including coordinating the tracking of

bidding and contracting processes; uses tracking systems to coordinate billing and payment.

- Screens calls, visitors, and incoming mail; receives and responds to calls received by the department; provides information to the public, including contractors and vendors, by phone or in person to ensure contract compliance and an understanding of department and City policies and procedures; listens to questions and interprets and applies regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; responds to citizen and staff inquiries and complaints; refers citizens to the appropriate department source; coordinates or resolves problems when appropriate.
- Maintains department files in accordance with the City's adopted records retention and management schedules; compiles information needed from records to respond to public records requests.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Schedules and/or coordinates meetings, seminars, conferences, and training sessions for department staff; acts as meeting and/or committee secretary including preparing agendas and informational packets and setting up the room.
- Organizes and carries out administrative assignments; checks and tabulates standard mathematical or statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Operates a variety of standard office equipment, including job-related computer hardware and software applications, copiers, postage meters, fax machines, and telephones; may operate other department-specific equipment.
- Coordinates travel arrangements and accommodations for department personnel and submits all related paperwork.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services, programs, policies, procedures, and processes of the department to which the position is assigned.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Business mathematics and basic statistical techniques.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform responsible administrative support work with accuracy, speed, and general supervision.
- Provide varied and responsible office administrative work requiring the use of tact and discretion.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

- Interpret, apply, and explain administrative and departmental policies and procedures.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12^{th}) grade and two (2) years of increasingly responsible office support experience, including customer service duties and the use of standard computer office software packages. Specialized course work in office practices such as computer software packages, typing, filing, and bookkeeping is desirable.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions. Some positions may occasionally have direct exposure to hazardous physical substances or loud noise levels. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 4107
BARGAINING UNIT: TTSSEA

ADMINISTRATIVE TECHNICIAN

DEFINITION

Under general supervision, performs a variety of technical and administrative support duties requiring the application of procedural, program, and compliance knowledge in support of a department; coordinates assigned programs, projects, and services with other departments, divisions, and outside agencies; performs research and routine analysis on a wide variety of special projects; assumes ongoing, technical responsibilities specific to software systems including developing, integrating, and maintaining data and databases; researches, gathers, and interprets statistical data; performs a variety of office support duties; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a technical classification providing specialized and deep technical support for an assigned department, division, or program. The work has technical and procedural aspects, requiring the interpretation and application of and ensuring compliance with policies, procedures, requirements, and regulations. Responsibilities include customizing, updating and maintaining critical database and record systems that have extensive impact on departmental operations. Incumbents serve to relieve the supervisor of performing both administrative and technical work and are expected to function with very little direct oversight. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental activities, and extensive staff contact. This class is distinguished from the Administrative Assistant classification in that the latter is responsible for applying clerical and administrative procedures and requirements to perform duties that facilitate the work of an office and/or unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs technical work in support of an assigned department; applies technical procedures, methods, and techniques to support program and management analysis functions and processes; monitors and explains operational and program requirements and processes to various stakeholders.
- Monitors, coordinates, organizes, and carries out administrative and technical assignments and projects; researches and compiles information and data from internal and external sources on topics related to assigned areas of responsibility; reviews, organizes, and summarizes data collected; compares data to identify trends and discrepancies; presents preliminary findings and recommendations in an appropriate format for review by senior professional, supervisory, or management staff.
- Researches, interprets, and ensures compliance with laws, codes, rules, and regulations, and City program guidelines, policies, and procedures related to assigned areas of responsibility.
- Organizes, coordinates, maintains, and updates City record systems including CMMS, training, asset management registry, GIS, and inventory; enters and updates information with departmental activity, files, and report summaries; prepares documents for imaging; organizes and maintains various

administrative, reference, imaging, and follow-up files; periodically reviews and purges files in accordance with the records retention policy.
- Maintains CMMS database, including asset records, system codes, asset repair and maintenance history, work orders, schedules; updates employee rates; performs quality control activities.
- Creates custom reports from the CMMS database that meets the needs of City users and external agencies; ensures quality control of report data.
- Assists with the implementation, administration, and maintenance of the City GIS; provides database coordination and system administration and integration.
- Provides technical support and coordination on capital improvement projects with contractors, utility companies, other agencies and the public on routine capital maintenance projects.
- Assists with special studies and projects; collects and analyzes data using statistical methods and automated software applications.
- Maintains administrative records systems for program/project area to which assigned; collects and inputs program data into automated systems.
- Assists professional staff with grant application and administration.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Prepares, processes, and tracks purchase requisitions for services and materials; enters purchase information into computer system; ensures issuance of purchase order; coordinates delivery of services and materials; receives and reconciles vendor invoices.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative techniques, including the principles of accounting and budget.
- Technology, hardware and software, and current applications related to assignment, including database management, mapping and report generation, and web applications.
- Principles and practices of digitizing, data conversion, and data management.
- Basic principles and techniques of research, data collection, and report preparation.
- Methods and techniques of preparing technical reports.
- Principles and practices of record keeping.
- Business arithmetic and statistical techniques.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Configure, integrate, and maintain data and databases, websites, and related applications to support business needs.
- Prepare clear and concise technical documentation, reports of work performed, and other written materials.

- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in business administration, public administration, or a related field and two (2) years of increasingly responsible experience with database administration. Experience with utility or public works infrastructure desirable.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; climb and descend ladders to reach or inspect equipment located above or below ground; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, dust, dirt, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 3510
BARGAINING UNIT: TMMBU

AIRPORT MANAGER

DEFINITION

Under general direction, plans, organizes, manages and oversees the daily operations, security, and facilities maintenance of the Tracy Municipal Airport; provides direction and supervision to airport maintenance and operations staff; manages and administers policies and procedures for lease of airport facilities; serves as a professional and technical resource to the Director of Parks and Recreation; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the day to day operations, security, and facilities maintenance of the Tracy Municipal Airport. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Serves as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages, oversees, and coordinates the day-to-day activities, functions and staff of department programs and activities including the maintenance and operation of airport facilities and infrastructure, administration of contracts for lease of airport facilities, and customer and public relations.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within department policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of department budget.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Inspects and monitors airport facilities and grounds to prevent hazardous conditions and ensure compliance with Federal Aviation Administration and Transportation Security Administration rules and regulations.
- Develops and administers airport leases, licenses and agreements; prepares recommendations for Director's review; develops and processes contracts, and monitors compliance with airport lease terms.
- Recommends rental rates and user fees for airport properties, facilities, and other activities.

- Evaluates requests for property improvements; reviews possible restrictions on future use and integration with Airport Master Plan; and prepares recommendations for director's review.
- Prepares and solicits Requests for Proposals and processes bid specifications on properties and vendors; evaluates proposals; and prepares recommendations for director review.
- Schedules, coordinates and evaluates proposed remodeling and repairs on tenant property; inspects buildings; determines maintenance priorities; and projects long term needs.
- Coordinates airport operations and maintenance with other City departments and outside public and private agencies.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Methods of administrative problem solving and the implementation of effective solutions.
- Applicable federal, state and local laws, rules, regulations, and ordinances relevant to the assigned areas of responsibility including airport management, operations, safety and security.
- Public agency budget development and administrative practices related to the functions assigned.
- Principles and practices of contract preparation, negotiation and administration including the development of procedures to assure compliance and conformity within the terms of the contract.
- Principles and practices of airport operations management, aviation industry standards, policies, and rules.
- Principles of project management and planning.
- Business development, property management, facilities maintenance, and noise abatement requirements and procedures.
- Principles and techniques of marketing, public relations, and community relations relative to airport services and operations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Analyze and evaluate complex financial, budgeting and administrative problems, and develop, recommend, and implement effective solutions.
- Direct the formulation, implementation and interpretation of administrative, budget, personnel, real

property, fleet, and facilities policies and procedures.
- Develop short-term and long-range plans to anticipate service needs for the City.
- Direct implementation of information technology solutions that will improve business practices.
- Develop and recommend effective courses of action to satisfy customer needs.
- Prepare budgets, monitor expenditures and revenues, and identify and effectively utilize all available resources.
- Ensure conformance with applicable laws and regulations governing the business of the Department; make difficult decisions and award contracts impartially and objectively.
- Coordinate departmental services with City departments and public/private agencies.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in public, business, or aviation, administration, or a closely related field and four (4) years of responsible administrative experience in airport operations which included responsibility for contracts and budget administration and at least one (1) year of lead or supervisory experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various airport facilities and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects from 10 to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 5522
BARGAININT UNIT: TEAMSTERS

ANIMAL SERVICES AIDE

DEFINITION

Under direct supervision, cleans and maintains the City's animal shelter facility; feeds, monitors and handles domestic animals held at the shelter; assists the public in locating and handling animals; assists Animal Control Officers in running the shelter, as necessary; performs general clerical functions; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned supervisory or managerial personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is an entry-level classification that performs a variety of duties related to the care of animals and the maintenance and cleaning of City animal shelter facilities. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. This class is distinguished from Animal Control Officer in that the latter class has responsibility for enforcing state and local laws related to the control of animals and is empowered with limited peace officer authority in the conduct of official duties.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in receiving stray, unwanted, and other domestic animals or livestock at the City animal shelter from Animal Control Officers and the public.
- Monitors animals for signs of illness or injury and reports symptoms to appropriate staff.
- Places animals in appropriate shelter areas according to species and special requirements, such as court-ordered quarantine or isolation pending identification of diseases.
- Scrapes, washes, disinfects, and dries kennel runs; cleans, changes, and disinfects cage linings.
- Feeds and provides water for animals; bathes animals and performs related animal grooming and care.
- Provides effective customer service; explains shelter policies and procedures.
- Assists the public in claiming lost animals or selecting pets for adoption.
- Assists in maintaining records and completes forms regarding the location, care, feeding, and disposition of shelter animals.
- Assists staff with euthanasia.
- Stocks animal food and shelter supplies.
- Performs general clerical work as required.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic health and safety issues related to handling and caring for animals.
- Basic species and breed identification of a variety of domestic and common wild animals.
- Symptoms and behavior associated with rabies and other common diseases of animals.
- Methods and techniques of animal capture.
- General custodial and grounds keeping methods and equipment.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Handle animals humanely and effectively under stressful circumstances.
- Respond calmly and effectively in an emergency situation.
- Prepare accurate and complete records.
- Perform basic mathematical computations with accuracy.
- Learn to operate various equipment and tools used in shelter operations.
- Understand, interpret, and apply pertinent laws, codes, regulations, policies, and procedures, and standards relevant to the shelter operations and care, keeping, treatment, and impounding of animals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12^{th}) grade and six (6) months of experience working with animals in a humane care setting or other experience providing a basic understanding of animal care and handling. Graduation from a Veterinarian Technician program may be substituted for the required experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard animal control facility and office setting, to use standard office equipment, including a computer, and to walk on uneven terrain; strength, stamina, and mobility to perform medium physical work; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Incumbents are primarily assigned to an animal control facility with frequent standing in work areas and walking between work areas. Wrist flexion and lateral rotation are necessary in combination with grasping to handle a snare and leash. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an animal control facility with exposure to loud noise levels and may be exposed to animal hair, dust, and potentially hazardous physical substances. Work involves potential exposure to wild, dangerous, and/or diseased animals, animals known to cause allergies, animal waste, and animal bites. Employees may interact with upset residents and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 5521/5523
BARGAINING UNIT: TEAMSTERS

ANIMAL SERVICES OFFICER I/II

DEFINITION

Under direct or general supervision, performs a variety of duties involved in the enforcement and communication of animal services codes, ordinances, and regulations; ensures public safety by capturing and caring for wild, vicious, and/or injured animals; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct (Animal Services Officer I) or general supervision (Animal Services Officer II) from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Animal Services Officer I: This is the entry-level classification in the Animal Services Officer series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Animal Services Officer II: This is the journey-level classification in the Animal Services Officer series. Positions at this level are distinguished from the I-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 upon completion and for overall results.

Positions in the Animal Services Officer class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Patrols areas within the City and enforces animal services codes, ordinances, and regulations; investigates reports of animal abuse; issues citations; collects fees; takes other appropriate actions.
- Captures and impounds unlicensed, stray, and uncontrolled animals; transports animals to shelter; arranges for proper storage and humane care.
- Picks up dead or injured animals; provides aid to injured animals; transports animals to veterinarian for treatment or euthanasia; medicates and vaccinates animals to be adopted.
- Responds to calls from citizens for animal services; investigates complaints involving animals; investigates reports of dogs, cats, or other animals creating nuisances.
- Determines whether calls meet the criteria for emergency response and call out and how quarantines should be handled; evaluates and authorizes immediate care of euthanasia for sick and injured animals,

emergency seizure of animals, and owner relinquishments in the field; determines whether a criminal complaint and/or dangerous/vicious dog investigation should be initiated.
- Performs routine maintenance and animal care duties at the shelters including cleaning kennels, laundry, feeding and caring for the animals.
- Assists Police Department with animal related issues, including pet care for arrested individuals.
- Establishes and maintains positive community relations through programs, demonstrations, and public assistance regarding humane animal services, including wildlife issues, adoption procedures, and enforcement of animal regulations; speaks at school and other meetings and answers specific and general questions.
- Identifies and investigates animal related crimes; interviews witnesses, collects evidence, writes reports, and testifies in court.
- Investigates reports of animal bites; completes state mandated quarantines as necessary.
- Answers questions regarding the enforcement of animal services, regulations, adoption, and licensing policies and procedures.
- Prepares reports and cases; maintains records, logs, and files of activities.
- Performs other related duties as assigned.

QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Methods and techniques of handling, collection, impoundment, and registration of a variety of wild and domestic animals in various conditions.
- Identification of various breeds of dogs, cats, and other domestic animals.
- Principles of animal behavior and care.
- Principles, practices, methods, and techniques of code violation investigation and compliance.
- Practices for documenting inspections, correcting violations, and carrying through on Court procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and standard safety practices necessary in the area of animal services.
- Techniques and practices of public speaking and making presentation before small groups.
- Principles of record keeping and reporting.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Recognize normal and abnormal animal behavior.
- Handle potentially dangerous animals in a safe manner.
- Inoculate and medicate animals, after completion of the appropriate training.
- Interpret and apply applicable Federal, State, and local laws, codes, and regulations pertaining to animal services.
- Effectively respond to calls for services.
- Prepare, maintain, and update accurate and detailed documentation of inspection findings and other

written materials, records, logs, and reports.
- Effectively represent the City in meetings with governmental and regulatory agencies, community groups, property owners, business owners, and the public.
- Operate and maintain a variety of animal control equipment.
- Operate a two-way radio.
- Maintain accurate records and files of work performed.
- Understand and carry out oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Animal Services Officer I: Equivalent to graduation from the twelfth (12^{th}) grade and one year of providing customer service experience and successful completion of a basic and advanced Animal Law Enforcement Training Academy.

Animal Services Officer II: In addition to the above, two years of experience equivalent to an Animal Service Officer I with the City of Tracy, and successful completion of a basic supervisory course.

Licenses and Certifications:

Animal Services Officer I and II:
- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

Animal Services Officer I:
- Possession of, or ability to obtain within six (6) months of initial employment in the Animal Services Officer classification, California Animal Control Directors Association (C.A.C.D.A.) approved Humane Euthanasia Certificate.
- Possession of, or ability to obtain within twelve (12) months of appointment, California Penal Code 832 certificate.

Animal Services Officer II:
- Possession of a C.A.C.D.A. approved Humane Euthanasia Certificate.
- Possess of a valid California Penal Code 832 certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, to inspect various City and residential sites, and to walk on uneven terrain; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a field classification with frequent standing and walking between work areas required. Wrist flexion and lateral rotation are necessary in combination

with grasping to handle a snare and leash. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment and above-mentioned tools and equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees primarily work outside and may be exposed to inclement weather conditions and potentially hazardous physical substances. May involve exposure to dangerous and/or diseased animals and animals known to cause allergies. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

DISASTER SERVICE WORKER

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August 2020
FLSA: ASSISTANT - EXEMPT
ASSOCIATE CIVIL – EXEMPT
CLASS CODE: 3302/3303
BARGAINING UNIT: TMMBU

ASSISTANT ENGINEER
ASSOCIATE CIVIL ENGINEER

DEFINITION

Under general supervision or general direction, performs various professional field and office engineering work related to the management, planning, design, construction, and maintenance of the City's Capital Improvement Program (CIP), land development, traffic engineering, infrastructure, and daily departmental operations; provides project management and administration; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; administers professional services and construction contracts; administers Federal and State grant funds associated with construction projects; provides professional staff assistance to the Assistant Director of Development Services/City Engineer, other departments, and the public in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Assistant Engineer) or general direction (Associate Civil Engineer) from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Assistant Engineer: This is the first working level classification in the professional engineering series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level perform many of the duties required of the positions at the Associate Civil level, but are not expected to function at the same skill level, exercise less independent discretion and judgment in matters related to work procedures and methods, and work product requires review, seal, and signature of a registered Professional Engineer.

Associate Civil Engineer: This is the journey-level classification in the professional engineering series. Positions at this level are distinguished from the Assistant level by the performance of the full range of duties as assigned, working independently, exercising judgment and initiative, and assuming project management responsibility for larger and more complex CIP and infrastructure projects. 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 may be reviewed upon completion for compliance with City policies and procedures, but incumbents have authority to sign and seal their own work product as registered Professional Engineers. This class is distinguished from the Senior Civil Engineer in that the latter is the advanced journey and full supervisory level in the series, and is responsible for organizing, assigning, and reviewing the work of departmental and/or contract staff involved in a major area of the Engineering division, in addition to possessing a highly-developed and clearly-distinguishable skillset in particular areas of expertise and/or performing the most complex and difficult engineering and project management activities.

Positions in the professional engineering class series are flexibly staffed and positions at the Associate Civil level are normally filled by advancement from the Assistant level after gaining the knowledge, skill, experience, and licensure which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Some duties and functions may be performed by positions at the Assistant-level in a learning capacity:

- Plans, designs, and inspects all phases of civil engineering public works construction projects, including defining the scope of the project; coordinating with permitting and public utility agencies; performing historical document research and review; surveying and engineering analysis of alternatives; preparing plans, specifications, and cost estimates; performing research, map, and field studies and surveys; drafting site plans with specialized computer software; applying engineering principles and practices to specific problems; coordinating construction schedules with other projects and agencies; preparing and reviewing cost estimates; and inspecting construction of projects to ensure compliance with construction documents; and performs related planning and design work.
- Reviews construction plans prepared by consulting engineers and private contractors to verify compliance with City, State, Federal, and/or industry standards and requirements for public works infrastructure; checks plans for conformance with regulations regarding line, grade, size, elevation, and location of structures; reviews engineering calculations of other engineers or engineering technicians; participates in pre-design, construction, and utility coordination meetings and issues construction permits.
- Provides construction administration, public relations, management, and inspection of public works construction projects, including coordinating work with other City departments and agencies, reviewing and inspecting work to preserve public safety and ensure conformance with plans and specifications, tracking and maintaining all project accounting, coordinating schedules, and providing public notices of projects.
- Investigates field problems affecting property owners, contractors, and maintenance operations; responds to citizen inquiries and complaints; provides information to the public at the front counter in person, via telephone, or other means of communication regarding grading, encroachment permits, right-of-way and property line information, utility information, slope stability, drainage, and groundwater issues.
- Reviews encroachment permit applications for release and approval; verifies that technical staff obtained the insurance certificate, that the traffic control plans were reviewed by traffic and determines encroachment permit bond amount if applicable.
- Assists and/or performs traffic engineering studies, such as speed and traffic surveys and traffic counts; reviews and approves transportation permits; reviews and prepares traffic signal plans, and sign and striping plans.
- Tracks grant funded projects and their requirements; processes paperwork ensuring compliance with all grant requirements; keeps track of all rules and regulations stipulated by the grant; files reimbursements for grants, and performs record keeping of grant funded projects.
- Processes and reviews development projects, such as subdivisions, and prepares and reviews legal descriptions, improvement plans, and related documents.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Prepares reports and makes recommendations; may make presentations to committees and the City Council.
- Prepares and submits grant applications.

- Represents the City with groups, organizations, committees, professional groups, other public agencies, and the public.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Provides technical and functional direction and training to other engineering, technical, or contract staff, when acting in a project manager capacity.
- Performs other duties as assigned.

QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the Assistant-level in a learning capacity:

Knowledge of:

- Civil engineering principles, techniques, policies, and procedures.
- Methods, materials, and techniques used in the construction of public works projects, including water and wastewater systems, stormwater, street, and traffic systems design.
- Principles, practices, procedures, and standards related to City public works, engineering infrastructure development and maintenance, and surveying.
- Principles and practices of capital improvement program budgeting, cost estimation, funding, project management, and contract administration.
- General design, layout, and construction practices for public improvements such as streets, storm drains, grading, and landscaping.
- Subdivision engineering, plan review, mapping, and construction practices.
- Bidding requirements for public works projects.
- Project management and contract administration principles and techniques, especially in a public agency setting.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices and technology, including personal computer hardware and software applications related to the work, such as computer-aided drafting (CAD) concepts and applications, and Geographic Information Systems (GIS) programs.
- Modern developments, current literature, and sources of information regarding engineering.
- Principles of advanced mathematics and their application to engineering work.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Oversee and administer CIP projects through completion on-time and within budget.
- Design engineering projects.

- Conduct complex civil engineering research projects, analyze complex problems, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare, analyze, understand, and interpret engineering construction plans, specifications, and other contract documents, and determine conformance with applicable laws and standards.
- Conduct comprehensive engineering studies and prepare reports with recommendations.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner, including written reports.
- Assist in and develop and administer contracts for professional services and construction in a public agency setting.
- Perform mathematical and engineering computations with precision.
- Recognize discrepancies from as-built to contract specifications and recommend reconciliation.
- Make engineering design computations and check, design, and prepare engineering plans and studies.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Direct the work of contract consultants.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Assistant/Associate Civil Engineer: Equivalent to a bachelor's degree in civil engineering, or a closely related engineering field.

Assistant Engineer: Two (2) years of increasingly responsible professional engineering experience performed in a learning or training capacity at a level equivalent to the class of Junior Engineer with the City of Tracy.

Associate Civil Engineer: Two (2) years of responsible professional engineering experience equivalent to Assistant Engineer with the City of Tracy.

Licenses and Certifications:

Assistant/Associate Civil Engineer:
- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

Assistant Engineer:
- Possession of a valid certification as an Engineer-In-Training issued by the State of California is highly desirable.

Associate Civil Engineer:

- Possession of valid registration as a Professional Engineer issued by the State of California.

PHYSICAL DEMANDS

Must possess mobility to work in the field, to operate varied hand and power tools, and to operate a motor vehicle to visit and inspect Agency sites, including traversing uneven terrain, climbing ladders, stairs, and other access points; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; this is occasionally a sedentary office classification although standing and walking between work areas and to conduct inspections is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Assistant – Non-Exempt/Associate – Exempt
CLASS CODE: 5232/3202
BARGAINING UNIT: TEAMSTERS/TMMBU

ASSISTANT/ASSOCIATE PLANNER

DEFINITION

Under direct and general supervision, performs professional field and office planning work related to current and advance planning, including review of development and land use applications, zoning, site plans, and environmental documents; provides project management and administration; completes technical assessments and prepares written project analyses; provides professional advice and assistance to the public on planning, community development, zoning, permits, and environmental review; provides complex professional staff assistance to the Senior Planner, other departments, and the public in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct (Assistant Planner) and general (Associate Planner) supervision from supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Assistant Planner: This is the first working level class in the professional Planner series. Initially under close supervision, incumbents with basic planning experience perform professional and technical planning work in current, advance, and/or environmental planning activities. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the Associate Planner level but are not expected to function at the same skill level and usually 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.

Associate Planner: This is the full journey-level class in the professional Planner series. Incumbents are expected to perform the full range of professional and technical planning work in current, advance, and/or environmental planning and daily departmental operations, in addition to providing project management and administration of assigned projects. Positions at this level are distinguished from the Assistant Planner 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.

Positions in the Planner class series are flexibly staffed and positions at the Associate level are normally filled by advancement from the Assistant level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Reviews routine to complex commercial, industrial, and residential development proposals, plans, and applications for issuance of zoning clearance and for compliance with appropriate codes, ordinances, standards, laws, rules, regulations, and policies.
- Reviews permit applications and building plans for completeness and compliance with current City codes and regulations; provides interpretations of the California Environmental Quality Act (CEQA), Subdivision Map Act, and local environmental guidelines; identifies corrective actions to be taken by owners; recommends improvement and rehabilitation programs.
- Coordinates with Building, Engineering and Code Compliance to receive, record and resolve zoning and code compliance complaints.
- Prepares or assists in preparing and reviewing environmental impact reports; prepares written initial studies, negative declarations, and staff reports related to development projects or City projects.
- Answers questions and provides information to applicants regarding zoning, land use, development standards, approved development proposals, and the City's entitlement process.
- Serves as project manager on planning and development projects, which includes application and plan review, coordination with project applicants and other City departments, preparation and posting of legal notices, background research, environmental review, preparation of staff reports, scheduling meetings and hearings, and monitoring of project implementation to verify substantial conformance with approved plans, conditions, and mitigation measures; suggests revisions to site plans and architecture; inspects project development sites.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population, and land use data and trends; researches and reviews previous entitlements and City records; develops recommendations and prepares written reports on various planning matters and the City's General Plan; participates in the implementation and administration of the City's General Plan and development regulations.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a comprehensive database.
- Prepares staff reports for the City Council, Planning Commission, and various other committees and advisory boards as directed; prepares research, reports, and maps and conducts briefings and meetings.
- Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards; provides and clarifies information relative to land use, zoning, code interpretation, general plan compliance, signage, and other issues.
- Researches and assists in preparing ordinances for review.
- Participates in coordinating City planning and development related activities with other City departments and with outside agencies.
- Refers to and applies numerous documents including the General Plan, Zoning Ordinance, California Environmental Quality Act, Subdivision Map Act, State Planning laws, Municipal Code, Specific Plans, Redevelopment Guidelines, emergency operations manual, County tax assessor's maps and records, building and architecture plans, etc.
- Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning and other types of public services as they relate to the area of assignment.
- Provide technical direction and training to consultants, other planning and technical staff, as needed.
- Performs other related duties as assigned.

QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the first working level (Assistant) in a learning capacity:

Knowledge of:

- Modern principles and practices of technical and legal issues of urban and regional planning, zoning, urban economics, demographics, the California Environmental Quality Act (CEQA), and

environmental planning and program management.
- Geographic, socio-economic, transportation, political, and other elements related to city planning.
- Comprehensive plans and current planning and development processes.
- Operational characteristics, services, and activities of a comprehensive environmental planning program.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Project management and contract administration principles and techniques.
- Researching and reporting methods, techniques, and procedures.
- Recent developments, current literature, and sources of information related to planning, zoning, and environmental review.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of advanced mathematics and their application to planning work.
- Methods and techniques of effective technical report preparation and presentation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Interpret planning and zoning program procedure to the general public; identify and respond to issues and concerns of the public, City Council, and other boards and commissions.
- Read plans and specifications and make effective site visits.
- Assess, monitor, and report environmental impact related to various City programs and services.
- Analyze site design, terrain constraints, land use compatibility, utilities, and other urban services.
- Conduct routine research projects, evaluate alternatives, and make sound recommendations.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Read and understand technical drawings and specifications.
- Perform mathematical and planning computations with precision.
- Coordinate assigned activities with other City departments and agencies as required.
- Direct the work of contract consultants.
- Prepare and present clear, concise, and logical written and oral reports, visual presentations, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a

variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Assistant and Associate Planner: Equivalent to a bachelor's degree from an accredited college or university in urban planning, community development, business or public administration, or a related field.

Assistant Planner: One (1) year of professional experience in planning, zoning and related community development activities.

Associate Planner: Three (3) years of professional experience in planning, zoning and related community development activities, or two (2) years of experience equivalent to an Assistant Planner at the City of Tracy.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When conducting field inspections, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 10 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical

substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 2573
BARGAINING UNIT: CEU

ASSISTANT CITY ATTORNEY

DEFINITION

Under administrative direction, provides highly responsible and complex legal assistance to City staff, planning commissions, and other boards; reviews and drafts contracts, ordinances, and other documents; represents the City in court; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Attorney in areas of expertise; acts as City Attorney in the City Attorney's absence; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned supervisory or management staff. Exercises technical and functional direction over the Deputy City Attorney. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is an assistant department director classification that oversees, directs, and participates in all activities of the City Attorney's office including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Attorney in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Counsel, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include assisting in coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable to assist in accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines. This class is distinguished from the City Attorney in that the latter has overall management and administrative responsibility for all City legal matters.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the City Attorney's office.
- Provides technical advice to attorneys in the office; handles the more complex and difficult litigation and situations.
- Selects, trains, motivates, and evaluates the work of department personnel, provides direction or coordinates staff training, works with employees to correct deficiencies and implements discipline and termination procedures as required.
- Confers with and advises City departments, and prepares legal opinions concerning their respective duties, powers, functions, and obligations.
- Evaluates legal claims filed against the City and recommends appropriate action; represents the City in collection of claims.
- Renders legal opinions for City Staff, Planning Commission, and other boards.

- Prepares and reviews for legal sufficiency pleadings, motions, ordinances, resolutions, contracts, leases, deeds, permits, and other legal documents.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of municipal law; researches emerging products and enhancements and their applicability to City needs.
- Monitors proposed legislation and court decisions related to City and/or public sector law and activities; evaluates their impact on City operations and recommends appropriate actions.
- Represents the City Attorney at City Council, board, commission, and committee meetings.
- Acts as the City Attorney on a relief basis.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of leadership.
- Advanced principles, methods, and practices of legal research and investigation.
- Judicial procedures and rules of evidence.
- Advanced pleadings, practices, and effective techniques in the presentation of court cases.
- Federal, State, and local laws, rules, regulations, and ordinances relevant to assigned areas of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, work standards, and internal controls for the City and assigned program areas.
- Provide administrative, management, and professional leadership for the City Attorney's office.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Perform complex legal research, analyze multi-faceted problems, evaluate alternatives, and make sound recommendations.
- Prepare clear, concise, and complete legal documentation and reports, correspondence and other written material.
- Make effective court and hearing presentations.

- Direct the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Juris Doctorate degree from an accredited school of law and five (5) years of increasingly responsible professional legal experience, at least two (2) of which must have been in California in an area of law applicable to municipal government operations.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a valid California State Bar License.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 1502
BARGAINING UNIT: DEPARTMENT HEADS

ASSISTANT CITY MANAGER

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of assigned City departments and divisions; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with elected officials, intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; serves as City Manager in his or her absence; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This executive management classification oversees, directs, and participates in all activities of the City's operations, including short- and long-term planning, as well as development and administration of City-wide policies, procedures, and services. This class also manages assigned departments and divisions and provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the City and assigned departments with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the City. The incumbent is accountable for accomplishing City-wide planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for assigned departments; assists the City Manager in planning, organizing, and directing the services and activities of City departments and programs.
- Implements directives and policies from the City Manager; provides guidance and direction to department directors to coordinate and direct programs and projects; meets with department directors to identify and resolve organizational and operational problems both within departments and across departmental lines; ensures the successful completion of programs and projects.
- Manages and participates in the development and administration of assigned departmental budgets; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination

procedures; responds to staff questions and concerns.

- Contributes to the overall quality of the City's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the City or departmental operations; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Participates in the preparation and administration of the City Manager's Office budget; maintains and monitors appropriate budgeting controls; monitors compliance with budget parameters and general financial policies.
- Represents the City in meetings with other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of City-wide organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal government operations and services.
- Directs the maintenance of working and official departmental files.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as acting City Manager in the absence of the City Manager.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of leadership, strategic plan development, budget administration, and contract management.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, responsibilities, and limitations of an elected City Council.
- Functions, services, and funding sources of a municipal government.
- Current social, political, and economic trends affecting City government and service provision.
- Technical, legal, financial, and public relations issues associated with the management of City programs.

- Methods and techniques of developing technical and administrative reports, business correspondence, and presentations.
- Research and reporting methods, techniques, and procedures.
- Federal, State, and local laws, rules, regulations, and ordinances relevant to assigned areas of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, work standards, and internal controls for the City and assigned program areas.
- Provide administrative and professional leadership and direction to all departments of the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Plan, organize, direct, and coordinate the work of management, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in public administration, or a closely related field and five (5) years of increasingly responsible experience in municipal administrative work, including three (3) years of management experience. A master's degree in a related field is highly desirable.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 2682
BARGAINING UNIT: CEU

ASSISTANT DIRECTOR OF DEVELOPMENT SERVICES

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for major functions and activities of the Development Services Department, including current, advance, and environmental planning, historic preservation, building and safety, building plan check, permitting, and inspection; coordinating assigned activities with other City departments, divisions, and outside agencies; fosters cooperative working relationships among City departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Development Services Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned supervisory or management staff. Exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is an Assistant Department Director classification in the Development Services Department. The incumbent oversees, directs, and participates in major activities and programs of the Development Services Department, including planning, and building and safety, and is responsible for providing professional-level support to the Director of Development Services in a variety of areas. Participates in short- and long-term planning, development, and administration of departmental policies, procedures and services. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other City departments and public agencies. Responsibilities include performing and directing many of the department's day-to-day administrative functions. This class is distinguished from the Director of Development Services in that the latter has overall responsibility for all development services programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for major development services functions and activities, including current, advance, and environmental planning, historic preservation, building and safety, building plan check, permitting, inspection, and/or code compliance.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Assists in managing and participates in the development and administration of the Development Services annual budget and capital improvement budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and

procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director; directs the implementation of improvements.

- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Director.
- Meets and confers with department staff regarding interpretations of the zoning code, processing of complex projects, and the assignment and monitoring of work.
- Meets with developers, engineers, property owners, contractors, and other agencies to discuss potential project proposals, pre-applications, feasibility analysis, currently submitted proposals, and/or status of development projects; answers questions and responds to inquiries.
- Manages and/or directs department or consulting staff in the management and implementation of routine to large and complex development projects; assists City economic development and redevelopment staff in processing projects.
- Serves as a liaison for the department with other City departments, divisions, and outside agencies; attends meetings in various locations; provides staff support to commissions, committees, and task forces; participates in community events and workshops that provide public information regarding departmental programs, projects, and services.
- Negotiates contracts and agreements; coordinates with City department representatives to determine City needs and requirements for contractual services.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Prepares procedures and guidelines for processing applications; develops internet/intranet-based information to aid the public with applications; identifies new software applications, storage options, and other technical tools for the preparation or completion of departmental work assignments; works with staff to develop brochures, census data, and other information to assist staff and the public.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects to the City Council, Planning Commission, and a variety of other boards and commissions, as assigned by the Development Services Director; attends meetings.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community development.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONSk

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of development services program development, implementation, and

management in a municipal setting.
- Principles and practices of urban planning, growth management, and housing program practices.
- Methods, materials, and techniques used in the planning of development projects.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Development Services program.
- Provide administrative and professional leadership and direction for the division and the City.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of development services programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal

guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in community development, urban planning, civil engineering, or a related field and seven (7) years of professional planning and zoning experience including two (2) years of management and/or administrative experience in community development, urban planning, and project administration.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of American Institute of Certified Planners (AICP) certification is desirable.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 2681
BARGAINING UNIT: CEU

ASSISTANT DIRECTOR OF DEVELOPMENT SERVICES/CITY ENGINEER

DEFINITION

Under administrative direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional and technical engineering support; areas of responsibility include Capital Improvement Program (CIP) planning, design, and construction, permitting and land development services, traffic and transportation engineering programs, and construction inspection; develops and administers short- and long-range engineering activities; manages the effective use of assigned resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Development Services on engineering matters; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned supervisory or management staff. Exercises direct and general supervision over assigned staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is an Assistant Department Director classification in the Development Services Department. The incumbent oversees, directs, and participates in major activities and programs of the Engineering Division of the Development Services Department, and is responsible for providing professional-level support to the Director of Development Services in a variety of areas. Assists in short- and long-term planning, development, and administration of departmental policies, procedures and services. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other City departments and public agencies. Responsibilities include performing and directing many of the department's day-to-day administrative functions. This class is distinguished from the Director of Development Services in that the latter has overall responsibility for all development services programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for major development services functions and activities, including all CIP planning, design, and construction, permitting and land development services, construction inspection, and real property management.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the Engineering Division; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Assists in managing and participates in the development and administration of the Development Services annual budget and capital improvement budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal

reporting relationships; identifies opportunities for improvement and reviews with the Director; directs the implementation of improvements.

- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Director.
- Conducts CIP planning activities; provides oversight and input into the conceptual design of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects.
- Analyzes civil engineering plan design, specifications, and consultant and staff comments in accordance with design requirements and municipal and intergovernmental standards and regulations; recommends approval or additional engineering conditions and changes; performs final review and approval of plans for public and private development projects.
- Oversees the development of consultant requests for proposals and qualifications for professional services; evaluates proposals and recommends project award; develops, negotiates, and reviews contract terms and amendments; ensures contractor compliance with City and department standards and specifications and time and budget estimates; reviews design documents to ensure technical integrity; reviews and updates deliverables; analyzes and resolves complex problems that may arise.
- Reviews and approves plans and specifications for CIP; tract and parcel maps, lot line adjustments, and legal reviews; encroachment permits; and other engineering and design documents; conducts public hearings to approve Tentative Parcel maps.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding City development requirements.
- Serves as a liaison for the department to other City departments, divisions, elected officials, outside agencies, and the public; attends meetings in various locations; provides staff support to commissions, committees, and task forces; participates in community events and workshops that provide public information regarding departmental programs, projects, and services; explains and interprets departmental programs, policies, and activities.
- Participates in the development, administration, and oversight of the Division's operating and CIP budgets.
- Provides highly complex staff assistance to the Director; conducts a variety of organizational and operational studies, special projects, and investigations; prepares and presents staff reports and other necessary correspondence related to assigned activities and services to various commissions, committees, and boards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in engineering; researches emerging products and enhancements and their applicability to City needs; monitors changes in regulations and technology that may affect engineering programs; implements policy and procedural changes after approval.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Public agency budgetary, contract administration, administrative practices, and general principles of

risk management related to the functions of the assigned area.
- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of municipal facilities.
- Civil engineering principles, concepts, standards, and practices associated with development services programs and private development projects.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Methods, materials and techniques used in the construction of development services projects.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Municipal development services activities, including engineering, water, wastewater, streets, transportation, facility, parks and public right of ways.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to assigned programs and services.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and City policies and procedures relevant to assigned area of responsibility.
- Principles and practices of engineering contract administration and grant proposal writing.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the division and the City.
- Plan, organize, and direct effective CIP and engineering services and programs.
- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Analyze and interpret engineering plans and specifications in accordance with design requirements and applicable standards and regulations.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of engineering programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary

to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in civil engineering and five (5) years of administrative or management experience in the public sector performing professional civil engineering work.

Licenses and Certifications:

- Possession and maintenance of a Registered Professional Civil Engineer license in the State of California.
- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds or more with appropriate equipment or staff assistance.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

All City of Tracy employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the

preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

January 2021
FLSA: Non-Exempt
CLASS CODE: 4451
BARGAINING UNIT: TTSSEA

BOX OFFICE ASSISTANT

DEFINITION

Under general supervision, pefroms duties related to the operation of the box office, including patron services, ticketing operations, and subscription sales; maintains box office records; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a technical classification performing a wide variety of box office work. Incumbents serve to relieve the supervisor of performing administrative detail work and are expected to function with very little direct oversight. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff contact. This class is distinguished from other box office classes by the nature, scope, complexity, and diversity of responsibilities involved in the box office function. This class is distinguished from the Box Office Coordinator in that the latter provides coordination and oversight for all subscription sales, ticketing operations, box office operations, patron services issues, and supervision of house staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs daily box office activities, including opening and preparing for sales, processing ticket sales and membership transactions, refunds, and exchanges via telephone or in person; records transactions.
- Operates box office computer systems; maintains box office records and files, financial records, and sales reports.
- Assists with coordination of concession functions; monitors and maintains concession supplies and inventory.
- Responds to questions and inquiries from theater patrons regarding performance and ticketing information.
- Responds to questions and inquiries from arts education patrons regarding classes and workshops conducted in the facility; processes arts education class enrollment, withdrawals, transfers, and financial assistance applications.
- Prepares daily cash deposits from ticket sales, art gallery purchases, and class registrations.
- Assists with training part-time staff and/or volunteers on box office procedures and systems.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, techniques, procedures, and service delivery needs related to box office operations and services.
- Principles and procedures of recordkeeping, report preparation, and cash collection and handling.
- Business arithmetic and basic statistical techniques.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages and online ticketing software and website). to conduct business functions, compile, and/or generate documentation.

Ability to:

- Understand the organization and operation of event ticketing, live events, and theater necessary to assume assigned responsibilities.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Make accurate business arithmetic and statistical computations; accurately process cash transactions.
- Perform administrative support work with accuracy, speed, and minimal supervision.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12^{th}) grade supplemented by college level coursework in accounting, business administration, communications, or a related field and one (1) year of progressively responsible experience involving responsible customer service, ticket sales work, cashiering, or related area. Experience in Box Office operations is desirable.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard theater and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate

in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate to loud noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

This job requires working a flexible schedule including evenings and weekends as needed

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 4455
BARGAINING UNIT: TTSSEA

BOX OFFICE COORDINATOR

DEFINITION

Under general supervision, plans, organizes, coordinates, and provides direction and oversight for the box office operations at the Grand Theatre Center for the Arts; coordinates box office operations, including customer service, subscription sales, ticketing operations, and patron services issues; oversees box office and arts education and recreation systems, including online ticketing software, the box office website, and customer database; coordinates the assigned activities with other City departments, clients, community groups, and private businesses; serves as system administrator for the box office ticketing application; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level classification performing a wide variety of work in support of box office operations for the Grand Theatre Center for the Arts. Responsibilities include inspecting and planning, scheduling, and leading box office staff in the provision of services and performing a variety of tasks in the operations and activities of the Grand Theatre Center for the Arts. 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 upon completion and for overall results.

This class is distinguished from the Cultural Arts Division Manager in that the latter has full managerial and operational responsibility for all aspects of the operations of the Grand Theatre Center for the Arts.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Oversees, coordinates, and participates in the daily operations of the box office and concessions.
- Plans, schedules, prioritizes, and assigns box office work; communicates status of activities and services to appropriate personnel, working cooperatively to schedule activities and services in accordance with established and special operational priorities; participates in performing the most complex and specialized box office work.
- Provides direction and guidance to assigned box office staff including volunteers; orients, instructs, and trains employees in work methods and procedures, use of computer systems and software, and relevant safety precautions; monitors, reviews, controls, and evaluates quality of work; provides input to performance evaluations.
- Monitors and evaluates the effectiveness of the box office operations, activities, and community events and recommends improvements or modifications.
- Oversees, coordinates, and participates in providing responsible customer service in operating the box office for the Grand Theatre Center for the Arts.

- Responds to complaints and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries, concerns, and complaints from the public as necessary to ensure an expedient and satisfactory resolution.
- Collects payments for event tickets and arts education and recreation activities; oversees and coordinates cash handling procedures, including safety, storage, and transport; ensures that procedures are in place and followed; performs daily accounting and reconciliation of deposits and credit card sales; investigates discrepancies.
- Updates box office information on the website; ensures the timeliness and accuracy of all information.
- Oversees concession operations; purchases concession supplies and inventory; maintains and monitors inventory; ensures proper food and cash handling procedures are maintained; maintains records of purchases; and monitors supplies expenditures.
- Opens, closes, and secures building for events as needed.
- Monitors use of the Grand Theatre Center for the Arts by user groups to ensure a safe environment; assists in enforcing established rules of facility use and participant conduct.
- Coordinates logistics for events, including lodging and travel arrangements for entertainers, scheduling vendors, applying for permits, and assisting with event set-up and strike.
- Attends and participates in meetings; stays abreast of new trends and innovations in box office operations and services.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles, practices, methods, techniques, procedures, and service delivery needs related to box office and concession operations and services.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the program area and facilities to which assigned.
- Basic principles and practices of program administration, including accounting and purchasing.
- Principles and practices of public relations techniques.
- Principles and procedures of recordkeeping, report preparation, and cash collection and handling.
- Business arithmetic and basic statistical techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of box office support staff.
- Plan and prepare box office activity schedules, staffing schedules, reports, and other related program materials.
- Understand the organization and operation of event ticketing, live events, and theater necessary to assume assigned responsibilities.
- Maintain facilities and equipment in a clean, safe, and secure manner.

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose reports independently or from brief instructions; maintain records and databases.
- Make accurate business arithmetic and statistical computations; accurately process cash transactions.
- Maintain accurate logs, records, and basic written records of work performed.
- File materials alphabetically, chronologically, and numerically.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade, supplemented by college level coursework in accounting, business administration, communications or a related field and two (2) years of increasingly responsible experience involving customer service, ticket sales work, cashiering, or related area. Experience in box office operations is desirable.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

This job requires working a flexible schedule including evenings and weekends as needed.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 3104
BARGAINING UNIT: CEU

BUDGET OFFICER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the production of the City's operating and capital budgets; reviews, monitors, adjusts, and controls the ongoing operating and capital budgets after adoption; provides highly responsible and complex administrative support to the Director of Finance; provides expert professional assistance to City management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to lower-level staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is an advanced, specialized professional classification performing the range of duties involved in the production of the City's operating and capital budgets. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities of the work unit and is responsible for providing professional-level support to the Director of Finance in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is distinguished from the Director of Finance in that the latter has overall responsibility for all functions of the Finance Department and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the development and implementation of goals, objectives, policies, and priorities for the City's operating and capital budget production process; recommends within departmental policy, appropriate service levels; recommends and administers policies and procedures.
- Plans, manages, and oversees the daily functions, operations, and activities of the preparation and oversight of the City's operating and capital budgets.
- May participate in the selection of, train, motivate, and evaluate assigned personnel; provides or coordinates staff training in the budget process; provides direction to technical and clerical accounting staff in a wide variety of budgetary operations, processes, and analyses.
- Coordinates the preparation and administration of the annual budget for the City; calculates cost distribution and provides financial forecasting and planning; tracks the adopted budget and prepares periodic budget reviews for submission to City departments, City management, and the City Council.
- Formulates, prepares, and communicates budget completion schedules, calendars, and deadlines; coordinates the budget process and ensures timely completion.
- Coordinates, prepares, updates, and reviews the City's master financial plan including final report and significant supporting documentation development.

- Participates in, reviews, and monitors long-term goals, budget objectives, and performance measures as well as multi-year forecasts of revenues, expenditures, and fund balances.
- Assists with the development and presentation of the City's annual and mid-cycle operating and capital budgets; prepares preliminary budget estimates, including salary and benefits projections, conducts meetings with the City Manager, City Council, and department heads to evaluate revenue and expenditure requests and keeps all parties apprised of issues, challenges, and resolution thereof; prepares budget documents.
- Facilitates and coordinates the resolution of cross-departmental budgetary issues, including identifying and proposing procedural solutions; reviews all departmental budget submittals for completeness, accuracy, the appropriate use of funding sources, and adherence to City policies.
- Monitors current-year budget; balances expenditures and revenues and identifies funding gaps; may assist departments in resolving funding issues; prepares status reports and manages budgetary control systems; recommends and processes budget amendments.
- Conducts special research projects and financial analysis for citywide programs and usage; produces findings and recommendations and prepares related reports.
- Updates City records and procedures in assigned areas pursuant to changes in law, City policies and procedures, Memoranda of Understanding, and other pertinent rules and regulations.
- Represents the Finance Department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities.
- Evaluates City policies, practices, and reports for budgetary control purposes and to assess potential City liability.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of investments and general revenue; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and practices of leadership.
- Governmental finance and accounting principles and procedures, including developing, implementing, and administering a large municipal budget.
- Procedures, policies, rules, and practices affecting the development, maintenance and control of fiscal record keeping systems, including automated finance and accounting systems.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned function.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned function.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Prepare, implement, administer, and monitor large, complex, agency-wide budgets.
- Analyze, interpret, summarize and present financial, administrative, and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Manage and monitor complex projects, on-time and within budget.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, economics, business or public administration, or a related field and four (4) years of increasingly responsible professional accounting, budgeting, and auditing experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a California Class C driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 5211/5212
BARGAINING UNIT: TEAMSTERS

BUILDING INSPECTOR I/II

DEFINITION

Under general supervision or general direction, performs routine to complex inspections of residential, commercial, and industrial building sites at various stages of construction, alteration, and repair to enforce building, plumbing, mechanical, electrical, and environmental codes, and other governing laws and ordinances, including basic zoning, grading, fire, and safety regulations; ensures conformance with approved plans, specifications, standards, permits, licensing, and safety standards; provides a variety of information to property owners, developers, architects, engineers, and contractors; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Building Inspector I) or general direction (Building Inspector II) from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Building Inspector I: This is the entry-level classification in the Building Inspector series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures while performing the more routine building inspection work. Assignments at this level vary based upon the specific knowledge base and skillset related to the various aspects of building systems inspection and areas of assignment broaden as incumbents gain experience with the additional aspects of building inspection work. Positions at this level usually perform most of the duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Building Inspector II: This is the journey-level classification in the Building Inspector series. Incumbents work under general direction from assigned supervisory or managerial personnel and exercise a high level of discretion and independent judgment in performing the full range of routine to complex inspections. Work is normally reviewed upon completion and for overall results. This class is distinguished from that of Supervising Building Inspector in that the latter is the first level supervisor with responsibility to plan, supervise, and evaluate the work of professional and technical building inspection personnel.

Positions in the Building Inspector class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs field inspections of new and existing commercial, industrial, and residential properties at various stages of construction, alteration, and repair for conformance to codes, regulations, plans, specifications, standards, and architect and engineering drawings related to foundations, framing,

electrical, mechanical, heating, plumbing, structure, finish, and a wide variety of other routine to complex building system elements; inspects a variety of structural member factors; examines grade, quality, and treatment of a variety of materials; performs final inspections.
- Confers with legal, fire, public works, code enforcement, and other City staff regarding building, fire, life safety, zoning, and other code interpretations and applications.
- Performs non-structural plan checking for completeness, accuracy, and code compliance for new construction, alterations, or remodeling of existing structures; ensures compliance with applicable codes and accepted engineering practices.
- Reviews energy calculations to ensure compliance with State codes.
- Performs grading inspections with an emphasis on drainable systems, compaction, subdrainage, and environmental protection.
- Initiates minor field changes on contract projects not involving structural or architectural features.
- Writes "stop work" notices for work being done without permits or in an unsafe manner.
- Reviews plans and applications for building permits; issues building permits; makes final inspections and issues certificates of occupancy.
- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist.
- Reviews damaged buildings for safe occupancy after fires or other disasters and occurrences.
- Consults with the Building Official and City legal staff regarding legal aspects of building inspection and other matters; attends code interpretation meetings.
- Confers with and provides information to developers, engineers, architects, property owners, contractors, and others regarding code requirements and alternatives; attends pre-construction meetings; resolves complaints and problems.
- Conducts follow-up inspections to ensure compliance; establishes and maintains accurate and complete case files; prepares documents and evidence for court proceedings and testifies in hearings and court proceedings, as necessary.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Performs other related duties as assigned.

QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Principles, practices, methods, materials, techniques, and safety standards of building construction, building inspection, and structural design for commercial, industrial, and residential buildings.
- Building, plumbing, electrical, mechanical, life safety, energy, and related codes.
- Concepts and practices of non-structural plan review.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures pertinent to the assigned area of responsibility.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Safety equipment and practices related to the work, including safe driving rules and practices.
- Mathematical principles including algebra, geometry, and trigonometry.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules

of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, regulations, policies and procedures, and departmental policies governing the construction and inspection of buildings.
- Review, understand, interpret, and analyze construction blueprints, plans, specifications, architect and engineering drawings, and maps for conformance with City standards and policies.
- Detect faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Coordinate with contractors, engineers, and property owners, as well as investigate building code violations and respond to inquiries and complaints in a fair, tactful, and timely manner.
- Prepare clear, effective, and accurate reports, correspondence, change orders, specifications, and other written materials; maintain accurate and precise records.
- Make accurate mathematic computations.
- Understand and carry out oral and written instructions.
- Make sound, independent decisions within established policy and procedural guidelines.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Building Inspector I and II: Equivalent to graduation from the twelfth (12th) grade.

and

Building Inspector I: Four (4) years of journey-level experience in craft work in the building trades, or processing permit applications and enforcing various building and/or planning codes, or two (2) years reviewing plans for compliance with regulations and codes as a jurisdictional plan reviewer.

Building Inspector II: Three (3) years of experience equivalent to a Building Inspector I with the City of Tracy.

Licenses and Certifications:

Building Inspector I/II:

- Possession of, or ability to obtain, a valid California Class C Driver's License at the time of appointment.
- May be required to complete National Incident Management System (NIMS) Training.

In addition to the above:

Building Inspector I:

- Possession of a valid International Code Council (I.C.C.) Residential Building Inspector Certificate at within six (6) months of appointment.

Building Inspector II:

- Possession of a valid International Code Council (I.C.C.) Commercial Building Inspector Certificate at the time of appointment.
- Possession of a valid Division of the State Architect Certified Access Specialist (CASp) certificate is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen, and make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

January 2021
FLSA: Non-Exempt
CLASS CODE: 5320/5321
BARGAINING UNIT: TEAMSTERS

BUILDING MAINTENANCE WORKER I/II

DEFINITION

Under direct to general supervision, performs a variety of skilled and semi-skilled activities and functions related to the inspection, maintenance, and repair of City buildings, structures, and facilities; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct (Building Maintenance Worker I) to general (Building Maintenance Worker II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Building Maintenance Worker I: This is the entry-level classification in the Building Maintenance Worker series. Initially under close supervision, incumbents with basic mechanical maintenance experience learn City infrastructure, systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Building Maintenance Worker II: This is the journey-level classification in the Building Maintenance Worker series. Positions at this level are distinguished from the I-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 upon completion and for overall results.

Positions in the Building Maintenance Worker class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

This class is distinguished from the Senior Building Maintenance Worker in that the latter assigns, directs, and reviews the work of lower level classifications and performs the most difficult troubleshooting and repair work.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Diagnoses, troubleshoots, and repairs building systems, fixtures, and structures.
- Performs a variety of rough and finished carpentry work to include alterations, repairs and maintenance.
- Installs, repairs, and replaces drywall, doors, fences, windows, and other fixtures and structures; performs repairs on a variety of roofing systems as needed; paints interior and exterior walls, and abates

graffiti as necessary.
- Installs interior and exterior wiring for equipment and appliances, troubleshoots and locates defects in electrical systems and replaces parts as necessary.
- Performs routine, low-voltage electrical work including inspection, repair, installation, and service of electrical and lighting systems; installs, inspects, maintains, and adjusts electrical controls, outlets, circuit breakers, lighting fixtures, and other electrical components.
- Installs, maintains, and repairs plumbing systems and fixtures, including sinks, toilets, drinking fountains, and water and sewer lines; performs repairs on circulating pumps and grease traps as necessary.
- Maintains heating, ventilation, and air conditioning (HVAC) systems; uses building management systems to operate, troubleshoot, and schedule repairs and operation of HVAC systems; replaces and repairs HVAC motors and electrical components as necessary.
- Operates and maintains city swimming pool equipment including filtration, heating and disinfection systems; routinely inspects and adjusts chemical balance and pumping equipment.
- Performs troubleshooting, maintenance, and repairs of closed loop water systems and boiler systems.
- Cuts and issues keys for City employees; maintains key tracking system in accordance with issuance and return of keys.
- Provides timely and responsive corrective action to City employees' questions, concerns, complaints, and claims.
- Uses a computer to assist with the logging and/or tracking of daily work assignments; maintains other work-related records as needed.
- Operates and/or drives a variety of light and heavy-duty equipment and vehicles typically used in Public Works building maintenance and construction activities.
- May confer and coordinate with vendors and contractors to receive pricing and bids on parts, equipment, and services; may schedule and monitor contractors and vendors for fire system maintenance and testing.
- Tests, troubleshoots, and makes minor repairs to various alarm systems.
- Performs other related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Principles, methods, materials, tools, and equipment used in rough and finish carpentry, cabinetry and wood finishing.
- Principles and procedures of the operation, testing, and repair of HVAC systems.
- Methods, practices, materials, tools, and equipment used in the installation, repair, adjustment, and maintenance of equipment common to residential and commercial buildings.
- Methods and practices of plumbing and pipefitting work.
- Methods and practices of electrical installation, maintenance, and repair.
- Safe work practices and regulations, including safety precautions for operating power equipment and working under hazardous conditions.
- Use and maintenance of a wide variety of hand, power, and shop tools, as well as test equipment and other equipment related to the work.
- Arithmetic sufficient to calculate volumes, areas, lengths, percentages and conversions.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language to perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Operate and maintain specialized tools and equipment of the carpentry, mechanical, plumbing, and electrical trades.
- Troubleshoot and repair problems in a variety of building systems, structures, and fixtures.
- Estimate necessary materials and equipment to complete assignments.
- Read and interpret plans, schematics, manuals, blueprints, and sketches.
- Maintain accurate records and files.
- Understand and follow oral and written instructions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12^{th}) grade.

Building Maintenance Worker I: Experience performing general construction and/or building maintenance work is desirable. Additional specialized training in the building trades is highly desirable.

Building Maintenance Worker II: Two (2) years of experience in a building trades experience involving a wide range of systems, components, and related equipment.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a Certified Pool Operator (CPO) or Aquatics Facility Operator (AFO) certificate is required within six (6) months of appointment when assigned to Aquatics Maintenance.
- Possession of a valid certification in proper refrigerant usage in compliance with the EPA Clean Air Act 608 is required within six (6) months of appointment when assigned.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate

varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various Agency sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 3341
BARGAINING UNIT: TMMBU

BUILDING OFFICIAL

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of professional, technical, and administrative staff performing difficult and complex support duties related to all programs and activities of the Building Division; administers Building Code activities; manages the effective use of the City's permit processing, plans examination, building inspection, and code compliance resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Development Service Director and/or Assistant Director and in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises general direction and supervision over assigned staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating all Building Division activities, including building inspection, plans examination, permit processing, and code compliance. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Director of Development Services in that the latter has overall responsibility for all functions of the department and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Building Division, including building inspection, plans examination, and permit processing.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of building inspection, plans examination, and permit processing services and activities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement.
- Manages and participates in the development and administration of and oversees the division budget.
- Participates in the selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.

- Provides highly complex staff assistance to the Director and/or Assistant Director; develops and reviews staff reports related to building inspection, plans examination, and permit processing; presents reports to the City Council, commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Coordinates the City's efforts for compliance with the Americans with Disabilities Act (ADA) related to the accessibility of City buildings and facilities; monitors and modifies complaint and evaluation procedures and transition planning according to ADA guidelines; serves as a professional resource for other divisions and City departments related to compliance.
- Oversees the City's flood control and floodplain administration efforts.
- Serves as source of information for developers, engineers, property owners, and contractors regarding Building Code and City construction regulations; reviews complex code applications for requested code modifications and alternate materials and methods; represents the division, department, and City in Building Code disputes and litigations.
- Performs preliminary review of projects submitted to the City Council and Planning Commission; performs site inspections of construction projects to ensure compliance with Federal, State, and local construction codes works closely with other departments in addressing City construction projects and code interpretations.
- Negotiates, administers, and manages contracts for services.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in building inspection, plans examination, permit processing, and code compliance; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program and project development, implementation, management, and evaluation.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of contract administration and evaluation.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Recent and on-going developments, current literature, and sources of information related to the operations of the division.
- Principles, practices, methods, materials, techniques, and safety standards of building construction, building inspection, and structural design for commercial, industrial, and residential buildings.
- Building, plumbing, electrical, mechanical, life safety, energy, housing, zoning, and related codes.
- Principles and practices of plan checking and plan review processes; basic principles and practices of civil and structural engineering.
- Business letter writing and report preparation techniques.

- Records management principles and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12^{th}) grade supplemented by college-level coursework or specialized training in building trades, construction management, community development, engineering, architecture, or a related field and five (5) years of increasingly responsible administrative experience leading or overseeing a comprehensive plans examination or building codes enforcement program in a public agency setting which included at least two (2) years of management or supervisory experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a valid International Code Council (I.C.C.) Building Official Certificate upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various construction, City, and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office, partially a field classification, and standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees partially work in the field and may be exposed to hot and cold temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures and City codes.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 4501/4502
BARGAINING UNIT: TTSSEA

BUILDING PERMIT TECHNICIAN I/II

DEFINITION

Under direct to general supervision, performs a variety of routine to complex administrative and technical support duties related to the issuance of building, plumbing, mechanical, and electrical permits and in support of related services and activities of the Development Services Department; explains ordinances, requirements, City codes, and department procedures to building contractors, architects, engineers, builders, and the general public pertaining to land development and improvement, permit requests, and concerns; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision (Building Permit Technician I) to general supervision (Building Permit Technician II) from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Building Permit Technician I: This is the entry-level classification in the Building Permit Technician series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Building Permit Technician II: This is the journey-level classification in the Building Permit Technician series. Positions at this level are distinguished from the I-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 upon completion and for overall results.

Positions in the Building Permit Technician class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Conducts building, land use, and engineering permit processing; reviews permit applications, plans, specifications, and supporting documents for completeness and compliance with legal standards and City requirements; calculates permit fees; prepares bills, collects fees, and issues receipts; issues building, plumbing, mechanical, and electrical permits following established guidelines.
- Completes planning and building review approval process on plot and site plans to ensure code compliance; resolves moderately complex issues of compliance; reviews and approves plans and

accompanying documents on over-the-counter permits for routine or less complex projects, such as patio covers, room additions, and minor tenant improvements; assists in processing construction plans for commercial and residential projects; files or routes information to appropriate City departments.

- Provides appropriate information regarding zoning, subdivision plans, and building ordinances, procedures, and requirements to the public including homeowners, developers, contractors, engineers, and architects, in person and over the counter and telephone; assists the public in the application process for building, land use, and engineering permits and other developmental processes.
- Researches, interprets, and ensures compliance with laws, building codes, municipal codes, and building regulations, policies and procedures related to assigned areas of responsibility.
- Performs a wide variety of routine to complex administrative and technical duties in support of the Development Services Department; establishes and maintains filing systems; creates and modifies forms as necessary; prepares and proofreads a wide variety of correspondence, letters, memoranda, reports, statistical charts, and other written materials; distributes reports internally and to various governmental offices; organizes and assembles documents; files and catalogues maps, photos, and other planning exhibits and documents; verifies accuracy of information; researches discrepancies and records information.
- Applies departmental policies and procedures in determining completeness of applications, records, and reports; provides information and forms to the public; processes appropriate information.
- Compiles information and data for statistical and financial reports; maintains a variety of statistical records; checks and tabulates statistical data; creates reports utilizing TRAKIT database for City departments and external agencies.
- Provides technical support of assigned project area and provides coordination other agencies and the public on routine projects.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files
- Organizes, coordinates and maintains City record systems including TRAKIT, ETRAKIT BLUE BEAM and Laserfiche databases; collects and inputs permit data into appropriate tracking system; ensures quality control of data.
- Contacts the public and outside agencies in acquiring and providing information and making referrals.
- Clears and releases utility services; manages and tracks all release for other internal departments.
- Verifies status of State contractors' licenses, business licenses, and verification of Workers' Compensation insurance.
- Performs related duties as required.

QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity.

Knowledge of:

- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to building, engineering, land use, and/or urban planning, sufficient to answer questions and provide information to the public; applicable zoning and related laws and regulations.
- Basic principles and techniques of research and data collection.
- Business letter writing and report preparation.
- Business arithmetic and basic statistical techniques.
- Researching and reporting methods, techniques, and procedures.
- Methods and techniques of effective technical report preparation.
- Record keeping and filing principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs including Microsoft software packages and current applications related to assignment to conduct, compile, and/or generate documentation.

Ability to:

- Read and interpret plans, specifications, related construction documents, and maps.
- Calculate square footage, fees and/or penalties from plans, and fees for zoning permit applications.
- Perform detailed technical, administrative and specialized planning and zoning and/or permit support work.
- Perform the full range of office technical and administrative support duties and tasks involving the use of judgment and personal initiative.
- Respond to and effectively prioritizing multiple phone calls, walk-up traffic, and other requests and interruptions.
- Compose correspondence and reports independently or from brief instructions.
- Maintain accurate logs, records, and basic written records of work performed.
- Establish and maintain a variety of filing, record keeping and various tracking systems.
- Maintain and update City databases and websites and related applications to support department and business needs.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Building Permit Technician I and II: Equivalent to an associate degree in business administration, public administration or a related field.

Building Permit Technician I: Two (2) years increasingly responsible administrative experience in a municipal or county building, engineering, or planning department or equivalent private sector experience, including a high level of public contact and customer service.

Building Permit Technician II: Two (2) of increasingly responsible experience providing administrative support for permitting activities at a level equivalent to a Building Permit Technician I with the City of Tracy. An Associate's Degree in business administration, public administration or a related field is desirable.

Licenses and Certifications:

- May be required to complete National Incident Management System (NIMS) Training.
- ICC Permit Technician Certificate is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing and walking in work areas if frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 1506
BARGAINING UNIT: DEPARTMENT HEAD

CITY ATTORNEY

DEFINITION

Under policy direction, provides a wide range of professional legal services, assistance, and advice to the City Council, all City departments, the City Manager, and various boards, committees, and commissions; plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the City Attorney's Office; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments, with intergovernmental and regulatory agencies and various public and private groups; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council within a framework of legal guidelines, broad policies, and established organizational values and processes. Exercises general supervision and direction over professional and legal support staff.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the City Attorney's Office, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class consults with the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all programs, services, and activities of the City Attorney's Office, including civil litigation, criminal prosecutions, and administrative hearings.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Renders opinions in writing and orally for City Council, City Manager, boards, committees, commissions, and department staff regarding routine and complex matters; attends City Council, board, committee, and commission meetings as requested.
- Prepares, reviews, and assists in the negotiation of proposed agreements; prepares and reviews ordinances, resolutions, bonds and financing papers, insurance policies, deeds, pleadings, contracts, and other legal documents relating to City affairs.
- Provides highly complex and professional staff assistance to the City Council, City Manager, and other City departments.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Prepares, reviews, and presents ordinances, resolutions, staff reports, various information updates, and reports on special projects to the City Council, City staff, and a variety of boards, committees, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal law and other services as they relate to the area of assignment.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Provides in-house training for the City Council, boards, committees, commissions, and staff relating to various matters.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Federal, State, and local laws statutes and ordinances with emphasis on municipal law.
- Federal, State, and local trial and appeal procedures and methods of case preparation and presentation for both civil and criminal matters.
- Methods of legal research.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction for the division and the City.
- Provide sound legal advice to the City Council, boards, committees, commissions, and staff.
- Present legal information and advice clearly and persuasively in public sessions.
- Determine alternative legal and administrative approaches to solving problems.
- Analyze and prepare a wide variety of legal documents.
- Prepare and present cases in court.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas; research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, businesses, professionals, and regulatory and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to possession of a Juris Doctorate degree from an accredited school of law and seven (7) years of increasingly responsible professional legal experience in California in an area of law applicable to municipal government operations.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a CA State Bar license.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 3110
BARGAINING UNIT: TMMBU

CITY CLERK

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing all functions and activities of the City Clerk's Office, including administration, election management, the legislative function, archiving of public records and public information, and filing officer services; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments; administers short and long-range planning activities; provides complex and responsible support to the Assistant City Manager in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the day-to-day operations of the City Clerk's Office. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the City Clerk's Office, including administration, public information, election management, and records management.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends discipline to the Assistant City Manager.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

- Coordinates City Clerk's Office activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager, Assistant City Manager and City Council; prepares and presents staff reports and other necessary correspondence.
- Plans, manages, and conducts municipal elections and special elections; ensures conformance with the California Elections Code, Political Reform Act, and other government codes; coordinates, receives, and certifies sufficiency/insufficiency of ballot measures, initiative petitions, arguments, rebuttals, referendums, recalls, and impartial analyses; prepares municipal legislation as required; prepares candidate's notebooks and provides necessary information to candidates, committees, and the public; serves as filing officer for the Fair Political Practices Commission for campaign disclosure filings; maintains election documents for public inspection; oversees printing of sample ballot material; declares election results; administers and files oaths of office.
- Oversees the operations of the City-wide records management program, document imaging system, and records preservation and destruction; sets and ensures legal compliance retention schedules for City records; develops and updates records retention policies and procedures; researches City documents, historical information, and other information as needed; attests, indexes, and files all legislative actions.
- Maintains custody of the City Seal, ensuring authentication of only approved documents.
- Serves as Public Records Coordinator; ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the City is upheld.
- Serves as the Clerk of the City Council; attends meetings and oversees the recording of all official proceedings; supervises the preparation of public notifications, agendas, minutes, and other documents, as well as the Journal of Proceedings for all agencies; directs the publication, filing, indexing, and safekeeping of all proceedings of the City Council.
- Administers the public hearing process for the City Council; supervises the coordination of public hearing packets and public notices of hearings in accordance with various government code requirements and legal deadlines.
- Serves as Filing Officer and Filing Official for the Political Reform Act; manages the City's disclosure requirements for designated employees, including composing and presenting legislation; ensures all candidates, political committees, elected officials, appointed officers, and designated employees file timely and complete campaign disclosure forms; distributes forms and notifications; conducts required audits; advises and trains candidates, committees, and treasurers on filing requirements; determines and collects fines for late filing; ensures campaign contribution limits and other requirements are met; corresponds with the Fair Political Practices Commission (FPPC) as appropriate.
- Administers and manages a variety of functions in the City Clerk's Office; processes, files, records, and countersigns various documents and records; attests all official documents of the City; receives and distributes all subpoenas and claims and prepares for State filings.
- Manages the codification and distribution of revisions to the Municipal Code.
- Represents the City Clerk's Office to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of municipal government.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of budget development and administration.
- Principles, practices, and procedures related to public agency record keeping, municipal elections, and the City Clerk function.
- Functions, authority, responsibilities, and limitations of an elected City Council.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, the Freedom of Information Act, and the Brown Act, FPPC procedures and regulations, and election laws and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the division.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Coordinate municipal elections within legal guidelines.
- Oversee and coordinate maintenance of the official records of the City.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in public or business administration or Certified Municipal Clerk (CMC) designation with two (2) or more years of work experience and five (5) years of increasingly responsible experience performing complex administrative support in a City Clerk's office or experience working with boards and commissions, agenda preparation, records management, elections, interpretation and application of laws, codes and regulations and one (1) year of supervisory experience. A bachelor's degree is highly desirable.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of, or the ability to obtain, a Notary Public certification within one (1) year of appointment.
- Possession of, or the ability to obtain, a Certified Municipal Clerk certification within two (2) years of appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

January 2021
FLSA: Exempt
CLASS CODE: 1501
BARGAINING UNIT: DEPARTMENT HEAD

CITY MANAGER

DEFINITION

Under policy direction, plans, organizes, and provides administrative direction and oversight for all City functions and activities; provides policy guidance and program evaluation to the City Council and management staff; encourages and facilitates provision of services to City residents and businesses; fosters cooperative working relationships with State and local intergovernmental and regulatory agencies and various public and private groups; pursues appropriate avenues of economic and community development; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and general policy direction from the City Council. Exercises supervision over all City staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

The City Manager serves as the Chief Executive Officer of the City, accountable to the City Council and responsible for enforcement of all City codes, ordinances, and regulations, the conduct of all financial activities, and the efficient and economic performance of the City's operations.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and administers operations of the City either directly or through subordinate management and supervisory staff; coordinates and evaluates the work of the City in accordance with applicable laws, codes, and regulations and adopted policies and objectives of the City Council.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the City Council and the City; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Oversees the preparation of the annual budget for the City; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the City Council.
- Advises the City Council on issues, programs, and financial status; prepares and recommends long- and short-term plans for City service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future City needs.
- Oversees the administration, construction, use, and maintenance of all City facilities and equipment, including buildings, parks, facilities, and other public property.
- Represents the City and the Council in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the City government.

- Provides for contract services and franchise agreements; ensures proper performance of obligations to the City; has responsibility for enforcement of all City codes, ordinances, and regulations.
- Oversees the selection, training, professional development, and work evaluation of City staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff; serves as the hearing officer for grievances and discipline hearings.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Ensures the maintenance of working and official City files.
- Ensures that the Council is kept informed of City functions, activities, and financial status, and of legal, social, and economic issues affecting City activities.
- Monitors changes in laws, regulations, and technology that may affect City operations; implements policy and procedural changes as required.
- Responds to the most complex, difficult, and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, services, and funding sources of a municipal government.
- Functions, authority, responsibilities, and limitations of an elected City Council.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of municipal budget development, administration, and accountability.
- Current social, political, and economic trends affecting City government and service provision.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the City.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the City Council.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Oversee all City financial activities, including administering investments, the development and implementation of the City budget, and the control of all expenditures and purchases.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Conduct effective negotiations and effectively represent the City in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations, and the media.

- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in public or business administration, public policy, finance, or a related field and ten (10) years of management or administrative experience in a public agency setting as a City Manager, Assistant City Manager, or in a related administrative/managerial capacity. An equivalent to a Master's Degree in Public or Business Administration is highly desired.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021st 2020
FLSA: Exempt
CLASS CODE: 3155
BARGAINING UNIT: TMMBU

CODE COMPLIANCE ANALYST

DEFINITION

Under general direction, directs and participates in the day-to-day operations and processes of code enforcement and compliance including research, investigation, inspection, and recommendations; analyzes and prepares documents related to code requirements, compliance, and citations; ensures deadlines are met; reviews documents prepared by code enforcement officers regarding compliance requirements; prepares and monitors administrative citations for non-compliant violators; prepares court documentation and testifies for the City in court hearings; oversees special projects; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned supervisory or management staff. Exercises general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a specialized professional classification that performs professional work involving the evaluation of land use, housing, zoning and construction code violations for action and makes recommendations to departmental management on code enforcement and compliance, administration performs the full range of routine to complex analysis and evaluation of code enforcement and compliance assignments. Incumbents at this level perform research, analysis, and evaluation of code enforcement and compliance issues. Incumbents in this class, with assistance from the City Attorney's Office, determine the applicability of codes, precedents, policies and judicial procedures to the facts of a given case to determine the appropriate departmental response in instances of non-compliance. Considerable independent judgment is used to make decisions in carrying out assignments. This class is distinguished from the Community Preservation Manager in that the latter has management responsibility for the entire division including personnel management and planning and organizing the work activities of the division.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Reviews code violation cases ensuring files contain appropriate documentation and other evidence necessary for a civil penalties action.
- Monitors status of cases as they progress through the required compliance processes; prepares a variety of reports and correspondence, including notices of violations and follow-up letters; assists in preparing responses for City Attorney on damage claims involving the department.
- Assists in obtaining resolution to code enforcement issues during permit application and project review process following a notice of violation, ensuring applicant's compliance or moving to impose necessary penalties.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Prepares administrative citations for violators that fail to meet required deadlines; prepares court documents and represents the City for non-compliant cases in civil court.
- Schedules case appeals with City Clerk.

- Reviews proposed ordinances for enforcement impact.
- Conducts research and prepares reports regarding work unit activities, or regarding selected inspections, complaints, or disputes; maintains daily log of contacts or inspections for code enforcement cases; enters and retrieves information from a variety of recordkeeping systems.
- Assist with the development of the operational budget for the work unit; seeks and manages state and federal grants to ensure appropriated grant funds are utilized and related grant tasks are completed within stated parameters.
- Researches best practices, performs cost analysis, analyzes compliance levels; evaluates effectiveness of existing practices and makes recommendations to department management on suggested changes and/or improvements.
- Ensures Code Enforcement unit compliance with applicable federal, state, and local codes, regulations, and ordinances and other related City policies and procedures.
- Tracks legislation relative to code enforcement industry.
- Answers questions regarding code enforcement or public information as necessary; receives complaints; responds to questions and concerns from the public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints; cooperates with other agencies.
- Coordinates activities with other City departments, outside agencies, and organizations.
- Researches, develops, and maintains a policy and procedures manual.
- Prepares a variety of reports and community outreach materials; make presentations to boards, commission, and community groups; attends various meetings and training seminars.
- Assists Code Enforcement on special projects; responds to emergency situations as required.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Modern principles, practices, and methods used in the enforcement of a variety of codes, laws, regulations, permits and ordinances, including housing and building codes, business license codes, fire codes, and health laws.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Maintains current and thorough working knowledge of code provisions and department programs and their requirements.
- Methods and techniques used in code enforcement and investigation.
- Law enforcement procedures and administrative techniques pertinent to the area of responsibility.
- Rules of evidence and court procedures.
- Basic principles of mathematics and fiscal analysis.
- Methods and techniques for record keeping and report preparation and writing.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Interpret, apply, explain, and ensure compliance with applicable codes, ordinances, Federal, State, and local laws, rules, regulations, policies, and procedures; keep up with constantly changing laws, codes, ordinances, and regulations.
- Analyze a variety of administrative issues and make sound procedural recommendations.
- Apply complex principles, practices, techniques, and regulations pertaining to assigned duties.
- Perform mathematical calculations quickly and accurately.
- Read, interpret, and record data accurately.
- Monitor complex projects, ensure they are on-time and within budget.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in public or business administration, sociology, criminal justice or a related field and three (3) years of increasingly responsible experience in municipal code compliance and enforcement.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of, or the ability to obtain, POST PC 832 certification within six (6) months of appointment.
- Possession of, or the ability to obtain, Statewide California Association of Code Enforcement Officials (CACEO) certification within twelve (12) months of appointment.
- Possession of, or the ability to obtain, DOJ CLETS certification is desirable.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various City sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen, and make inspections; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office and

partially a field operations classification; frequent standing and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 5202
BARGAINING UNIT: TEAMSTERS

CODE ENFORCEMENT OFFICER

DEFINITION

Under general supervision, performs a variety of routine to complex technical and public contact duties related to the City's code enforcement and compliance program, including the identification, investigation, and correction of violations of the City's municipal, zoning, housing, development, and signage codes; investigates citizen complaints of public nuisances and quality of life issues and seeks voluntary compliance or issues citations and initiates abatement procedures; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level class in the Code Enforcement/Compliance series that performs the full range of duties related to inspection and compliance activities required to ensure compliance with the City's zoning, housing development, and signage codes. Responsibilities include the authority to cite violators and initiate court proceedings for compliance. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff, public, and organizational contact. 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. This class is distinguished from the Code Compliance Analyst in that the latter performs professional-level, complex analysis and evaluation of land use, housing, zoning and construction code issues and violations.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives, records, and investigates complaints from the public and staff regarding violations of building, and zoning codes, ordinances, housing standards, and health and safety regulations; documents violations by securing photographs and other pertinent data; researches ownership records, prior complaints, municipal codes and ordinances, and State regulations to establish whether a violation has occurred.
- Initiates contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with City codes, ordinances, and community standards; initiates abatement of dangerous properties and vector control issues of vacant properties; provides confirmation regarding code regulations to the public by telephone and in person.
- Makes drive-by or on-site inspections of residential, industrial, and/or commercial areas; notes possible violations at other property sites during the course of field investigations.
- Prepares and issues notices of violation or noncompliance, final notices, and misdemeanor and parking citations and other correspondence according to applicable codes and regulations; issues letters to property owners notifying them of violation; as appropriate, affixes a notice of violation on property to abate fire and public safety hazards and nuisances.

- Meets with City planning, building, engineering, police, and public works staff and legal counsel regarding complaints; coordinates activities with other code compliance personnel and departments.
- Coordinates and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; prepares non-compliance cases for legal action; presents testimony at hearings.
- Provides information to violators, the general public, business community, and other government agencies regarding codes, laws, and ordinances; responds to questions, complaints, and inquiries.
- Drafts and recommends revisions to City code enforcement policies, procedures, and standards.
- Participates in recommending, developing, and administering policies, procedures, and projects to ensure efficient and effective code enforcement activities in compliance with City guidelines, standards, goals, and objectives.
- Performs a variety of public relations and outreach work related to assigned activities.
- Maintains files, databases, and records related to citations and violations; prepares a variety of written reports, memoranda, and correspondence.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and techniques of code violation investigation and compliance.
- Methods and procedures used in code compliance including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.
- Practices for documenting inspections, correcting violations, and carrying through on court procedures.
- Basic requirements of zoning and related codes, ordinances, and regulations.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Legal descriptions and boundary maps of real property and legal terminology as used in code compliance.
- Occupational hazards and standard safety practices necessary in the area of code compliance.
- Research and reporting methods, techniques, and procedures.
- Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
- Safety equipment and practices related to the work, including safe driving rules and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Explain codes and regulations to property owners, residents, and others.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies and procedures.
- Understand and explain occupational hazards and standard safety practices related to code compliance.
- Identify and respond to issues and concerns of management, City government, a variety of professional groups, commissions, and committees, and the general public.

- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Prepare clear and concise reports, correspondence, and other written materials.
- Maintain accurate logs, records, and basic written records of work performed.
- Make accurate arithmetic, financial, and statistical computations.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to greaduation from the twelfth (12th) grade supplemented by some college-level coursework or technical training in code compliance and two (2) years of increasingly responsible municipal code enforcement/compliance experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of, or the ability to obtain, P.O.S.T. PC 832 certification within six (6) months of appointment.
- Possession of, or the ability to obtain, Statewide California Association of Code Enforcement Officials (CACEO) certification is desirable.
- Possession of, or the ability to obtain, DOJ CLETS certification within six (6) months of appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various City sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen, and make inspections; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office and partially a field operations classification; frequent standing and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL CONDITIONS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 3315
BARGAINING UNIT: TMMBU

COMMUNITY PRESERVATION MANAGER

DEFINITION

Under general direction, oversees and administers the day to day operation of the City's Code Enforcement and Community Preservation programs; evaluates program efficiency and effectiveness and develops and recommends program policies and improvements to City Council for review; supervises code enforcement personnel and provides training to staff on proper code enforcement procedures; organizes and administers public education and outreach materials related to code enforcement and community preservation; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the day to day operations of the City's Code Enforcement and Community Preservation programs. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of code enforcement and compliance staff; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors activities of the code enforcement and compliance work unit; recommends improvements and modifications and prepares various reports on activities and projects; recommends and assists in the implementation of goals and objectives; implements policies and procedures.
- Determines and recommends staffing needs for assigned activities and projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Plans, supervises, and participates in investigations of potential violations and the enforcement of municipal, zoning, housing, tree, development, signage, and related codes, ordinances, standards, and regulations; provides technical and investigative support to other City departments and regulatory agencies; provides technical, procedural, and legal assistance to management and code compliance staff to ensure continuity and consistency of code compliance actions.
- Oversees the preparation of notices of violation or noncompliance and citations according to applicable codes and regulations; issues letters to property owners notifying them of violations.

- Oversees and initiates contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards.
- Directs, coordinates, and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; prepares non-compliance cases for legal action; presents testimony at hearings.
- Meets with other City department staff and legal counsel regarding complaints; coordinates activities with other staff and code compliance personnel.
- Develops new public notices in accordance with City ordinances; drafts and recommends revisions to City code compliance policies, procedures, and standards.
- Responds to and resolves difficult and sensitive public inquiries and complaints.
- Oversees and participates in special projects and programs, as directed by departmental management staff, the City Manager, or the City Council.
- Prepares staff reports and presentations related to code compliance activities and services; may present information to the City Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Maintains files, databases, and records related to citations and violations; prepares a variety of written reports, memoranda, and correspondence.
- Prepares and maintains a variety of correspondence, reports, correction notices, and other written materials.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Provides technical and administrative assistance; develops, prepares, and presents reports, surveys and performs other administrative activities.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Basic principles and practices of budget development, administration, and accountability.
- Principles, practices, methods, and techniques of code violation investigation and compliance.
- Methods and procedures used in code compliance including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.
- Practices for documenting inspections, correcting violations, and carrying through on court procedures.
- Requirements of zoning and related codes, ordinances, and regulations.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Legal descriptions and boundary maps of real property and legal terminology as used in code compliance.
- Occupational hazards and standard safety practices necessary in the area of code compliance.
- Mathematical principles including algebra, geometry, and trigonometry.
- Principles and procedures of record-keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules

of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Code Enforcement and Community Preservation programs.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex code compliance duties.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Coordinate and deal with property owners, as well as investigate code violations and respond to inquiries and complaints in a fair, tactful, and timely manner.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Read, understand, and interpret blueprints, plans, and specifications.
- Prepare clear, effective, and accurate reports, correspondence, change orders, specifications, and other written materials.
- Maintain accurate logs, records, and basic written records of work performed.
- Make accurate mathematic computations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in construction, planning, public administration, or a related field and four (4) years of increasingly responsible experience in municipal code enforcement and compliance, including one (1) year of lead or supervisory experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of, or the ability to obtain, POST PC 832 certification.
- Possession of, or the ability to obtain, Statewide California Association of Code Enforcement Officials (CACEO) is desirable.
- Possession of or the ability to obtain, DOJ CLETS certification is desirable.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various City sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen, and make inspections; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office and partially a field operations classification; frequent standing and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 5513
BARGAINING UNIT: TEAMSTERS

COMMUNITY SERVICE OFFICER

DEFINITION

Under general supervision, performs a variety of routine to complex field and administrative activities in support of police services and programs for the City's Police Department; provides comprehensive non-sworn staff support to Police Department supervisory and management personnel on a wide variety of law enforcement programs, projects, and services; responds to public requests; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a technical classification performing a wide variety of non-sworn community services police support work. Incumbents serve to relieve sworn staff of performing administrative detail work and represent the Police Department in non-emergency circumstances, and are expected to function with very little direct oversight. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive public contact. This class is distinguished from other technical and administrative classes by the nature, scope, complexity, and diversity of responsibilities related specifically to the Police Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Takes information from the public regarding thefts, accidents, lost and found property, and other incidents that do not require the presence of a law enforcement officer at the scene; completes standard police reports for review by sworn officers.
- Enforces miscellaneous municipal codes, ordinances, and regulations, including sign violations, abandoned property and vehicle violations.
- Provides comprehensive staff support to the Police Department on a wide variety of programs, projects, and services.
- Provides initial contact with the public for non-emergency requests and services at a public counter and via telephone; determines the nature of the contact; provides factual information regarding services, policies and procedures or directs the caller to the proper individual or agency.
- Maintains accurate departmental and law enforcement records and files; researches and compiles information from such files.
- Prepares and processes a variety of reports and records following established formats, files reports, and maintains automated or manual logs of departmental actions.
- Performs research and review of community and police activity data; prepares a variety of forms, reports, correspondence, and other written materials as required.
- Transports patrol vehicles, radios, and other equipment for maintenance to appropriate destination.
- Attends a variety of trainings, workshops, classes, and events on behalf of the City.

- Performs other duties as assigned.

When performing patrol activities:
- Patrols City streets and facilities to provide security support; issues citations and arranges for the towing or other abatement of abandoned or illegally parked vehicles.
- Patrols in efforts to deter crime, including communicating with residents regarding on-going crime related problems, taking crime reports, and providing support to crime victims.
- Assists sworn officers with crowd control and monitoring as required.
- Assists sworn officers with investigations including searches at crime scenes.
- Transports patrol vehicles, radios, and other equipment for maintenance to appropriate destination.
- Performs required research in order to locate information for police use.

When performing traffic activities:
- Responds to non-injury traffic collisions, obtains statements from involved parties, completes standard police reports for review by sworn officers.
- Searches and responds to reported parking violations and writes citations for vehicles that are illegally parked.
- Assists officers with injury and fatality traffic collision reports.
- Makes determination and stores vehicles that require removal from the roadway.
- Assists sworn officers at DUI checkpoints and in controlling traffic as required.
- Performs crossing guard duties.
- Confirms and approves corrections made on vehicle citations.
- Promotes traffic safety.

When performing crime prevention activities:
- Receives inquiries and provides information to the public regarding a wide variety of crime prevention topics.
- Promotes, and participates in local community events related to crime prevention and safety; makes oral presentations to community and school groups.
- Designs and prepares content for pamphlets, brochures, and bulletins related to various topics including crime prevention.
- Conducts tours of the police department facilities to members of the community.

When performing investigation activities:
- Reviews, performs follow-up on, and supplies briefing information, writes clearances and ensures that dispatch clears missing persons or runaway juveniles cases, maintains files and logs on all missing persons and runaway juveniles.
- Performs required follow-up functions on crime reports, including booking found property, taking missing person, vehicle burglary, forgery, and vandalism reports.
- Assists the assigned unit as needed by running DMV checks, CAD research, answering phones, and picking up and delivering items pertaining to a case.
- Maintains supplies needed for the assigned unit.

QUALIFICATIONS

Knowledge of:

- Functions, principles, and practices of law enforcement agencies.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles of record keeping.
- Principles and techniques of developing and conducting public information presentations.

- Principles and practices of data collection and report preparation.
- Operations and functions of the Police Department and other public safety agencies.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Understand and follow oral and written instructions.
- Assess situations while remaining calm and using sound, independent judgment.
- Maintain accurate records and files.
- Develop and deliver public information presentations related to the assigned areas of responsibility.
- Compile and summarize information and data to prepare accurate, clear, and concise reports.
- Safely and effectively use and operate specialized equipment required for the work.
- Research, compile, and summarize a variety of informational and statistical data and materials.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12^{th}) grade and two (2) years of responsible experience performing clerical or administrative support duties or providing customer service support.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain physical standards, including mobility, physical strength, and stamina to respond to emergency situations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to work irregular shifts, including weekends, and holidays. Must be able to pass a thorough background investigation.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 5222/5223
BARGAINING UNIT: TEAMSTERS

CONSTRUCTION INSPECTOR I/II

DEFINITION

Under general supervision to general direction, performs a variety of routine to complex duties involved in inspecting the workmanship and materials used in a variety of public works construction and capital improvement projects of City infrastructure, such as encroachment, grading, landscaping, traffic control, water quality, and public safety; ensures conformance with applicable Federal and State laws, codes, ordinances, plans, specifications, and departmental regulations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Construction Inspector I) to general direction (Construction Inspector II) from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Construction Inspector I: This is the entry-level class in the Construction Inspector series. Initially under close supervision, incumbents with basic public works construction and/or inspection experience perform work such as maintaining inspection records, performing basic public works construction and capital improvement project inspections, and conducting field observations and inspections. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Construction Inspector II: This is the journey-level classification in the Construction Inspector series. Positions at this level are distinguished from the I-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 upon completion and for overall results. This class is distinguished from that of Supervising Construction Inspector in that the latter is the first level supervisor with responsibility to plan, supervise, and evaluate the work of professional and technical construction inspection staff.

Positions in the Construction Inspector class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Inspects all phases of public works, infrastructure, and capital improvement construction projects for conformance with plans, specifications, contract provisions, and safe work practices in accordance with City, County, and State codes; inspects materials for identification; performs routine field tests as needed.

- Reviews plans and specifications of assigned construction projects, including streets, storm drains, curbs, gutters and sidewalks, pavement and grading, and water and wastewater distribution, collection, and treatment systems installation and repair projects.
- Records amounts of materials used and work performed; prepares necessary reports for progress payments.
- Inspects adjacent properties for damage from construction activity.
- Confers with contractors and developers regarding conformance to standards, plans, specifications, and codes; explains requirements and evaluates alternatives.
- Consults with engineering staff regarding problems and change alternatives.
- Prepares and maintains daily inspection reports, progress payments, change orders, claims, and other written documentation.
- Takes samples of materials used; performs basic tests or submits to testing laboratories to ensure appropriate composition.
- Conducts pre-construction meetings with contractors and developers.
- Investigates resident complaints; confers with property owners regarding project schedule, hazards, and inconvenience.
- Schedules service interruptions with least interference and least inconvenience to properties.
- Inspects City sidewalks and asphalt roads for hazards in need of repair; measures and records displacements; submits locations for repair.
- Acts as liaison between the City, contractors, other agencies, and businesses and residents affected by projects; maintains communication among the parties and responds to and resolves issues and complaints or refers them to the proper office for resolution; prepares work orders in response to complaints.
- Prepares general construction and site improvement specification and plan review.
- Prepares a variety of correspondence, reports, correction notices, procedures, and other written materials.
- Performs other related duties as assigned.

QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Materials, methods, principles, and practices used in public works construction, including streets, curbs, gutters, sidewalks, drainage, streetlights, and related facilities and appurtenances.
- Principles and practices of public works construction inspection.
- Basic practices of construction contract administration in a public agency setting.
- Applicable Federal, State, and local laws, codes, and regulations, including administrative and department policies and procedures.
- Technical principles and practices of engineering design, specification, and cost estimate preparation.
- Defects and faults in construction.
- Materials sampling, testing, and estimating procedures.
- Mathematical principles and theories.
- Technical report writing and preparation of correspondence.
- Principles and procedures of record keeping.
- Safe driving rules and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task

coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Inspect standard capital improvement and public works projects to ensure compliance with plans and specifications.
- Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Review and analyze construction plans, specifications, maps, and legal descriptions for conformance with City standards and policies.
- Coordinate activities with multiple contractors, engineers, and property owners.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare and maintain accurate and complete records; prepare clear and concise technical reports.
- Make accurate mathematical, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Construction Inspector I/II: Equivalent to an associate degree in civil engineering, drafting, surveying, construction, mathematics, or related field.

Construction Inspector I: Two (2) years of increasingly responsible experience in construction, building trades or public works inspection, public works maintenance, or related experience.

Construction Inspector I/II: Two (2) years of public works infrastructure inspection experience equivalent to Construction Inspector I with the City of Tracy.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in the field, to operate varied hand and power tools and to operate a motor vehicle to visit and inspect City of Tracy sites, including traversing uneven terrain, climbing ladders, stairs, and other access points; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; this is occasionally a sedentary office classification although standing and walking between work areas and to conduct inspections is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Employees partly work in the office and partly in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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January 2021
FLSA: Non-Exempt
CLASS CODE: 4605
BARGAINING UNIT: TTSSEA

CRIME ANALYST

DEFINITION

Under general direction, provides varied analytical support related to crime and criminal intelligence in support of the Police Department; researches, collects, analyzes, and disseminates statistical information and reports to departmental management used in making operational changes and decisions; develops, summarizes, and maintains crime analysis records; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a specialized non-sworn classification performing the full range of crime analysis assignments. Incumbents at this level are capable of performing research, analysis and providing support to investigators and crime prevention activities. Considerable independent judgment is used to make decisions in carrying out assignments. This class is distinguished from the Community Services Officer by the performance of professional-level duties such as compiling and analyzing crime data to identify trends and patterns to improve operational efficiency.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Compiles and analyzes information from various sources on crime and criminal intelligence to identify patterns or trends and the mode of operation of potential suspects.
- Performs complex statistical analysis on data; prepares analytical and statistical reports, charts, graphs, maps, bulletins, and other written reports.
- Prepares crime statistical summaries and reports on projections of long-term changes and crime trends; assists with the development of tactics, strategies, and planning in response to crime trends.
- Formulates theories regarding crime trends, patterns, and suspects; develops hypothetical links between crime trends, criminals, and crime groups; makes recommendations of possible solutions to criminal investigative problems.
- Develops and maintains information system applications and databases relative to criminal activity; audits and maintains quality control of crime analysis data through accurate data documentation; trains new staff on crime analysis tools and databases.
- Utilizes geographic information and mapping systems to evaluate crime statistics and create graphic presentations of crime trends such as the type and location of crimes committed.
- Provides statistical information for filing required crime reports with Federal and State agencies; provides information related to crime analysis to businesses, government agencies, and the public.
- Participates on a variety of interdisciplinary committees and commissions and represents the City to the community and other organizations.
- Provides reports of crime analysis data to patrol and investigations staff.

- Prepares and maintains various files and logs, including logs of police activities by incident type, time of occurrence, and area.
- Markets crime analysis services to department staff; trains staff in understanding crime analysis functions and benefits.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods and procedures of conducting crime analysis and research, including data collection, statistical analyses, and report preparation.
- Functions, organization, principles, and practices of law enforcement agencies.
- Police terminology and law enforcement codes.
- Principles and practices of administrative and operational analyses, research evaluation, and methodology.
- Techniques, methods, and procedures of criminal investigative procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Complex arithmetic and statistical techniques.
- Business letter writing and the standard format for reports and correspondence.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Recognize, identify, and document crime series and patterns.
- Collect, analyze, interpret, and document complex statistical data.
- Understand the functions, principles, and practices of municipal police services.
- Analyze operational objectives and issues, evaluate alternatives, and reach sound, logical, fact-based conclusions and recommendations; prepare reports and recommendations.
- Properly develop and interpret complex tables, charts, and graphs.
- Effectively make presentations to various groups.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal

guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in criminology, statistics, business or public administration, or a related field and two (2) years of increasingly responsible professional administrative and analytical experience, preferably in a law enforcement setting.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of, or ability to obtain, a valid Department of Justice Crime and Intelligence Analysis certification.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (usually less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 5514
BARGAINING UNIT: TTSSEA

CRIME PREVENTION SPECIALIST

DEFINITION

Under general supervision, performs a variety of non-sworn office and field duties to support the Police Department's crime prevention programs and strategies; coordinates and implements the Volunteers in Police Service (VIPS) program; conducts residential and commercial security inspections and building and landscape design review; coordinates city-wide events for the Police Department; monitors and assists with social media platforms as it relates to crime prevention on behalf of the Police Department; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a technical support classification performing a wide variety of non-sworn office and field crime prevention program support duties. Incumbents serve to relieve managment of performing administrative and technical detail work and are expected to function with very little direct oversight. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff contact. The Crime Prevention Specialist is distinguished from the Community Services Officer in that the latter carries out assigned field and office law enforcement related duties in the areas of traffic control, parking enforcement, and preparing and processing reports and complaints.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops and implements a variety of crime prevention programs and activities for businesses, the public, schools, organizations and interested individuals.
- Performs commercial and residential safety inspections and building and landscape design reviews; makes safety and security recommendations based on inspections.
- Prepare, maintain, and distribute crime prevention literature and materials for programs, including flyers, brochures, visual displays, literature and bulletin boards.
- Plans, oversees, coordinates, and implements the Police Department's Volunteer in Police Service (VIPS) program.
- Recruits, selects, and trains each volunteer thoroughly and assesses knowledge, skills, and abilities before acceptance into the program; receives volunteer applications and maintains a file of all applications; handles all necessary correspondence with applicants in a timely manner.
- Supervises, schedules work, and performs daily coordination of volunteers; ensures volunteers receive safety and emergency response training as required and are informed about all Police Department and City policies and procedures related to their work.
- Monitors, updates and responds to information requests via email or on Police Department and/or City social media platforms; assists with creating crime prevention content for posting.

- Attends and/or participates in meetings and conferences; makes presentations to citizens groups; serves as a liaison between the City, other agencies, and the public.
- Assists in coordinating city-wide events and provides traffic control, as assigned.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Crime prevention practices methods and techniques.
- Public outreach, marketing and educational program development methods.
- Principles and techniques of public speaking and audience appropriate presentation design.
- Methods and techniques of design for informational materials such as flyers, brochures, visual displays.
- Techniques for effectively organizing and managing multiple schedules and projects.
- Methods and practices of functional direction and training of volunteer staff.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Apply crime related statistics, information and crime prevention measures in the development of crime prevention and safety awareness informational and educational programs, seminars, meetings and special events.
- Prepare and deliver effective audience appropriate oral presentations and programs using data, charts and graphs.
- Prepare written informational materials including brochures, flyers and other educational literature and materials.
- Plan and organize work to meet schedules and deadlines, assure efficient and timely completion of reports, projects, programs and activities, and manage multiple projects simultaneously; maintain accurate records and files.
- Read and interpret blueprints and permit applications for crime prevention purposes.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12^{th}) grade and two (2) years of responsible experience performing public or community engagement and outreach duties, developing informational materials, making presentations, and managing multiple programs or projects.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various commercial and residential safety inspection and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 3622
BARGAINING UNIT: TMMBU

CRIME SCENE/PROPERTY UNIT SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, and participates in the work of staff responsible for providing forensic services support related to crime scene investigation; supervises, plans, and coordinates a comprehensive forensic services program, including processing complex and major crime scenes, analyzing physical evidence, recording or visualizing physical and trace evidence, and serving as a liaison to other units, divisions, departments, and agencies; ensures that functions meet all applicable laws, regulations, and City policies; coordinates, monitors, and provides technical input for assigned forensic services related projects and programs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a single position, working supervisory classification within the Crime Scene series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff providing forensic services support related to crime scene investigation. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Police Lieutenant in that the latter is a sworn management class and has overall administrative responsibility for a designated division within the Police Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff in the forensic services unit responsible for processing complex and major crime scenes, analyzing physical evidence, recording or visualizing physical and trace evidence, and serving as a liaison with other units, divisions, departments, and agencies.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned shift.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and procedures and in the operation and use of equipment; implements procedures and standards.
- Monitors operations and activities of assigned staff; recommends improvements and modifications and prepares various reports on operations and activities.
- Determines and recommends equipment, materials, and staffing needs for assigned activities; maintains a variety of records and prepares routine reports of work performance.
- Monitors and controls supplies and equipment; orders supplies and equipment as necessary; prepares documents for equipment procurement.

- Supervises the use of forensic services tools, materials, and equipment; ensures that tools, materials, and equipment are properly operated, maintained, and secured when not in use; oversees and schedules the service, repair, and replacement of tools, materials, and equipment as needed.
- Identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Inspects work in progress and completed work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Performs the most complex forensic services duties and provides technical assistance to assigned shifts.
- Testifies in court as a witness to work performed at a crime scene or provides policy and/or procedure testimony.
- Oversees and participates in assembling and compiling information for a variety of departmental, State mandated, and statistical reports, including verifying accuracy and completion of reports and maintaining files.
- Coordinates assigned services and activities with those of other units, divisions, departments, and outside agencies.
- Provides staff assistance to an assigned Police Lieutenant; prepares and presents staff reports and other necessary correspondence; ensures the proper documentation of activities.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations related to forensic service; researches emerging products and enhancements and their applicability to City needs.
- Provides general information regarding department policies, procedures, and regulations, including responding appropriately to complaints, requests for information, and requests for service in person and by telephone, forwarding written complaints against personnel, and coordinating work with other City departments.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Functions, principles, and practices of law enforcement agencies.
- Technical and administrative phases of criminal investigation and identification, records management, and care and custody of property.
- Legal and safety requirements relating to hazardous, biological, and chemical materials.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget administration and accountability.
- Business letter writing and the standard format for reports and correspondence.
- Business arithmetic and basic statistical techniques.
- Record keeping principles and procedures.
- Principles and practices of data collection and report preparation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task

coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct forensic services activities.
- Analyze, interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform the most difficult forensic services duties and operate related equipment, tools, and materials properly and effectively.
- Serve as a witness in the presentation of courtroom evidence related to crime scene investigations, polices, and procedures.
- Develop cost estimates for supplies, tools, and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain accurate records and files of work performed.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of manual and computerized record keeping systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade supplemented by specialized training in crime scene investigation, photography, criminology, fingerprint processing, or a related field and five (5) years of increasingly responsible experience in collecting, identifying, and processing crime scene evidence.

Licenses and Certifications:

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

- Possession of, or ability to obtain, Basic Crime Scene Investigations certification.
- Possession of, or ability to obtain, a valid Latent Fingerprint Examiner certification from the International Association for Identification, is highly desirable.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, drive on surface streets, and make crime scene investigations; strength, stamina, and mobility to perform light physical work; vision to read printed materials, a computer screen, and examine evidence; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking uneven terrain and landscapes when performing investigations. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate crime scene investigation related tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and investigate crime scenes. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Employees partly work in the office and partly in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to work irregular shifts, including weekends, and holidays. Must be able to pass a thorough background investigation.

DISASTER SERVICE WORKER

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January 2021
FLSA: Non-Exempt
CLASS CODE: 5517
BARGAINING UNIT: TEAMSTERS

CRIME SCENE TECHNICIAN

DEFINITION

Under general supervision, provides varied forensic services support related to crime scene investigation, forensic science, and photography in support of the Police Department; processes complex or major crime scenes; records or visualizes physical and trace evidence through photographic techniques; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a non-sworn journey-level class that provides forensic services support to the Police Department, including conducting crime scene investigations, recording and visualizing evidence using photographic techniques, and maintaining appropriate database systems. Successful performance of the work requires knowledge of Police Department functions and activities and the ability to act as a resource for forensic services activities. 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. This class is distinguished from the Crime Scene/Property Unit Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of staff in the forensic services unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs the full range of complex and technical crime scene investigation including searching for, identifying, preserving, and booking evidence into property.
- Identifies, documents, collects, preserves, examines, and interprets physical, biological, and latent evidence using technical and complex electronic devices and tools.
- Records and visualizes physical and trace evidence through photographic techniques such as macro, micro, infrared, ultraviolet, and alternate light source, as well as video recordings, diagrams, photos, and reports; enhances videos; conducts duplication of crime scenes; and fills requests for duplication; performs redaction and certifies copies of body worn camera video recordings.
- Maintains digital images and ensures quality control and security of crime scene data.
- Attends, photographs, and collects evidence at autopsies.
- Develops latent fingerprints and collects patent fingerprints using advanced methods and techniques.
- Serves as a witness in court; testifies as to the findings and circumstances of investigations.
- Serves as a technical resource and participates in a variety of interdisciplinary task forces; represents the City to the community and other organizations.
- Researches, assembles, and analyzes information from a variety of sources for the preparation of periodic and special reports or the completion of forms.

- Provides general information regarding department policies, procedures, and regulations, including responding appropriately to complaints, requests for information, and requests for service in person and by telephone, forwarding written complaints against personnel, and coordinating work with other City departments.
- Releases, auctions, or destroys items no longer needed for investigation or where the statute of limitations has expired.
- Provides training to other law enforcement personnel in crime scene evidence and fingerprint collection, preparation, and analysis, and in preparing for court testimony in such manners.
- Testifies in court as necessary.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Current forensic methods and techniques used in the collection, analysis, evaluation, preservation, and presentation of physical evidence.
- Techniques and procedures used in developing, collection, and analyzing fingerprint evidence.
- Functions, organization, principles, and practices of law enforcement agencies.
- Police terminology and law enforcement codes.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic and complex arithmetic and statistical techniques.
- Business letter writing and the standard format for reports and correspondence.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Conduct complex criminal evidence collection and analysis.
- Photograph and videotape crime scenes, traffic collision scenes, and develop latent fingerprints.
- Prepare charts and detailed sketches of crime scenes.
- Understand the functions, principles, and practices of municipal police services.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, codes, regulations, and departmental policies and procedures.
- Prepare clear and effective reports, correspondence, and other written material.
- Organize, research, and maintain technical and administrative files.
- Organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12^{th}) grade and specialized training in crime scene investigation, photography, criminology, fingerprint processing, or a related field and two (2) years of increasingly responsible administrative or technical support experience in law enforcement or criminal justice.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of, or ability to obtain, Basic Crime Scene Investigations certification, is highly desirable.
- Possession of, or ability to obtain, a valid Latent Fingerprint Examiner certification from the International Association for Identification, is desirable.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, drive on surface streets, and make crime scene investigations; strength, stamina, and mobility to perform light physical work; vision to read printed materials, a computer screen, and examine evidence; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking uneven terrain and landscapes when performing investigations. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate crime scene investigation related tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and investigate crime scenes. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Employees partly work in the office and partly in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to work irregular shifts, including weekends, and holidays. Must be able to pass a thorough background investigation.

DISASTER SERVICE WORKER

All City of Tracy employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the

preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

January 2021
FLSA: Exempt
CLASS CODE : 3162
BARGAINING UNIT: TMMBU

CULTURAL ARTS DIVISION MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing duties related to performing arts, visual arts, and instructional programs and the operations and activities of the Grand Theatre Center for the Arts; supervises program planning, development, and review, box office, and automated ticket sales; develops, implements, and evaluates all programs, services, and activities for the Grand Theatre Center for the Arts; serves as the City's direct liaison for the arts including to the Foundation; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises general direction and supervision over assigned staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating all operations for the Cultural Arts Division, including overseeing the Grand Theatre Center for the Arts. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Cultural Arts Division, including overseeing the operations of the Grand Theatre Center for the Arts.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budgets.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Assistant City Manager.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends discipline to the Assistant City Manager.
- Negotiates, prepares, administers and monitors contracts, fees and agreements with artists, contractors and others involved in arts programs and activities.
- Administers and monitors the box office and class registration activities, subscription sales, ticketing operations, and patron services issues.
- Develops grant and funding sources; seeks and obtains sponsorships for community arts events.

- Plans and executes strategic marketing plans and promotional activities for all arts events and programs; prepares press releases, collateral materials, and coordinates media interviews.
- Acts as a representative to the Tracy City Center Association, Grand Foundation, Tracy Arts Commission, community groups, private businesses, and others regarding questions, problems, concerns, and activities in the provision of cultural arts program operations, activities, and services.
- Oversees the safe operation of all theater equipment and facilities; ensures compliance with applicable building and fire codes and City policies; develops and maintains Occupational Safety and Health Administration (OSHA) and in-house safety standards; maintains and updates annually the Accident and Injury Prevention Program to reflect the federal requirements for stages.
- Provides highly complex staff assistance to the assigned Assistant City Manager; prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Implements adopted cultural arts strategic plans, policies, and standards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in cultural arts; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles, practices and procedures for planning, implementing and managing performing, visual arts, and instructional programs, including scheduling and booking of touring events.
- Facility scheduling and management, including box office operations.
- Public art program administration and implementation, arts administration, marketing, and fundraising principles, strategies, and techniques.
- Methods and techniques for the development of presentations, business correspondence, and information distribution.
- Principles and practices of contracts and agreements, contract negotiations, and grants administration.
- Principles and practices of public relations techniques.
- Effective communication techniques in working with the media, the public, community groups, artists, and others associated with the visual arts.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task

coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the division.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time, and within budget.
- Negotiate, prepare, and administer contracts and agreements.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in visual arts, fine arts, art history, arts administration, theater arts, or related field and five (5) years of increasingly responsible experience in managing and developing arts and cultural programs, theater production, or in a related field.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 4459
BARGAINING UNIT: TTSSEA

CULTURAL ARTS PROGRAM COORDINATOR

DEFINITION

Under general supervision, plans, organizes, coordinates, and provides direction and oversight for the Arts Education Program (AEP) at the Grand Theatre Center for the Arts; develops curriculum and programming; directs part-time staff, volunteers, and contractors; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a technical classification performing a wide variety of duties in support of the AEP. Incumbents serve to relieve the supervisor of performing technical detail work and are expected to function with very little direct oversight. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff contact. This class is distinguished from other technical classes by the nature, scope, complexity, and diversity of responsibilities involved in administering the AEP.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates the AEP; schedules classes, workshops, and events; facilitates Advisory Committee and stakeholder meetings.
- Evaluates and develops curriculum for the AEP, including programming in dance, drama, music, literary arts, and visual arts for children, teens, and adults.
- Directs part-time staff and volunteers who support operations and programming; interviews and selects contract instructors for various arts education classes; oversees contract instructors.
- Participates in the development of the class and course descriptions for the AEP class catalog and promotional materials; promotes classes and programs through flyers, the website, and social media.
- Makes presentations about the AEP to local groups, agencies and arts organizations to gather support and encourage community participation and education in the arts.
- Designs and prepares materials for workshops, including timesheets, rosters, evaluation forms, registration forms, seminar handouts, and handbooks; orders, secures, and manages special services, equipment, supplies, and audio/visual equipment for studio classrooms.
- Monitors the AEP budget; purchases and processes payments for supplies, contracted services, marketing needs, and instructor payments.
- Establishes and maintains effective working relations with public groups, agencies, school officials, the media, and others contacted in the course of work.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, techniques, and principles used in the development of a variety of arts education programs.
- Program planning and implementation, arts education delivery and management, and information dissemination.
- Basic administrative processes, including budget management, purchasing, inventory control, and scheduling.
- Effective communication techniques in working with the media, the public, community groups, artists, and others associated with the visual arts.
- Principles and practices of public relations techniques.
- Principles and procedures of record-keeping and report preparation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan and execute strategic marketing plans and promotional activities.
- Determine the needs, interests, and desires of the community related to AEP.
- Develop and oversee marketing campaigns.
- Coordinate, train, coach, and guide part-time staff, volunteers, and contract instructors.
- Maintain effective collaborative working relationships with other City staff, diverse members of the community, business, and special interest groups.
- Prepare and monitor program budgets.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals, community groups, and various business and professional organizations.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in arts education, arts administration, community arts, fine arts, or a related field and three (3) years of increasingly responsible experience in the arts education environment

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 3524
BARGAINING UNIT: TMMBU

CULTURAL ARTS SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of cultural arts support staff responsible for operations of arts education and visual arts programs and activities in the Cultural Arts Division; serves as staff liaison to the Tracy Arts Commission; provides professional support to the Cultural Arts Division Manager; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises direct or general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a full-supervisory classification responsible for managing and overseeing the Arts Education Program (AEP), the Exhibitions Program (EP), the Civic Art Program (CAP), and the related Civic Art Collection. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of arts education staff. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the AEP, EP, and CAP programs.
- Implements goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; researches, recommends, and implements policies and procedures, including standard operating procedures for assigned programs.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Determines and recommends equipment, materials, and staffing needs for assigned facilities, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required.
- Acts as a representative to the Tracy Arts Commission, community groups, private businesses, and others regarding questions, problems, concerns, and activities in the provision of AEP, EP, and CAP operations, activities, and services.
- Assists with development of visual arts contract administration and use agreements.
- Evaluates AEP, EP, and CAP needs and interests; prepares community surveys; analyzes data and recommends new programs or improvements to meet community needs.
- Develops, maintains, and reviews staff, financial, and statistical reports related to grants, program participation and analysis, expenditures, and revenues.
- Negotiates, prepares, administers and monitors contracts, fees and agreements with artists, contractors and others involved in arts programs and activities.
- Makes presentations about the City's arts program to local groups, agencies and arts organizations to gather support and encourage community participation and education in the arts.

- Plans and executes strategic marketing plans and promotional activities for all arts events and programs; prepares press releases, collateral materials, and coordinates media interviews.
- Participates in ensuring compliance with relevant health, safety, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies.
- Provides administrative support to the department, such as conducting research, performing special projects, developing reports, or compiling statistics.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of arts education, exhibition, and civic arts development and administration, including program implementation, review, and evaluation, budgeting, and purchasing.
- Visual and performing arts, art-making practice, design, art history, and contemporary issues in the arts and arts education.
- Principles and practices related to art display.
- Effective communication techniques in working with the media, the public, community groups, artists, and others associated with the visual arts.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of contracts and agreements, contract negotiations, and grants administration.
- Principles and practices of public relations techniques.
- Principles and procedures of record-keeping and report preparation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Plan and execute strategic marketing plans and promotional activities.
- Negotiate, prepare and administer contracts and agreements.
- Maintain effective collaborative working relationships with other City staff, diverse members of the community, business, and special interest groups, artists, galleries and museums.
- Prepare and monitor program budgets.
- Effectively use hand tools, power tools, and studio classroom equipment.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.

- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in Visual Arts, Fine Arts, Art History, Arts Administration, or a related field and four (4) years of increasingly responsible experience in supervising, organizing and developing arts and cultural programs, exhibits, or in a related field.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting, art galleries, and studio classrooms and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, climb, and reach to perform assigned duties such as packing/unpacking, moving and installing art and objects, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment, galleries and studio classrooms with moderate noise levels, controlled temperature conditions, and with exposure to dust, fumes, and or allergens as well as hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

"Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

January 2021
FLSA: Non-Exempt
CLASS CODE: 4461
BARGAINING UNIT: TTSSEA

CULTURAL ARTS TECHNICAL COORDINATOR

DEFINITION

Under general supervision, performs a variety of routine to complex duties related to the preparation, installation and set-up of scenery, props, sound, audio, video, lighting and rigging equipment and systems for production, shows, and events at the Grand Theatre Center for the Arts; recommends the rental or purchase of needed equipment and stage supplies; coordinates day-to-day operations and facility maintenance; provides functional direction to part-time staff and volunteers; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a technical classification performing a wide variety of duties associated with the operations of the Grand Theatre Center for the Arts. Incumbents serve to relieve the supervisor of performing technical detail work and are expected to function with very little direct oversight. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff contact. This class is distinguished from other technical classes by the nature, scope, complexity, and diversity of responsibilities involved in the cultural arts function.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Oversees, coordinates, and participates in the day-to-day operations and all aspects of technical theater; monitors and evaluates the effectiveness of the technical theater operations, activities, and recommends improvements or modifications.
- Creates and executes imaginative set and lighting designs in a variety of styles; operates and maintains technical equipment; hangs all lighting instruments and runs cabling; coordinates and performs duties related to scenic construction, property construction, set dressing and scenic painting.
- Responds to requests for information; interprets and applies regulations, policies, procedures, systems, and rules.
- Maintains all equipment needed for successful and safe operation, including, but not limited to, lighting and sound systems, as well as power and hand tools; assists with preventative maintenance of tools, equipment and facilities needed for successful stage products and other functions under technical services, such as carpentry tools, painting equipment, lighting facilities, and production equipment.
- Serves as technical resource to both City staff and theater groups regarding proper set-up and operation of the theater's lighting, sound, video, and rigging systems/equipment.
- Coordinates facility oversight including preparing theater properties and facilities for use, opening and securing the theater before, during and after rehearsals and performances; supports building maintenance staff activities to ensure that properties and facilities are maintained suitably and in order.

- Facilitates compliance with stage requirements for all events, adheres to safety policies and procedures, promotes hazard awareness and implements necessary precautions to ensure the safety of all participants.
- Provides lead direction to part-time staff and theater volunteers in the safe and proper operation of theater lighting, sound, video, and rigging equipment.
- Conducts inventory control; tracks and maintains an accurate property management system for tools, materials and equipment, including sound cables and lights needed for theater operations.
- Assists with scheduling the utilization of the theater by various groups and organizations.
- Schedules maintenance and repair of theater equipment and materials; maintains a log of all repairs.
- Assists in the recruitment, selection, and preparation of volunteers at the Grand Theatre Center for the Arts; participates in maintaining the volunteer program.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, techniques, procedures, and service delivery needs related to technical theater operations and services.
- Fundamentals of theater, stagecraft, stage operation, lighting and set design, floor plans, elevations, and construction.
- Stage construction methods and techniques.
- Theater safety rules and regulations.
- Principles of theatrical lighting and acoustics.
- Proper microphone setup and wiring practices.
- Basic electrical and electronic principles.
- Mathematical principles.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Operate a variety of technical theater equipment.
- Observe safe work methods and make appropriate use of related safety equipment; train others in proper and safe work procedures.
- Maintain facilities and equipment to ensure proper operating condition.
- Coordinate set construction operations with all stakeholders.
- Ensure the development and construction of aesthetically pleasing sets.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; community groups; various business and professional organizations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and

syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12^{th}) grade, supplemented by specialized courses in theater arts or a related field and (3) years of increasingly responsible experience in stagecraft, construction of sets, operation of sound and lighting equipment, or related area.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and/or theater facility setting and use standard office equipment and/or theater equipment, including a computer; vision to read printed materials, a computer screen, and identify safety hazards; color vision to accurately present lighting designs; hearing to distinguish specific sound qualities, including pitch, tone, and volume; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate theater equipment, as well as objects, tools, or controls. Employees in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in theater activities; work at heights requiring the use of safety equipment; work in technical spaces. Strength, stamina, and mobility to perform medium to heavy physical work is required. Employees must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 100 pounds, and occasionally heavier weights with the use of proper equipment and/or assistance from staff.

ENVIRONMENTAL CONDITIONS

Employees work in a theater environment with moderate noise levels, controlled temperature conditions, and with exposure to loud noise levels, cold and/or hot temperatures, chemicals, mechanical and/or electrical hazards, and safely working at heights.

WORKING CONDITIONS

This job requires working a flexible schedule including evenings and weekends as needed.

DISASTER SERVICE WORKER

All City of Tracy employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the

recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

January 2021
FLSA: Exempt
CLASS CODE: 3523
BARGAINING UNIT: TMMBU

CULTURAL ARTS TECHNICAL SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, and reviews and directs the work of theatre staff responsible for all technical aspects of theatrical productions at the Grand Theatre Center for the Arts; supervises a variety of projects related to productions and set development, including scenery, lighting, audio and sound; coordinates requirements for presentations, productions, seasonal, and community rental events; provides professional support to the Cultural Arts Division Manager; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a full-supervisory classification responsible for managing and overseeing the technical aspects of theatrical productions at the Grand Theatre Center for the Arts. Incumbents are responsible for planning, organizing, supervising, reviewing, directing and evaluating the work of technical theatre staff. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, directs and reviews the work of assigned technical theatre staff.
- Implements goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; researches, recommends, and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Determines and recommends equipment, materials, and staffing needs for assigned facilities, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required.
- Oversees, coordinates, and participates in the day-to-day operations of the technical theater support at the Grand Theatre Center for the Arts; determines set, design, equipment, lighting, audio, and sound needs for productions; plans and supervises use of stage lights, scenery, audio, and other equipment.
- Develops and reviews plans and procedures to ensure safety and ADA accessibility of audiences, theater production participants; inspects equipment and facilities for safety.
- Acts as house director during live performances and related technical theater productions.

- Acts as house technical representative liaison to clients, community groups, and others concerning questions, problems, concerns, and activities in the provision of technical theater operations and services; gives tours to potential renters; orients facility renters to technical characteristics and other areas of facility operations; obtains general show requirements at inception.

- Operates and maintains a variety of technical equipment, including stage lighting and control systems, audio systems, projection equipment, stage rigging and counterweight systems, stage draperies, and scenery.
- Develops and reviews contracts; makes recommendations regarding technical riders; negotiates fees or alternate equipment requirements.
- Coordinates with maintenance personnel providing janitorial, facilities, and other related maintenance services.
- Monitors and evaluates the effectiveness of technical theater operations, activities, and community events, recommends and implements improvements or modifications.
- Stays abreast of new trends and innovations in technical theater operations and services; researches emerging products and enhancements and their applicability to the theatre's needs; makes recommendations considering budget, installation, training, and operational perspectives.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Advanced fundamentals of theater, including directing stagecraft and stage operation, lighting, sound rigging, and set construction.
- Stage-set design, floor plans, elevations, and construction, including welding and fabrication.
- Principles, practices, methods, techniques, procedures, and service delivery needs related to technical theater operations and services.
- Operation of technical equipment, including stage lighting, and control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight system, stage draperies, and scenery.
- Safe power distribution theories and practices relating to the theatrical and entertainment lighting field.
- Occupational hazards and safety equipment and practices related to the work such as pertinent fire regulations and other safety codes.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the program area and facilities to which assigned.
- Basic principles and practices of program administration, including basic budgeting, and purchasing.
- Principles and practices of basic public relations techniques.
- Business arithmetic and basic statistical techniques.
- Principles and procedures of record-keeping and report preparation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.

- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.

- Plan and prepare technical theater activity schedules, staffing schedules, reports, and other related program materials.
- Operate a variety of technical theater equipment in safe and effective manner.
- Evaluate the need for preventative and corrective maintenance on a wide variety of facility systems and equipment.
- Read and understand contracts, technical riders, advance sheets, light plots, set drawings, and ground plans.
- Observe safe work methods and make appropriate use of related safety equipment as required.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Make accurate business arithmetic and statistical computations.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; community groups; various business, professional, and regulatory organizations.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in theater arts, technical theater, or related field and five (5) years of increasingly responsible experience in technical theate production and stage supervision, or a related area.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and/or theater facility setting and use standard office equipment and/or theater equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in theater activities; work at heights requiring the use of safety equipment; work in technical spaces; and push and pull drawers open and closed to retrieve equipment and file information. Strength, stamina, and mobility to perform medium to heavy physical work is required. Employees must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment and/or assistance from staff.

ENVIRONMENTAL CONDITIONS

Employees work in a theater environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances, but are occasionally exposed to loud noise levels, cold and/or hot temperatures, chemicals, mechanical and/or electrical hazards, and safely working at heights. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

This job requires working a flexible schedule including evenings and weekends as needed.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 2571/2572
BARGAINING UNIT: CEU

DEPUTY CITY ATTORNEY I/II

DEFINITION

Under general supervision or general direction, performs various professional legal services and provides assistance and advice to all City departments, City Council, and various boards, committees, and commissions; prepares and presents pleadings and discoveries before Federal and State courts and various governmental agencies; represents the City in municipal law matters; and performs related duties, as assigned

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or general direction from assigned supervisory or management staff. Exercises direct or general supervision over assigned legal support staff.

CLASS CHARACTERISTICS

Deputy City Attorney I: This is the entry-level class in the Deputy City Attorney series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Deputy City Attorney II: This is the journey-level class in the Deputy City Attorney series. Positions at this level are distinguished from the I-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 upon completion and for overall results.

Positions in the Deputy City Attorney class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

This class is distinguished from the Assistant City Attorney in that the latter is assigned more difficult and complex assignments, has broad discretionary and decision-making responsibility, and performs higher level City administration duties and complex legal work.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Prepares and processes pleadings and discoveries; appears in municipal, Federal, and State courts.
- Negotiates, prepares, drafts, and reviews acquisitions, dispositions, and development agreements, interagency cooperative agreements, contracts, deeds, leases, ordinances, resolutions, and other legal

documents and instruments related to redevelopment and housing projects, City-owned real estate, public works and community services projects, and planning and land use matters.
- Performs legal research and prepares written and oral opinions on various legal issues for the City Council, all City departments, and various boards, commissions, and committees.
- Receives, reviews, and processes various reports and records, including invoices for legal fees, contracts, legal pleadings, medical records, certificates of insurance, resolutions, ordinances, correspondences, court cases, new or proposed legislation, and labor agreements.
- Serves as a liaison for an assigned functional area with other City departments, divisions, and outside agencies.
- Assists Department Heads and staff in establishing operational policies by developing and applying legal points and procedures; recommends changes to department policies and procedures to meet changing legal requirements.
- Meets and negotiates with outside parties in matters arising out of claims, property transactions, and other City business.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of municipal law; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect the assigned function; implements policy and procedural changes after approval.
- Maintains accurate files, databases, and records; prepares a variety of written reports, memoranda, and correspondence.
- Performs other related duties as assigned.

QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Legal principles and procedures, including civil and administrative laws and procedures involving housing, zoning controls, and land use matters.
- Federal, State, and local laws statutes and ordinances with emphasis on civil, contract, and labor law.
- Federal, State, and local trial and appeal procedures and methods of case preparation and presentation.
- Legal principles, issues, and practices related to municipal government functions, including specific government operations and relevant legal issues.
- Court procedures and rules of evidence.
- Methods of legal research, including computer research.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Business mathematics and basic statistical techniques.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide sound legal advice to the City Council, commissions, committees, and departmental staff.
- Present legal information and advice clearly and persuasively in public sessions.
- Determine alternative legal and administrative approaches to solving problems.
- Analyze and prepare a wide variety of legal documents.
- Conduct research on legal problems and prepare sound legal opinions.
- Prepare and present cases, pleadings, and discoveries in court.
- Prepare accurate and effective reports, policies, procedures, and other written materials.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, businesses, professionals, and regulatory and legislative organizations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Juris Doctorate degree from an accredited school of law.

Deputy City Attorney I: One (1) year of experience in the practice of civil or municipal law.

Deputy City Attorney II: Three (3) years of increasingly responsible professional legal experience, at least one (1) of which must have been in California in an area of law applicable to municipal government operations.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a valid California State Bar License.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed

materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 4116
BARGAINING UNIT: TTSSEA

DEPUTY CITY CLERK

DEFINITION

Under general supervision, provides administrative and program support to the City Clerk in the preparation of City Council agendas, minutes, actions, ordinances, and resolutions, in the maintenance of official documents and records, in the administration of City elections, and in overseeing the day-to-day activities, services, and operations of the City Clerk's function; provides varied technical, complex, specialized, and confidential office administrative support to the City Clerk and other City departments as assigned; coordinates assigned activities with those of other City departments; acts for the City Clerk on a relief basis; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a single-position classification that is responsible for the administration and daily operations of the City Clerk's Office functions and activities, under the direction of the City Clerk. This classification performs a variety of administrative duties, including assisting in the development of City Council agendas, administration of filings, records management, assisting with municipal elections, and coordinating with other City departments. The nature, scope, and diversity of responsibilities of this classification require a broader understanding of City functions and the capability of relieving the City Clerk of day-to-day office administrative and coordinative duties, as well as fulfilling some of the duties of the City Clerk in the latter's absence.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in overseeing and performing functions of the day-to-day operations of the City Clerk's office, including the maintenance of administrative files, resolutions, ordinances, contacts, agreements, deeds, annexations, and other official documents; performs mandated and other City Clerk duties in the absence of the City Clerk.
- Monitors operations and activities of assigned programs; recommends improvements and modifications and prepares various reports on operations and activities.
- Plans, manages, and implements the City's records management program; sets and ensures legal compliance with retention schedules for City records; develops and updates records retention policies and procedures.
- Maintains efficient operations of the City-wide Automated Records Management System (ARMS); coordinates with departments on the use of, training, and troubleshooting of the system.
- Ensures compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act; reviews and monitors legal requests for records; ensures that all public records are open to inspection at all times during office hours and that every person's right to inspect any public record of the City is upheld.

- Assists with preparation of City Council meeting agendas and tentative agendas; assists in the assembly and distribution of agenda packets; attends meetings; takes and prepares meeting minutes; prepares Council packets and approved resolutions, ordinances, and meeting minutes for archiving.
- Oversees the preparation, receipt, review, and processing of various reports and records; oversees and participates in processing passport applications.
- Provides assistance to the public and City staff by helping to identify records and information relevant to requests; ensures timely response to all requests and communicates in writing with any requestor in cases of unusual requests that may cause delays in obtaining all requested information; justifies any nondisclosure and/or ensures deletion of any portions that are exempt from the mandate of the Public Records Act.
- Performs complex records management activities, including assigning record codes to documents, imaging and/or filing, storage, and destroying City records.
- Assists in planning and conducting City municipal elections as required by state law; participates in all election events.
- Organizes, administers, maintains, and monitors all required Fair Political Practices Commission (FPPC) filings and election campaign disclosure statements.
- Administers policies and procedures and monitors filings of campaign statements for candidates, Council members, and all active committees as requested by state law; distributes forms and monitors filing of Statements of Economic Interests as required under the Political Reform Act of 1974; maintains a comprehensive list of designated employees under the City Conflict of Interest Code.
- Supervises legal codification of the Municipal Code Book; proofreads the codes upon request.
- Notarizes official documents; administers oaths of office; prepares department disaster plan.
- Coordinates and integrates program services and activities with other agencies and City departments.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and inquiries in a professional manner; researches information; identifies and reports findings and takes necessary corrective action.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures related to public agency record keeping and the City Clerk function.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including Public Records Act, the Freedom of Information Act, and the Brown Act, FPPC procedures and regulations, and election laws and procedures.
- A variety of public documents including contracts and ordinances.
- Municipal elections processes and procedures.
- Business letter writing and the standard format for reports and correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Participate in the preparation of department budget, including gathering and analyzing data related to expenditures and projected charges and monitoring budget expenditures and revenues.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Develop, plan, coordinate, and implement records management program suited to the needs of the City and in compliance with Federal, State, and local laws, rules, and regulations.
- Prepare official minutes, resolutions, and ordinances.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Compose correspondence and reports independently or from brief instructions.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and three (3) years of increasingly responsible secretarial or administrative experience in a municipal government agency, preferably experience supporting a City Council, board, commission, or other body which required developing agendas, preparing minutes, and maintaining official records, and frequent contact with the public. Specialized training or college level course work in Public or Business Administration is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, or ability to obtain, a Notary Public certification within one (1) year of appointment.
- Possession of, or ability to obtain, a Certified Municipal Clerk certification is desirable.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 1515
BARGAINING UNIT: DEPT. HEAD

DIRECTOR OF DEVELOPMENT SERVICES

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Development Services Department, including planning, building and safety, and code compliance; directs and administers the planning and building operations and activities of the City, which include current, advance, and environmental planning, building plan check, permitting, inspection, and historic preservation activities; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager and/or Assistant City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned executive management staff. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of the Development Services Department, including short- and long-term planning, development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager and/or Assistant City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Development Services Department programs, services, and activities, including current, advance, and environmental planning, building plan check, permitting, inspection, and engineering activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Meets with developers, engineers, property owners, contractors, and other agencies to discuss merits and concerns of development proposals; provides various parties with guidance on how to proceed; oversees negotiations and agreements regarding environment-related issues, rights-of-way, and open space easements, and financial participation; discusses status of development projects with applicants.
- Directs, coordinates and reviews amendments to the General Plan; provides general plan and code interpretation as needed; provides analysis, recommendations, and implementation of policies and procedures; develops and presents recommendations on a variety of permits, maps, ordinances, zone changes and applications.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Participates in and makes presentations to the City Council, Planning Commission, and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Theories, principles, and contents of General Plan, land use, zoning, subdivision, and urban planning regulations, natural resource protection, and environmental laws.

- Principles and techniques of conducting site planning, architectural review, subdivision design, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational polices and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Development Services program.
- Provide administrative and professional leadership and direction for the division and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of development services programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Ability Statement 5
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in community development, urban planning, civil engineering, or a related field and seven (7) years of management and/or administrative experience in community development, urban planning, and project administration.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 1522
BARGAINING UNIT: DEPT. HEAD

DIRECTOR OF FINANCE

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Finance Department, including investment management, cash management, City-wide budget, accounting, fiscal planning, revenue collection, and debt management; directs and administers the fiscal operations and activities of the City, which include budgeting, investments, financial transaction processing, record-keeping and reporting, payroll, accounts payable, accounts receivable, utility billing, and business licensing; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager and/or the Assistant City Manager in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned executive management staff. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Finance Department, including short- and long-term planning, development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager and/or the Assistant City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and municipal functions and activities, including the role of an elected City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Finance Department programs, services, and activities, including investment management, cash management, City-wide budget, accounting, fiscal planning, revenue collection, and debt management.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Coordinates the development and administration of the City's annual operating budget and Capital Improvement Program budget; provides for financial forecasting and planning; tracks the adopted budget and prepares periodic budget reviews for submission to City departments.
- Establishes the City's central budgeting, accounting, and financial reporting practices; evaluates accounting procedures and financial controls; responds to and implements audit recommendations; ensures compliance with Federal, State, and local government accounting and financial reporting standards and controls.
- Manages the City's investment portfolio; ensures that investments meet the City's policy guidelines and that adequate cash is available to meet obligations; prepares periodic reports regarding investments to the City Council.
- Oversees all activities related to the City's accounting function, including financial transaction processing, record keeping and reporting, payroll, accounts payable, accounts receivable, utility billing, business licensing, processing and issuance of checks and warrants, cash receipts, and the electronic accounting system.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions; performs financial review of matters pertaining to the various committees, such as determining appropriate rates of City services.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager or designee.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.

- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of governmental accounting, public finance administration and budgeting, auditing, and reconciliation; municipal taxation and revenue management.
- Principles and practices of investment and cash management in a municipal government setting.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Finance Department.
- Provide administrative and professional leadership and direction for the division and the City.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of finance programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.

- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in accounting, finance, business administration, public administration, or a related field and seven (7) years of increasingly responsible experience in government finance administration which included at least three (3) years of managerial experience in financial program planning and development, staff supervision, and budget preparation and administration.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- A Certified Public Accountant (CPA) certification is desirable.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 1518
BARGAINING UNIT: DEPT. HEAD

DIRECTOR OF HUMAN RESOURCES

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Human Resources Department, including human resources administration, risk management, and employee relations; directs and administers comprehensive human resources programs and activities of the City, which include recruitment and selection, employee benefits administration, job analysis and classification, compensation, labor negotiations, employee training and development, risk management, and general human resources administration; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager and/or the Assistant City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned executive management staff. Exercises general direction and supervision over management, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Human Resources department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager or designee in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Human Resources Department programs, services, and activities, including risk management, occupational safety, Worker's Compensation, liability insurance, recruitment and selection, employee benefits administration, job analysis and classification, compensation, employee and labor relations, labor negotiations, employee training and development, and general human resources administration.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.

- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Represents the City as chief negotiator and directs staff in negotiations during meet-and-confer sessions with various employee organizations; develops bargaining strategies; communications with and suggests direction to the City Manager and City Council during the meet and confer process; administers the provisions of existing employee agreements; represents the City in matters of concern to unions and associations representing City employees.
- Provides assistance to management, supervisors, and staff in the interpretation of human resources laws, policies and procedures, and Memoranda of Understanding (MOU) provisions; advises staff on the handling of employee grievances.
- Serves as the Risk Manager; oversees programs and activities related to risk management including incident investigation, remediation and mitigation of the City's risk-related exposure, and Workers' Compensation claims.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a variety of boards and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager or designee.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles, practices, and techniques of human resources administration in a municipal setting, including recruitment, selection, equal employment opportunity, and employee orientation; job analysis and classification; compensation and benefit analysis and administration; risk management, worker's compensation, and occupational safety; and employee and labor relations, including the interpretation of laws, regulations, policies, and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Technical, legal, financial, and public relations issues associated with the management of human resources programs and activities in a municipal setting.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction for the division and the City.
- Prepare and administer complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer a variety of human resources programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to bachelor's degree in human resources management, public or business administration, or a related field and seven (7) years of increasingly responsible experience in human resources, employee and labor relations, and risk management administration which included at least three (3) years of managerial level experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

January 2021
FLSA: Exempt
CLASS CODE: 1516
BARGAINING UNIT: DEPT. HEAD

DIRECTOR OF PARKS AND RECREATION

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Parks and Recreation Department, including the development, operations, and maintenance of the City's recreation and parks programs and facilities; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager and/or the Assistant City Manager and Parks and Community Services Commission in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned executive management staff. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of the Parks and Recreation Department, including short- and long-term planning and development and administration. This class provides assistance to the City Manager and/or the Assistant City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and clients, local residents, community groups, and private businesses and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Parks and Recreation Department programs, facilities, and services including recreation programs and facilities, parks planning and capital improvement programs, and transit planning and operation, and the operations of the municipal airport.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and

performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Plans, organizes, manages, controls, and evaluates through subordinate management staff all of the construction, maintenance, and repair activities assigned to the department including landscaped areas, parkways, open spaces, pools, pavilions, athletic fields, park amenities, and facilities to assure the safety and security of City patrons.
- Oversees and directs the administration of major capital improvement projects related to parks and recreation facilities; develops and implements project plans to consistent with the goals, objectives, and initiatives of the City Council related to City parks, recreation, and leisure programs, services, and facilities.
- Plans, organizes, manages, controls, and evaluates through subordinate management staff, the City's recreational programs including youth programs, adult and youth sports, aquatics, cultural arts, contract programs, and special events.
- Provides administrative oversight for the operations of the City's municipal airports; ensures the City's compliance with FAA and other regulatory requirements.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Directs the development of grants, corporate sponsorships, donations, and other fundraising programs to support services and programs of the Department.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Supervises and conducts surveys of community recreational requirements including construction of additional parks; identifies areas of community needs and develops service delivery systems; evaluates the need for parks, recreational activities, and enlists community participation in programs and fund raising campaigns; develops and directs public relations programs.
- Participates in and makes presentations to the City Council and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community and other services as they relate to the area of assignment.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organizational and management practices as applied to the analysis and evaluation of projects,

programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Federal, State, and local laws, codes, regulations, and ordinances relevant to the assigned areas of responsibility.
- Public agency budgetary, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of parks and recreation program development and management in a municipal setting.
- Principles, procedures, and practices for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Principles and practices of managing large capital improvement projects, and completing projects on time and within budget.
- Principles and regulatory requirements related to the operation and maintenance of a municipal airport.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for all functions and divisions of the Parks and Recreation Department.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer the wide variety of parks and recreation programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in recreation administration, public or business administration, or a related field and five (5) years of responsible supervisory experience in parks and/or community services programs including at least three (3) years of administrative experience which included responsibility for budget and personnel administration and the allocation of resources.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 1512
BARGAINING UNIT: DEPT. HEAD

DIRECTOR OF PUBLIC WORKS

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Public Works Department, including Internal Services, Streets and Traffic Maintenance, Utility Line Maintenance, Parks, Sports Fields & Landscape Maintenance, Solid Waste and Recycling Programs, and Urban Forestry; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager and/or the Assistant City Manager in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned executive management staff. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Public Works Department, including short- and long-term planning, development, and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager and/or the Assistant City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Public Works Department programs, services, and activities, including Internal Services, Streets and Traffic Maintenance, Utility Line Maintenance, Parks, Sports Fields & Landscape Maintenance, Solid Waste and Recycling Programs, and Urban Forestry.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Evaluates the need for and develops, plans, and schedules for long-term public works maintenance programs; organizes available resources for the maintenance, improvement, and repair of public works facilities and City equipment; compiles estimates, contract provisions, and specifications.
- Reviews the designs, materials, and processes proposed in connection with new construction or major repairs for City facilities and improvements; prepares and/or reviews ordinances for City Council consideration.
- Confers with engineers, developers, architects, and a variety of outside agencies and the general public in acquiring information and coordination of facility maintenance, utilities, streets, parks, and related matters; provides information regarding these matters.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions; performs financial review of matters pertaining to the various committees, such as determining appropriate rates for City utilities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works maintenance, operations, and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.

- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of public works program development, management in a municipal setting, and public works long-term maintenance planning and budgeting.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction for the department and the City.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public works programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in public administration, business administration, or a related field and five (5) years of management experience in municipal utilities and public works maintenance and operations. Previous experience at the level of Deputy or Assistant Director of Public Works and a master's degree is desirable.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Certifications in water and wastewater distribution systems and collection systems maintenance are highly desirable.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

January 2021
FLSA: Exempt
CLASS CODE: 1520
BARGAINING UNIT: DEPT. HEAD

DIRECTOR OF UTILITIES

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Utilities Department, including water and wastewater treatment operations and maintenance, storm water and water conservation, street lighting, and laboratory testing; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments, with intergovernmental and regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager and/or the Assistant City Manager in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned executive management staff. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of the Utilities Department, including short- and long-term planning, development, and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager and/or the Assistant City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Utilities Department programs, services, and activities, including, water and wastewater treatment operations and maintenance, storm water and water conservation, street lighting, and laboratory testing.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Manages the design and construction of Utilities Capital Improvement Projects within the water and wastewater treatment plants, wells, pump stations, water reservoirs, and other related facilities.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Evaluates the need for and develops, plans, and schedules for long-term public works maintenance programs; organizes available resources for the maintenance, improvement, and repair of public works facilities and City equipment; compiles estimates, contract provisions, and specifications.
- Reviews the designs, materials, and processes proposed in connection with new construction or major repairs for City facilities and improvements; prepares and/or reviews ordinances for City Council consideration.
- Confers with engineers, developers, architects, and a variety of outside agencies and the general public in acquiring information and coordination of water and wastewater treatment operations and maintenance, storm water and water conservation, street lighting, laboratory testing, and related matters; provides information regarding these matters.
- Oversees the Regulatory Compliance Program by ensuring timeliness of reporting, providing quality assurance and quality controls, and reviewing data collection procedures, data, and analysis methodology; gathers, researches, and analyzes operational needs, technical and legal information related to operational issues; identify gaps and provides recommendations to address; and acts as lead on implementation of interdepartmental efforts.
- Oversees the preparation and submission of statistical and analytical reports to regulatory agencies such as the California State Water Quality Control Board (SWRCB), the United States Bureau of Reclamation (USBR), and other regulatory agencies.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions; performs financial review of matters pertaining to the various committees, such as determining appropriate rates for City utilities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works maintenance, operations, and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of management in a municipal setting and long-term maintenance planning and budgeting.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to water and wastewater utilities operations.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction for the department and the City.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public works programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in civil engineering, business administration, or a related field and seven (7) years of increasingly responsible utilities services experience, including water and wastewater planning and five (5) years of management experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a valid Professional Civil Engineer license issued by the California Board of Professional Engineers, Land Surveyors, and Geologists.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; strength, stamina, and mobility to work in the field and perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 3208/3209
BARGAINING UNIT: TMMBU

ECONOMIC DEVELOPMENT MANAGEMENT ANALYST I/II

DEFINITION

Under general supervision or direction, performs a variety of routine to complex duties in support of the City's economic development projects and programs; administers complex economic development projects and programs; performs administrative, analytical, and program evaluation work; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from assigned supervisory or management staff. Exercises technical and functional direction over assigned staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Economic Development Management Analyst I: This is the entry-level classification in the Economic Development Analyst series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Economic Development Management Analyst II: This is the journey-level classification in the Economic Development Analyst series. Positions at this level are distinguished from the I-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 upon completion and for overall results.

Positions in the Economic Development Analyst class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Some duties may be performed by positions at the entry (I) level in a learning capacity:

- Plans, develops, monitors, and implements a variety of programs and/or projects related to economic development.
- Plans, organizes, assigns, and reviews the work of assigned administrative support staff.
- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the department.
- Participates in the development and administration of economic development program budgets;

monitors revenues and expenditures; identifies and recommends resolutions for budgetary problems.
- Conducts feasibility studies, marketing analysis, financing research, and needs assessments; analyzes and interprets data; prepares reports and recommendations.
- Oversees the design, development, and execution of marketing materials, including graphic design, digital and print publications, the economic development website, social media, and video content.
- Evaluates and recommends economic development projects; recommends projects for funding; prepares reports and makes presentations.
- Conducts public meetings, receives input, provides information, compiles data, and prepares reports.
- Identifies and evaluates potential funding sources for economic development activities; prepares grant applications; negotiates and manages grants and contracts; prepares budgets and approves and monitors expenditures; prepares a variety of financial reports.
- Serves as a staff liaison to City departments, state agencies, cities, and community groups regarding economic development matters.
- Assists public and private agencies in evaluating economic development needs, identifying and securing available resources, and developing strategies, projects, and programs; develops policies and procedures; provides technical assistance, training, and program evaluation and assistance to others as needed.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Prepares and submits various City Council, commission, committee, and staff reports, and correspondence regarding assigned activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field related to the area of assignment; researches emerging products and enhancements and their applicability to City needs.
- Performs special projects as assigned by the City Manager and Assistant City Manager.
- Performs other related duties as assigned.

QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Principles, practices, and methods used in economic development program planning, analysis, implementation, and evaluation.
- Sources of funding for economic development programs and projects.
- Program coordination principles and practices, including goal setting, program development, implementation, and evaluation, project management, grants management, budget development and administration, and contract administration.
- Principles and techniques of conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Public relations techniques.
- Recent and on-going developments, current literature, and sources of information related to assigned programs, projects, and services.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task

coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, develop, and implement assigned programs, projects, and activities in an independent and cooperative manner, evaluate alternatives, make sound recommendations, develop and implement program improvements, and prepare effective reports.
- Research, analyze, interpret, summarize, and present program information and data in an effective manner.
- Prepare applications for funding and administer federal and state grants and contracts.
- Establish and maintain accurate databases, records, and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in marketing, communication, business, public administration or a closely related field.

Economic Development Management Analyst I: Two (2) years of experience performing administrative and technical duties related to economic development, including marketing and administering economic development projects.

Economic Development Management Analyst II: Four (4) years of experience performing administrative and technical duties related to economic development at a level equivalent to the City's class of Economic Development Analyst I, two (2) years of which must have been in a municipal or public sector setting.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Additionally, frequent field visits are made to monitor project status. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Position may require attendance of evening meetings, weekend work and the ability to travel.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 5324
BARGAINING UNIT: Teamsters

ELECTRICIAN

DEFINITION

Under general supervision, performs skilled electrical work related to the installation, maintenance, and repair of electrical equipment and systems in the City; performs work on electrical wiring and related apparatus, electrical components of the water treatment plant, wastewater treatment plant, sanitary and storm collections systems, wells, traffic signals, and streetlights; establishes and maintains a variety of records pertaining to electrical installations and repair work; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This fully qualified journey-level classification performs the full range of electric systems and equipment installation, maintenance, and repair 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.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Maintains accurate records and files of work performed and materials and supplies used.
- Operates a wide variety of hand, power and shop tools, test equipment, trucks, lifts, and other equipment related to the work.
- Observes safe work methods and ensure the use of safety equipment and precautions related to the work.
- Performs other related duties as assigned.

In addition, when assigned to traffic signal and streetlight installation:

- Installs, troubleshoots, maintains, repairs, and replaces traffic signal equipment including cabinets, LED lighting, poles, programmable cameras, controllers, pedestrian buttons, and signal wiring.
- Monitors operation of and make adjustments to electrical devices and equipment including timer switches, printed circuit boards, lamps, ballasts, fixtures, and AC/DC drives.
- Checks plans for traffic signal construction accuracy; monitors and inspects the construction of signals for compliance with plans and specifications.
- Inspects streetlight installations and electrical components of City buildings and buildings under construction.
- Investigates complaints and reports of electrical malfunctions; adjusts, repairs, or removes defective equipment; makes field repairs of damaged equipment.
- Locates underground power and lighting circuits per Underground Service Alert (USA Dig Alert) requirements; marks utilities with paint or flags for future construction projects.

In addition, when assigned to water treatment plants, wells, collection stations, and wastewater treatment plants:

- Installs, repairs, maintains, tests, troubleshoots, and assists in the design of electrical, electronic, and associated control systems and power circuits, power generating equipment, switchgear, communication networks, and emergency systems used in water and wastewater treatment; performs all electronic and instrument repairs on the wells and collection stations.
- Installs and maintains well starters and related automatic control equipment such as high-voltage circuit breakers, air switchers, control wires, and protective relays.
- Maintains, tests, and repairs low to high voltage electrical equipment, including circuits, transformers, high voltage switches, motor control centers, alarm systems, lighting, variable speed drives (VFD), switchboards, and electrical components of process control, telemetering, cathodic protection systems, and electronic equipment boards.
- Diagnoses problems and determines needed repairs or modifications; installs and maintains cathodic protection, corrosion control, and associated equipment.
- Reads, interprets, and assists in the design of electrical and electronic schematics, mechanical and instrumentation drawings, wiring diagrams, and construction drawings necessary to install, service, and repair equipment in accordance with related regulations and vendor specifications.
- Rebuilds and/or replaces, lubricates, and maintains low to high voltage large and small electric motors.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques applicable to the maintenance, installation, and repair of industrial electrical equipment.
- National, state, and local electrical codes applicable to the maintenance, installation, and repair of designated facilities.
- Methods and techniques of using diagnostic and testing equipment to determine electric system issues.
- Operational characteristics of a wide range of electrical systems, devices, and components.
- Concepts of electric theory and their application to municipal systems.
- City and mandated safety rules, regulations, and protocols.
- Testing instruments, hand tools, power tools, conduit bending practices, computer applications, and electronic equipment related to maintenance and repair of electrical systems.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Install, maintain, and repair a diverse range of electric system devices and components.
- Perform preventive maintenance on assigned equipment.
- Repair, maintain, install, and inspect a variety of electrical components including water wells, water storage tank facilities, and the water and wastewater treatment plants.
- Inspect the status of all chemical, turbidity, meters, and analyzers; report or repair any malfunctions.
- Operate a motor vehicle and other work-related equipment such as trucks, forklifts, tools, test equipment, and meters.
- Observe work safety rules.

- Perform skilled electrical installation inspection and maintenance work; work on live electrical circuits; design and install electrical controls and related wiring.
- Maintain a variety of related records and reports.
- Read and interpret electrical diagrams, schematics, plans, specifications, and manuals.
- Demonstrate aptitude in practical mathematics.
- Perform work in confined spaces, following required confined space entry procedures.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade supplemented by specialized classroom training in the electrical or a related field and two (2) years of experience in the maintenance and repair of electrical and electronic systems equivalent to those used in the City of Tracy.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

In addition, when assigned to traffic signal and streetlight installation:
- Possession of, or the ability to obtain, a Traffic Signal Technician Level I certificate issued by IMSA within one (1) year of appointment
- Possession of, or the ability of obtain, a Traffic Signal Technician Level II certificate issued by IMSA within two (2) year of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a field environment; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; to work in confined spaces and around machines; to climb and descend ladders; to operate varied hand and power tools and construction equipment; and to operate a motor vehicle and visit various City sites; vision to detect shades of color, read printed materials, and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment and to access, enter,

and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment and assistance from other staff. Employees must wear and use the proper Personal Protective Equipment (PPE).

Must also possess mobility to work in a standard office setting and use standard office equipment, including a computer or keyboard; ability to use a mobile device or handheld communication device; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May respond to emergency call-outs on weekends, holidays, and after work hours.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 5221/5225
BARGAINING UNIT: Teamsters

ENGINEERING TECHNICIAN I/II

DEFINITION

Under general supervision to general direction, performs a variety of specialized paraprofessional engineering work and office duties in support of professional engineers and inspectors for the planning, design, and construction of both development and Capital Improvement Program (CIP) projects; maintains plan files and engineering records; conducts field surveys, reviews plans; issues permits; maintains the database, generates reports, and creates maps on the Geographic Information System (GIS); and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Engineering Technician I) to general direction (Engineering Technician II) from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Engineering Technician I: This is the entry-level class in the paraprofessional Engineering Technician series. Initially under close supervision, incumbents with basic technical engineering experience perform work such as maintaining engineering records, performing basic engineering calculations, performing field observations and surveys, researching engineering topics, and updating maps and drawings, in addition to performing office and field work related to assigned engineering projects and programs. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the II level but are not expected to function at the same skill level and usually 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. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Engineering Technician II: This is the full journey-level class in the paraprofessional Engineering Technician series. Incumbents perform the full range of technical work in field observations and surveys, researching engineering topics, and updating maps and drawings, in addition to performing plan checks and office and field work related to assigned engineering projects and programs. Positions at this level are distinguished from the I 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. This class is distinguished from the professional engineering series in that the latter is a professional level requiring completion of a four-year degree.

Positions in the Engineering Technician class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Prepares or assists in the preparation of and/or interprets specifications, plans, permits, estimates, and reports pertaining to the construction, maintenance, and operation of a variety of engineering, land development, utility, and other Capital Improvement Program (CIP) projects.
- Maintains engineering and traffic/transportation files, including plans, studies, inspections, surveys, maps, and other data related to engineering and transportation projects; prepares, updates, reproduces, and distributes maps, drawings, blueprints, and other information recorded in the Geographic Information System (GIS).
- Utilizes GIS software to create and modify plot plans, topographic maps, improvement plans, and illustrative graphics, such as charts, illustrations, and graphs for reports, drawings for design manuals, and other projects.
- Performs basic field review, design, drafting and inspection duties in connection with CIP, maintenance and development projects.
- Performs field, office, and computer-aided studies and prepares periodic and special reports based on findings from research, studies, and surveys; and makes recommendations on findings.
- Receives, tags and logs, and reviews submitted engineering plans, maps, and related documents for plan check including review of insurance; routes documents to consultants or developers for preceding and following plan review; tracks status of plan checks and original documents; advises parties of revisions and assists with the development and issuance of project conditions.
- Receives and responds to information requests for base maps, parcel maps and improvement plan information, encroachment permits, benchmarks, and other geographical data, soils reports, as-builts, and street improvements; retrieves plans, reports, permits, and files as necessary to comply with requests; responds to complaints from the public and resolves conflicts between owners, contractors, developers, utility companies, and others.
- Provides information and assistance on questions related to Engineering plans, services, and activities to City staff, contractors, developers, and the general public.
- Maintains and updates department records, tracking lists, permit records, and files of engineering plans, including grading, encroachments, improvements, storm drain, landscaping, and final maps.
- Assists in compliance with the City's records retention and management schedules.
- Performs other related duties as assigned.

QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Civil engineering principles, practices, and methods applicable to office and field work involving the design, construction, and maintenance of public works projects.
- Basic design and construction practices and methods of streets, underground facilities, and related public works infrastructure.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Principles and practices of technical civil engineering drafting and surveying support.
- Drafting and surveying equipment, computers, principles, problems, techniques, and practices.
- Applicable Federal, State, and local laws, codes, and regulations, including administrative and department policies and procedures.
- Technical engineering mathematics.
- Modern office practices, methods, and computer equipment and applications, including GIS concepts and applications.
- Technical report writing practices and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules

of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Prepare and review a variety of plans, specifications, maps, graphic materials, cost estimates, and technical engineering reports.
- Modify engineering drawings, topographic maps, improvement plans, and illustrative graphics using GIS and computer-aided design software.
- Perform responsible technical engineering support work with accuracy, speed, and minimal supervision.
- Read and interpret engineering plans, technical drawings, specifications, and subdivision maps.
- Perform standard engineering design under professional engineering supervision.
- Make mathematical calculations and accurate engineering computations and drawings.
- Make and record accurate field engineering observations.
- Use engineering, drafting, and surveying instruments and equipment.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Engineering Technician I/II: Equivalent to graduation from the twelfth (12^{th}) grade supplemented with college course work in civil engineering, drafting, surveying, mathematics, or related field.

Engineering Technician I: Two (2) years of responsible paraprofessional experience in civil engineering, drafting, surveying, or related field.

Engineering Technician II: Four (4) years of increasingly responsible paraprofessional experience in civil engineering, drafting, surveying, or related field, or two (2) years of experience equivalent to the class of Engineering Technician I with the City of Tracy.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen, and make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021

FLSA: Non-Exempt

CLASS CODE: 3412
BARGAINING UNIT: TMMBU

ENVIRONMENTAL COMPLIANCE ANALYST

DEFINITION

Under general supervision, plans, coordinates, and implements the pretreatment program, including conducting inspections, collecting water and wastewater samples, and investigating complaints; enforces standards and ordinances by issuing Notices of Violation; develops and presents public outreach materials; prepares technical reports; provides program administration support to the division; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a professional class that performs the full range of duties related to inspection, investigation, and enforcement activities required to ensure compliance with Federal, State, and local environmental laws. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff, public, and organizational contact. 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.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, administers, and monitors programs, projects, studies, and activities related to pretreatment sampling, testing, analysis, permitting, and regulatory compliance for water, wastewater, and industrial waste, including monitoring program operation for compliance with federal, state, and local laws, regulations, and ordinances; communicates status of projects, studies, and programs to appropriate staff, working cooperatively to schedule in accordance with established priorities.
- Collects water samples from residential, industrial, and commercial users and the City's water distribution network, including investigating sources of contamination and cross connections.
- Performs Citywide surveillance for pollution; inspects storm water drainage systems for illegal solids disposal methods including Sanitary Sewer Overflows (SSO); investigates complaints from the public; collects samples from wells and ponds; surveys and identifies abandoned wells.
- Performs field inspections of various industrial and commercial sites to determine compliance with wastewater discharge regulations; evaluates environmental risks associated with industrial and commercial processes and activities; prepares, programs, and retrieves automatic sampling devices.
- Writes and issues Notices of Violation to ensure compliance with regulatory standards; performs other compliance enforcement duties as warranted.
- Conducts mandated industrial waste surveys; identifies industries with potential problems and pretreatment needs and updates survey as required; coordinates inspection for hazardous wastes with other City departments.
- Provides program administration support to the division, such as conducting special projects, staff and billing reports, and compiling and interpreting usage data and other statistics.

- Assists with production of and plans for City and program-specific services, policies, ordinances, and activities; evaluates program effectiveness and suggests improvements.
- Provides input into budget requests and administers program budgets after adoption.
- Works closely with representatives of other public, non-profit, and private organizations, including community groups; responds to and resolves inquiries and concerns from the public regarding wastewater services, billing, and other related issues.
- Organizes, maintains, and documents all required information for enforcement of the water, wastewater, and industrial waste pretreatment program requirements, including industrial and holding tank wastewater discharge permits.
- Researches, develops, and implements community outreach and public education related to pretreatment projects and programs; speaks to groups and individuals regarding City programs and efforts; participates as an active and contributing member of designated community organizations, industry specific committees/project teams, and special interest work groups as a representative of the City as assigned.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and programs for the City's industrial wastewater pretreatment program, the industrial waste inspection function, and related programs and projects.
- City, federal, and state environmental and water regulations, and requirements for reporting and permitting.
- Practices and techniques related to wastewater and/or hazardous materials sampling and sample handling.
- Practices and techniques of performing industrial facility and process inspections.
- Principles of chemical, biological, and related sciences.
- Principles, practices, and terminology of industrial and commercial wastewater source control.
- Technical report writing practices and procedures.
- Principles and practices of data collection and analysis and recordkeeping.
- Applicable federal and state laws; City, department, and division regulations, codes, policies, and procedures.
- Complex arithmetic and statistical techniques.
- Principles and practices of program development, implementation, review, and evaluation.
- Basic principles and practices of program administration, including budgeting, purchasing, and personnel management.
- Occupational hazards and standard safety procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Conduct environmental compliance inspections and related projects, studies, and programs.
- Collect water and wastewater samples from various sites and facilities.

- Analyze data and information using established criteria in order to determine consequences and to identify and select alternatives.
- Perform in-depth inspections of industrial and commercial water users.
- Assemble data, prepare reports and notices, and maintain records of testing and findings.
- Read and interpret a variety of meters, gauges and recording charts.
- Recommend and administer program and project budgets after approval.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in chemistry, biology, mathematics or a related field and four (4) years of increasingly responsible experience performing chemical investigation in the water or wastewater field. Industrial waste experience and experience with public outreach materials/presentations are highly desirable.

Note: Possession of a Laboratory Analysis Level II certificate, Wastewater Treatment Operator Level II or Industrial Operator Level II certificate from the California Water Environment Association (CWEA) may substitute for one year of experience <u>OR</u> one year of college in the above requirements.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession and maintenance of a CWEA Grade I Environmental Compliance Inspection certification is required.
- Possession and maintenance of a CWEA Grade II Environmental Compliance Inspection certification is required within twelve (12) months of employment.
- Possession and maintenance of a California State Water Resources Control Board (SWRCB) Grade I Water Distribution certification is required within twelve (12) months of employment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between

work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 5424
BARGAINING UNIT: Teamsters

ENVIRONMENTAL COMPLIANCE TECHNICIAN

DEFINITION

Under general supervision, performs a variety of routine to complex duties which, depending on assignment, include pretreatment inspections and tests of water, stormwater pollution prevention, water quality, water conservation and efficient uses, backflow, wastewater, cross connection programs, and/or industrial wastes; collects stormwater, water, wastewater and/or industrial wastes samples; conducts field investigations and audits of construction projects to determine compliance with regulations and permit conditions; contacts industrial and institutional customers concerning water conservation and/or wastewater disposal services; prepares reports; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a technical classification performing a wide variety of environmental inspection duties. Incumbents serve to relieve the supervisor of performing technical detail work and are expected to function with very little direct oversight. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff contact. This class is distinguished from other technical classes by the nature, scope, complexity, and diversity of responsibilities involved in the environmental compliance function. This class is distinguished from the Environmental Compliance Officer in that the latter is responsible for the more complex work, including program administration.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

When performing Water Resource assignments:

- Inspects commercial, industrial, institutional, and residential properties for compliance with water restrictions/prohibitions and discharges of stormwater to the City's storm drain system; enforces water and stormwater violations.
- Inspects and enforces new and redevelopment construction projects for compliance with federal, state and local regulations; ensures installed Post-Construction Stormwater Treatment facilities and devices are compliant with standards and verifies self-monitoring reports; inspects as necessary to confirm.
- Contacts customers to ensure compliance with backflow device requirements and ensure customers make appropriate repairs; generates and sends initial notices, follow-up notices, and final notices to owners of backflow devices for annual testing; maintains records and files on backflow prevention devices, locations, inspections, testing, and corrections.
- Verifies and approves customers for rebates when new water efficient products are purchased and installed.
- Assist in the implementation of practices and procedures for the City's Water Conservation and Efficiency Program, including inputting water consumption data collected; assists with preparing

reports and notices for the City and regulatory agencies.

When performing Pre-Treatment assignments:

- Inspects, monitors, and conducts sampling at various categorical and non-categorical commercial and industrial sites, including conducting comprehensive inspections of new and existing industry, restaurants, and contaminated projects for compliance with fat oils and grease programs and wastewater discharge regulations; evaluates environmental risks associated with industrial processes and activities; ensures hazardous chemicals are stored in accordance with regulations.
- Monitors the fats, oils, and grease inspection program; conducts, tracks, and schedules inspections.
- Prepares accurate records and correspondence, including writing, updating, negotiating and maintaining industrial wastewater discharge permits and holding tank wastewater discharge permits.
- Meets and corresponds with industrial and commercial users to interpret and implement federal, state, and local regulations, ordinances, and policies of the pretreatment programs.
- Investigates and traces the sources of illegal industrial wastes entering the City's wastewater collection system.
- Contacts customers to ensure compliance with backflow device requirements and ensures customers make appropriate repairs; generates and sends initial notices, follow-up notices, and final notices to owners of backflow devices for annual testing; maintains records and files on backflow prevention devices, locations, inspections, testing, and corrections.

When performing all assignments:

- Maintains and monitors database of rule violations, investigations, and findings.
- Responds to public inquiries regarding area of assignment.
- Prepares written inspection reports and related documentation for the pretreatment, stormwater management, and/or water conservation and efficiency programs; maintains inspection documentation and records as required in accordance with established City records management procedures.
- Assists in researching, developing, and implementing community outreach and public education materials around pretreatment, stormwater management, and/or water conservation projects and programs; speaks to groups and individuals regarding City programs and efforts; participates as an active and contributing member of designated community organizations, industry specific committees/project teams, and special interest work groups as a representative of the City as assigned.
- Organizes, maintains, and documents all required information for enforcement of City code as directed by the federal, state, and local requirements; prepares technical reports, evidence, and documentation; conducts follow up sampling and inspections.
- Reads, interprets, applies, and explains regulations and standards to customers.
- Maintains accurate records of work performed.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and programs for the City’s industrial wastewater pretreatment program, the industrial waste inspection function, and related programs and projects.
- Principles and practices of water conservation and efficiency.
- Principles and practices of stormwater discharge management.
- Practices and techniques related to wastewater and/or hazardous materials sampling and sample handling.
- Practices and techniques of performing industrial facility and process inspections.
- Practices and techniques of performing construction and industrial inspections.
- Principles of chemical, biological and related sciences.
- Principles, practices, and terminology of residential, industrial, construction, and commercial

wastewater discharge source control.
- Principles, practices and terminology of pollution prevention as related to water quality.
- Occupational hazards and standard safety procedures, including confined space entry procedures and related safety equipment.
- Applicable federal and state laws; city, department, and division regulations, codes, policies, and procedures.
- Recordkeeping principles and procedures.
- Principles and practices of data collection and technical report preparation.
- Basic and advanced arithmetic and statistical techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform in-depth inspections of construction, residential, industrial, and commercial users.
- Collect water, wastewater, fats, oil, and grease samples to be analyzed in the lab.
- Assemble data and prepare reports and maintain records of testing and findings.
- Read and interpret a variety of meters, gauges, and recording charts.
- Organize, maintain, and update office database and records systems.
- Prepare clear and concise reports, correspondence, and other written materials.
- Make accurate arithmetic and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12^{th}) grade supplemented by at least one (1) year of college-level courses or specialized training in environmental studies or a related field and two (2) year of experience related to office and/or field work, inspections, information gathering, making reports, performing customer service/public contact, interpreting and applying policies, procedures, rules and

regulations. Experience with creating public outreach materials/making presentations and performing inspections and/or doing sampling in any field are highly desirable.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 5313/5314
BARGAINING UNIT: Teamsters

EQUIPMENT MECHANIC I/II

DEFINITION

Under direct (Equipment Mechanic I) to general (Equipment Mechanic II) supervision, inspects, maintains, repairs, and services vehicles and heavy and light road maintenance and construction equipment; operates a variety of hand, power, and shop tools; maintains records; prepares and maintains records of work performed, time and materials used in each project; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct (Equipment Mechanic I) to general (Equipment Mechanic II) supervision from the assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Equipment Mechanic I: This is the entry-level classification in the Equipment Mechanic series. Initially under close supervision, incumbents with basic mechanical maintenance experience learn City infrastructure, systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Equipment Mechanic II: This is the journey-level classification in the Equipment Mechanic series. Positions at this level are distinguished from the I-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 upon completion and for overall results.

Positions in the Equipment Mechanic class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

This class is distinguished from the Senior Equipment Mechanic in that the latter assigns, directs and reviews the work of mechanics and performs the most difficult troubleshooting and repair work.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Inspects, diagnoses, and locates mechanical difficulties on City automobiles, trucks, busses, and a variety of diesel and gasoline powered maintenance and construction equipment.
- Repairs and adjusts engines, transmissions, differentials, and clutches; tunes up engines; diagnoses fuel injection problems; replaces ignition parts; cleans and adjusts carburetors.

- Replaces or repairs faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment on City vehicles and off-road equipment.
- Inspects, diagnoses, and locates mechanical difficulties on construction equipment, including tractors, rollers, graders, chippers, and backhoes.
- Tests and repairs starters, distributors, relays, lights, switches, alternators, and generators; recharges or replaces batteries; diagnoses and makes minor repairs on heating and air conditioning systems and equipment.
- Performs electric and oxy-acetylene welding in the fabricating and repair of equipment, structures, tools, and other related parts; designs, lays out, and fabricates equipment parts; rebuilds broken equipment and parts as necessary.
- Ensures that all vehicles and equipment are in safe and operational condition; makes road emergency vehicle and equipment repairs to all City owned vehicles.
- Develops and directs a regular inspection schedule of equipment and machinery; troubleshoots electrical and mechanical problems in vehicles and equipment.
- Performs safety and preventive maintenance tasks on vehicles, equipment, and machinery.
- Reads and interprets technical manuals and blueprints to facilitate installation, servicing, repair, and replacement services and activities.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Conducts safety inspections and file all reports; provides over-due service notifications to vehicle users.
- Orders and receives parts deliveries; completes records and stocks inventory.
- Performs other related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Operation and maintenance of a wide variety of hand, power, and shop tools and equipment common to the field, including jacks, hydraulic lifts, and air tools.
- Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of automobiles, trucks, and a variety of diesel and gasoline powered maintenance and construction equipment.
- Safe work methods and safety regulations pertaining to the work.
- Troubleshoot and determine appropriate action in the maintenance and repair of equipment.
- Basic mathematical principles.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Diagnose and repair a wide variety of light and heavy equipment, vehicles, and equipment.
- Operate and maintain a variety of hand, power, and shop tools and equipment used in the work.
- Estimate necessary materials and equipment to complete assignments.
- Read and interpret manuals, specifications, and drawings.
- Read and interpret hydraulic and electrical schematics and fabrication blueprints.

- Maintain accurate logs, records, and basic written records of work performed.
- Make accurate arithmetic calculations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12^{th}) grade.

Equipment Mechanic I: One (1) year of experience performing skilled mechanic work in the servicing and repair of automobiles and/or heavy equipment.

Equipment Mechanic II: Three (3) years of experience in the maintenance and repair of vehicles and heavy construction equipment at a level equivalent to the City's class of Equipment Mechanic I.

Licenses and Certifications:

Equipment Mechanic I/II:
- May be required to complete National Incident Management System (NIMS) Training.
- May be required to complete Hazardous Materials Training for proper handling, disposal and storage of hazardous materials.

Equipment Mechanic I:
- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment and obtain a Class A California driver's license with appropriate endorsements within 120 days of date of hire.
- Within six (6) months of appointment, obtain an Environmental Protection Agency (EPA) Section 609 Motor Vehicle Air Conditioning certification.
- Automotive Service Excellence (ASE) Certificates in any of the following are desirable; Brakes, Manual Drive Trains & Axles, Automatic Transmission/Transaxle, Electrical/Electronic Systems, Suspension/Steering, Engine Repair; Heating and Air Conditioners, Engine Performance, Advanced Engine Performance.

Equipment Mechanic II:
- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment and obtain a Class A California driver's license with appropriate endorsements within 120 days of date of hire.
- Within six (6) months of appointment, obtain an Environmental Protection Agency (EPA) Section 609 Motor Vehicle Air Conditioning certification.
- Within six (6) months of appointment, must possess three (3) Automotive Service Excellence (ASE) Certificates in any combination of the following: Brakes, Manual Drive Trains & Axles, Automatic

Transmission/Transaxle, Electrical/Electronic Systems, Suspension/Steering, Engine Repair; Heating and Air Conditioning, Engine Performance, Advanced Engine Performance AND two (2) Medium/Heavy Duty Automotive Service Excellence (ASE) Certificates in Brakes (T4) and Preventive Maintenance & Inspection (T8).

PHYSICAL DEMANDS

Must possess mobility to work in and around a standard shop setting, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 4108/8108
BARGAINING UNIT: TTSSEA/CEU

EXECUTIVE ASSISTANT

DEFINITION

Under general supervision, performs a variety of complex office administrative, secretarial, and clerical duties in support of an assigned Department Director and related management, professional, and supervisory staff, including coordinating, organizing, and overseeing the administrative operations and functions of the assigned office; coordinates assigned programs, projects, and services with other City departments, divisions, and outside agencies; interacts frequently with the public and provides information or directs questions and requests to the appropriate staff; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff. No supervision of staff is exercised.

CLASS CHARACTERISTICS

This is a lead-level classification providing administrative office support to an assigned department. Responsibilities include performing specialized, confidential, and technical office support duties to the assigned department to ensure efficient service provision. Responsibilities require the frequent use of tact, discretion, and independent judgment as well as a thorough knowledge of departmental activities. The work requires the interpretation and application of policies, procedures, and regulations and involves frequent contact with the public, as well as performing various research and budgetary support functions. This class is distinguished from other office administrative classes in that the nature, scope, and diversity of responsibilities originating at this level requires a broader understanding of departmental functions and the capability of relieving the assigned director of day-to-day office administrative and coordinative duties. This class is distinguished from the Executive Assistant to the City Manager in that the latter is a specialized class that provides complex administrative support to the City Manager's office, including the City Manager, Mayor, and City Council.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Relieves department director of a variety of administrative details by assisting with duties of an advanced, complex, and sensitive nature; recommends organizational or procedural changes affecting support activities; recommends improvements in work flow, procedures, and use of equipment and forms.
- Provides lead direction, training and work review to employees assigned to administrative positions; organizes and assigns work, sets priorities, and follows completion of assigned work.
- Provides input into selection decisions, performance evaluations, disciplinary matters, and other personnel decisions.
- Coordinates and participates in the preparation of department budget; monitors budget expenditures and revenues; initiates department purchases for office supplies and other items as assigned; authorizes payment of invoices.
- Performs other financial and accounting related duties, including receiving payments and reconciling

them with purchasing orders, tracking vendor and invoice information, assisting with bid requests, price quotes, purchase and expenditure requests, and purchase orders.

- Assists in a variety of department and program operations; coordinates, oversees, monitors, and participates in special projects, public records requests, staff and/or community events, trainings, and activities as assigned; maintains control files on matters in progress and expedites their completion; serves on committees as assigned.
- Provides information to the public, including contractors and vendors, by phone or in person to ensure contract compliance and an understanding of department and City policies and procedures; listens to questions and interprets and applies regulations, policies, procedures, systems, rules, and precedents according to existing guidelines; responds to citizen and staff inquiries and complaints; refers citizens to the appropriate department source; coordinates or resolves problems of a moderate nature when appropriate.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Designs and implements file, index, tracking, and record keeping systems.
- Prepares and processes reports, forms, and records, such as staff reports, Board agenda items, requests for payments, requests for proposals, bid packages, contracts and agreements, reimbursement requests, and organizational charts.
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical or statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Develops, composes, types, edits, and proofreads a variety of complex documents, including forms, memos, contracts, administrative, statistical, financial, and staff reports, and correspondence for department staff from rough draft, handwritten copy, verbal instructions, or from other material using a computer; inputs and retrieves data and text using a computer; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections.
- Coordinates and integrates department services and activities with other agencies and City departments.
- Provides a variety of support, including coordinating and scheduling meetings, appointments, and speaking engagements; reserving meeting rooms; maintaining reports; compiling and distributing agenda packets; attending meetings; formatting and distributing minutes; and following-up on decisions as required.
- Maintains department personnel files, including processing personnel action forms and sensitive/confidential personnel issues, preparing supervisor generated performance evaluation forms, filing pertinent documents, maintaining files in a secure location, and providing information to supervisors and managers.
- Coordinates travel arrangements and accommodations for department personnel and submits all related paperwork.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Practices and methods of office management and administration, including the use of standard office equipment.
- Applicable Federal, State, and local laws, codes, regulations, and policies, technical processes, and procedures related to the department to which assigned.
- Principles and procedures of record keeping and reporting.
- Principles and practices of data collection and report preparation.

- Business letter writing and the standard format for reports and correspondence.
- Business mathematics and basic statistical techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of administrative support staff.
- Effectively provide staff leadership and work direction.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Interpret, apply, and explain applicable Federal, State, and local laws, rules, regulations, policies, and timelines, as well as complex administrative and departmental policies and procedures.
- Perform responsible administrative support work with accuracy, speed, and general supervision.
- Provide varied and responsible office administrative work requiring the use of tact and discretion.
- Participate in the preparation of department budget, including gathering and analyzing data related to expenditures and projected charges and monitoring budget expenditures and revenues.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Compose correspondence and reports independently or from brief instructions.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Make accurate arithmetic, financial, and statistical computations.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of twelfth (12^{th}) grade supplemented by specialized secretarial or college level courses in business, computer software, or courses related to assigned area and five (5) years of responsible administrative support and customer service experience, including one (1) year of experience providing direct support to a senior management level staff and/or serving in a lead capacity. Office management experience is preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 2581
BARGAINING UNIT: CEU

EXECUTIVE ASSISTANT TO THE CITY MANAGER

DEFINITION

Under general direction, provides varied, complex, and confidential office administrative support to the City Manager, Mayor, and City Council including handling confidential materials and complex citizen and employee relations; conducts special projects; acts as the first point of contact for the City Manager, Mayor, City Council, other departments, and the public to resolve issues and concerns; assists in coordinating City-sponsored events and meetings; provides information to the public and staff requiring considerable knowledge of City and department services, policies, and procedures; manages the office administrative functions of the City Manager's Office; performs technical support work related to the responsibilities of the City Manager; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to lower-level staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the highest-level administrative support class assigned to the City Manager's Office. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex administrative and project coordination support work for the City Manager, Mayor, City Council, and associated staff. The work requires extensive public contact, the frequent use of tact, knowledge of City activities, and the ability to conduct independent projects. This class is distinguished from other office administrative classes in that the nature, scope, complexity, and diversity of responsibilities originating at a City-wide level requiring a broader understanding of City functions and the capability of relieving City management staff of day-to-day administrative and coordinative duties.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides administrative support to the City Manager, Mayor, and City Council by assisting with duties of an advanced, complex, sensitive, and confidential nature; represents the department at meetings as assigned; acts as a liaison between the City Manager and other staff and the public, coordinating resolutions and following up with staff when appropriate.
- Coordinates and maintains multiple calendars and schedules meetings and appointments for the Mayor, City Council members, and the City Manager; makes travel arrangements as required.
- Receives and screens visitors, telephone calls, emails, and regular mail; provides information to the public to ensure an understanding of departmental and City policies and procedures; listens to questions and explains procedures according to existing guidelines; refers citizens to the appropriate department source as appropriate; identifies, negotiates, and/or resolves solutions to citizen complaints and problems when appropriate.

- Composes, types, and edits a variety of documents including detailed and often confidential correspondence, forms, memos, reports, statistical reports, invitations, graphic materials, and specialized documents for the City Manager and other management and department staff from rough draft, handwritten copy, verbal instructions, or from other material; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling; inputs and retrieves data and text using a computer.
- Plans, organizes, and coordinates City events and assists in planning, organizing, and coordinating Council receptions and dinners, and various meetings; participates in the planning and coordination of employee events.
- Coordinates and participates in the preparation of the department's budget; reviews and ensures accuracy of budget documents; processes payment authorizations for City Manager and City Council invoices; tracks, enters, and maintains purchase orders in financial database system; monitors budget expenditures.
- Designs and implements file, index, tracking, and record-keeping systems; researches records within areas of assigned responsibility to prepare reports and provide follow-up information to customer and staff inquiries; organizes and maintains various administrative, confidential, reference, and follow-up files and records for the City Manager, Mayor, and City Council.
- Provides a variety of support to City commissions, committees, and/or task forces; prepares and distributes agenda packets, attends meetings and prepares minutes, and assists with follow-up on decisions.
- Attends to a variety of office administrative details, such as purchasing supplies, arranging for equipment purchase and maintenance, and attending meetings.
- Operates standard office equipment, including job-related computer hardware and software applications, fax machine, and multi-line telephones.
- Notarizes City documents as needed.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and procedures of record-keeping and reporting.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Business mathematics and basic statistical techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Maintain confidentiality and be discreet in handling and processing confidential information and data.

- Interpret, apply, explain and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures, as well as complex administrative and departmental policies and procedures.
- Perform responsible administrative support work with accuracy, speed, and general direction.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Compose correspondence and reports independently or from brief instructions.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in business, public administration, social or behavioral sciences or a related field and four (4) years of increasingly responsible administrative or analytical work or advanced level administrative support for senior level management staff, including one (1) year lead experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of, or the ability to obtain, a California Notary Public Commission from the State of California within 12 months of employment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 3404
BARGAINING UNIT: TMMBU

FLEET SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of equipment mechanic staff within the Public Works Department; supervises, plans, and coordinates the maintenance and repair of City vehicles and equipment; administers, monitors, and provides technical input for assigned equipment maintenance, operations, and related projects and programs; provides responsible technical assistance to the Public Works Superintendent; performs a variety of technical tasks relative to the assigned functional area; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the equipment mechanic class series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of equipment mechanic staff. Incumbents are expected to independently perform the full range of vehicle and equipment maintenance duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the installation, maintenance, and repair of all City vehicles and equipment; administers specialized projects and programs in the area of assignment.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Monitors operations and activities of the equipment maintenance and repair work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.

- Supervises the use of and operation of tools, equipment, and vehicles; ensures that tools, equipment and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Coordinates assigned services and activities with those of other divisions and outside agencies.
- Inspects City vehicles and equipment for safety violations; ensures that safety procedures are followed and that safety equipment is worn; makes periodic safety presentations to assigned staff.
- Performs the most complex equipment maintenance and repair duties and provides technical assistance to crews; troubleshoots complex operational and maintenance problems; corrects or directs the correction and repair of operational and/or equipment problems.
- Provides staff assistance to the Public Works Superintendent; prepares and presents staff reports, Request for Proposals (RFPs), technical specifications, and other written materials; supervises the preparation and maintenance of related reports, records, and files; ensures the proper documentation of operations and activities.
- Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation.
- Oversees safety programs and training for the assigned functional areas and work groups; assists in action planning for safety programs; implements and monitors risk management plans regarding hazardous materials; responds to workers' compensation issues.
- Answers questions and provides information to the public; investigates inquiries; recommends corrective actions to resolve issues.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of equipment maintenance and repair program development and administration.
- Principles, practices, equipment, tools, and materials of maintenance and repair of City vehicles and equipment.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines.
- Basic principles and practices of budget development, administration and accountability.
- Safety principles, practices, and procedures of equipment maintenance and repair, including related parts, tools, supplies, and materials.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct maintenance and operations activities.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Read, interpret, retrieve, and produce drawings, maps, and specifications.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in Fleet Management, Automotive Technology or a related field and three (3) years of increasingly responsible experience in performing journey-level Equipment Mechanic experience, including two (2) year of lead experience.

Licenses and Certifications:
- Possession of, or the ability to obtain, a valid Class A California driver's license upon appointment.
- Possession of a Master Mechanic Automotive Service Excellence Certificate in either Automotive or Medium/Heavy Trucks.
- Possession of a Certified Automotive Fleet Specialist (CAFS) or Certified Automotive Fleet Manager (CAFM) issued by National Automotive Fleet Association (NAFA), or Certified Public Fleet Professional (CPFP) issued by American Public Works Association (APWA).
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around a standard shop setting; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess

the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees partly work in an office environment and partly work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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January 2021
FLSA: Exempt
CLASS CODE: 3120
BARGAINING UNIT: TMMBU

GIS ANALYST

DEFINITION

Under general direction, develops, implements, tests, documents, and maintains databases and applications to support the City's Geographic Information System (GIS) software applications and database; develops custom database and web applications; provides training and technical support to City staff; stays informed of new technology; provides recommendations, support, and assistance to the manager; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to lower-level staff. May exercise direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is a professional classification performing the full range of support for GIS technology software systems. Incumbents at this level are expected to perform the duties related to the development, design, operation, analysis, maintenance, and modification of the GIS application and database. Successful performance of the work requires skill in proactively evaluating program goals and objectives to define and integrate the requirements of various internal clients. Considerable independent judgment is used to make decisions in carrying out assignments.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Analyzes, evaluates, and consults with other City departments regarding GIS system software needs and requirements, including identifying, designing, and developing system software and web applications to allow staff across multiple departments to work more efficiently.
- Plans, coordinates, installs, implements, tests, and maintains databases and applications of the GIS software system; integrates system data and functionality with other specialized applications.
- Provides assistance and technical support on GIS software and other related systems; monitors system utilization and recommends appropriate revisions to processes and procedures.
- Plan, organize, and coordinate the work of assigned staff; conducts performance evaluations; implements discipline procedures as required.
- Coordinates and directs the work of system consultants; serves as liaison for the City and represents the City in inter-agency coordination activities related to the software system; serves as a liaison with contract service organizations to identify and resolve programming and other operational problems.
- Develops documentation and quality control procedures, standards, and metadata related to the GIS system.
- Provides graphic support to City departments and projects by gathering, analyzing, and integrating spatial data to create a variety of maps, exhibits, and other graphic materials.
- Performs advanced database queries and reports using Structured Query Language (SQL).

- Monitors changes in GIS software technology and applications, recommends improvements and upgrades, and implements changes after approval; learns new systems and programs as dictated by future technological advancements and City needs.
- Directs City research activities to identify, acquire, and integrate data from other agencies and organizations into the City's data library; maintains and updates the City's information catalogue; creates and maintains government-compliant metadata; and develops procedures to share appropriate data.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Prepares a variety of written correspondence, reports, procedures, and other materials.
- Maintains accurate records and files related to the software function.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments pertinent to software and the City.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern procedures, principles, and commands related to GIS software system database design, analysis, and programming.
- Technology, hardware and software, and current applications related to GIS software programs, including systems programming, database management, mapping and report generation, and desktop publishing systems.
- Data management theory, principles, and practices and their application to GIS services and programs.
- Principles and practices of project management, identifying technology needs and issues, researching and evaluating technology, applications, and the most effective courses of action, and implementing solutions.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- General equipment, operations, and terminology related to GIS information systems and standard symbolic programming languages.
- Basic computer programming to generate tools or scripts to automate repetitive tasks.
- Database design and integration for use with GIS software.
- Methods and techniques used in spatial analysis and ecological modeling.
- Applicable Federal, State, and local laws, codes and regulations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, coordinate, and implement a broad-based GIS software program that includes effective database development, management, accessibility, and systems integration.
- Identify, evaluate, and solve GIS programming problems; design and implement new or revised systems and procedures for the automation of information processing.

- Collect, analyze, and interpret procedures and data; develop sound conclusions, recommendations, and solutions.
- Write code and programs using symbolic program language to produce automated systems instructions; read, interpret, and apply information from complex technical publications, manuals, and other documents.
- Develop GIS system documentation and informational materials and train users in applications.
- Plan, organize, and coordinate the work of assigned staff.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Database design and integration as it relates to spatial database development and integration with enterprise business systems.
- Assess user needs and recommend appropriate hardware, software, and systems to meet these needs.
- Perform modeling, mapping, database maintenance, and other professional-level tasks.
- Interpret, apply and explain Federal, State, and local laws, codes, regulations, departmental policies and procedures.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in geographic information systems or engineering, computer science, or closely related field and three (3) years of professional experience with geographic information systems or related field.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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January 2021
FLSA: Non-Exempt
Bargaining Unit: TTSSEA
Class Code: 4206

GEOGRAPHICAL INFORMATION SYSTEMS (GIS) TECHNICIAN

DEFINITION

Under general supervision, performs technical work in support of the City's Geographic Information System (GIS) administration, including meeting with department personnel to discuss GIS product requests, such as maps and reports, analyzing requests, generating requested products, and maintaining data and GIS databases; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision form the Information Technology Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This position is responsible for technical GIS work which includes geospatial analysis, data management, and cartography. As experience is gained assignments may become more varied and completed with greater independence. The position requires knowledge and experience using industry related GIS software and data analysis tools. The work requires the frequent use of tact and judgment, knowledge of City-wide operations, and the ability to conduct independent projects. This class is distinguished from the Applications Analyst responsible for GIS in that the latter performs duties related to the development, design, operation, analysis, and modification of the GIS application and database.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Provides graphic support for City departments and programs including the development of maps, charts, displays, presentations, graphics, brochures, and drawings.
- Develops and maintains a variety of maps from a variety of sources; explains technical information to non-technical end users, including assisting them in accessing and interpreting GIS information; trains end users on the use and functionality of the GIS system.
- Creates, maintains, and modifies a variety of maps and tabular data from a variety of sources; compiles and enters data into GIS databases, including scanning, data conversion, and digitizing maps.
- Performs City research activities to identify, acquire, and integrate data from other agencies and organizations into the City's data library; maintains and updates the City's information catalogue.
- Develops documentation and quality control procedures, standards, and metadata; reviews new and existing data for accuracy, quality, and completeness.
- Acts as point of contact for the day-to-day operations of the GIS program; troubleshoots system problems; responds to and resolves inquiries and complaints and escalates problems or issues to Information Technology Manager as needed.
- Represents the City in inter-agency coordination activities related to GIS.
- Develops and designs standards and technical specifications for City-wide GIS systems; coordinates with other IT staff to develop information system solutions.
- Exports data and maps to vendors and consultant as needed.
- Prepares a variety of written correspondence, reports, procedures, and other materials.
- Maintains accurate records and files related to the GIS function.

- Collects infrastructure data using Global Positioning System (GPS) equipment and software; imports GPS data into existing GIS database.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of GIS administration.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Technology, hardware and software, and current applications related to GIS systems, including database management, mapping and report generation, and desktop publishing systems.
- Applicable Federal, State, and local laws, codes, and requirements and related reports.
- Researching and reporting methods, techniques, and procedures.
- Methods and techniques of effective technical report preparation and presentation.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including the ArcGIS software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Develop and administer a broad-based GIS program that includes effective database development and management for a variety of City departments and public and private clients.
- Prepare a variety of plans, specifications, maps, graphic materials, and technical reports.
- Modify topographic maps, plans, and illustrative graphics using GIS software.
- Conduct routine research projects, evaluate alternatives, and make sound recommendations.
- Interpret, apply and explain complex Federal, State, and local laws, codes, regulations, departmental policies and procedures.
- Interpret, apply and explain technical materials to non-technical users.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Make sound decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to an associate degree from an accredited college with major coursework in planning, graphic design, landscape architecture, planning, resource management, or related field. A Bachelor's degree is

desirable and two (2) years of experience with geographic information systems, creating maps, performing spatial and data analysis, and providing related technical support.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.
- Candidate must pass POST level background investigation for clearance to work on Police Department Systems.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 2511/2512
BARGAINING UNIT: CEU

HUMAN RESOURCES ANALYST I/II

DEFINITION

Under general supervision or general direction, performs complex and varied technical, professional, and confidential work required to administer human resources programs, including recruitment, job analysis and classification, compensation, training and development, employee and labor relations, and risk managment; performs research and analysis; provides consulting services to City departments related to all aspects of human resources programs and activities; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Human Resources Analyst I) or general direction (Human Resources Analyst II) from from assigned supervisory or management staff. Exercises technical and function direction over and provides training to lower-level staff. Exercises supervision over assigned staff.

CLASS CHARACTERISTICS

Human Resources Analyst I: This is the entry-level classification in the Human Resources Analyst series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Human Resources Analyst II: This is the journey-level classification in the Human Resources Analyst series. Positions at this level are distinguished from the I-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 upon completion and for overall results.

Positions in the Human Resources Analyst class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates and implements recruitment processes for City departments; confers with departments to ascertain departmental needs; coordinates and/or produces recruitment flyers and position announcements; screens resumes and applications; identifies qualified applicants.
- Organizes and administers oral and written examinations and results, including compiling test scores, preparing eligibility lists and candidate information, coordinating and/or conducting interviews,

assisting departments in extending job offers, and coordinating follow-up pre-employment testing; monitors the hiring process and/or testing processes to assure adherence to applicable human resources policies.
- Collects and compiles human resources data; prepares or assists in the preparation of monthly, quarterly, and year-end human resources, legal, summary, and technical reports, as directed.
- Conducts salary studies; researches salary and benefit information for use in the collective bargaining process, budget preparation, and cost analysis.
- Assists employees and management with the interpretation and correct application of City policies, procedures, and programs; provides advice and assistance regarding employment issues; investigates employee complaints.
- Coordinates the City's training activities, including identifying training needs, arranging for training presenters, working with trainers to ensure the City's needs and expectations are addressed, securing training sites, developing memos, flyers, emails, and voicemails, and providing visual aides and other materials as necessary; maintains training logs and records of completion.
- Participates in labor contract negotiation processes with assigned bargaining units.
- Conducts personnel and workplace investigations; assists in responding to grievances and administering disciplinary actions; coordinates management referrals to the Employee Assistance Program.
- Plans, organizes, assigns, trains, reviews and evaluates the activities of technical and administrative support staff; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the assignment.
- Makes recommendations for the development and revision of human resources documents, procedures, and forms; assists in the development of policies, regulations, and procedures.
- Conducts special research assignments, gathers data, and prepares reports for consideration by management or special committees.
- Consults with supervisors regarding personnel related issues, needs, and services; counsels employees on human resources programs, policies, and processes; explains program provisions, procedures, and eligibility requirements; and assists employees with forms and human resources documents.
- Conducts surveys and compiles data on administrative, human resources, and operational problems or issues.
- Provides information to City staff, other organizations, and the public, requiring the use of judgment and the interpretation of complex policies, rules, procedures, and ordinances.
- Performs other duties as assigned.

When assigned to risk management:
- Administers risk management progams and activities; coordinates general liability claims; investigates incidents, maintains incident case files, and responds to requests for claim documentation.
- Collects information on incidents and develops incident reports; assesses potential loss exposure and recommends solutions and/or training to mitigate exposure.
- Oversees Workers' Compensation claims; provides recommendations on actions, potential outscome, settlements, and litigation.
- Serves as a point of contact for the Risk Management Authority; responds to deadlines and provides data on risk-related issues such as insurance, property, fleet, employees, and Workers' Compensation.
- Analyze a variety or reports and data to identify trends or areas of exposure and recommends solutions for prevention.

QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Principles, practices, and techniques of human resources administration in a public agency setting, including recruitment and selection, equal employment opportunity, and affirmative action; job analysis and classification; compensation analysis and administration; training and development; employee and labor relations, including negotiations and the interpretation of collective bargaining agreements; and risk managemenet.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for collecting, interpreting, and reporting complex and technical data and information.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances.
- Effectively represent the department and the City in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations, and individuals.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Prepare effective reports, presentation, and outreach materials including recruitment and training materials, staff reports, and a variety of correspondence.
- Plan, organize, and coordinate the work of assigned staff.
- Maintain accurate files and records.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in human resources management, business or public administration, or a related field, and

Human Resources Analyst I: Two (2) years of experience providing progressively responsible technical and administrative human resources support at a level equivalent to the Human Resources Technician class with the City of Tracy.

Human Resources Analyst II: Two (2) years of progressively responsible professional human resources administration experience equivalent to the Human Resources Analyst I class with the City of Tracy.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various city departments and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 2562
BARGAINING UNIT: CEU

HUMAN RESOURCES MANAGER

DEFINITION

Under general direction, assists in planning, organizing, managing, and providing administrative direction and oversight for all major functions and activities of the Human Resources Department, including recruitment and selection, employee benefits administration, job analysis and classification, compensation administration, labor negotiations, employee training and development, risk management, and general human resources administration; assists in coordinating assigned activities with other City departments, divisions, outside agencies, and the public; fosters cooperative working relationships among City departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Director of Human Resources in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff.. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and overseeing the day to day functions and activities of the Human Resources Department. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource to the Director of Human Resources and City management and staff for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Director of Human Resources in that the latter has overall management responsibility for all Human Resources Department programs, functions, and activities, and for developing, implementing, and interpreting public policy.
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EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for major human resources functions and activities, including recruitment and selection, employee benefits administration, job analysis and classification, compensation, labor negotiations, employee training and development, and general human resources administration.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Assists in managing and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Director.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director; directs the implementation of improvements.
- Meets and confers with department staff as well as City management and staff regarding the interpretation of human resources policies and procedures, Memoranda of Understanding (MOU) provisiongs, laws, and regulatory requirements.
- Assists in the development of bargaining strategies; represents the City in labor negotiations as needed.
- Serves as a liaison for the department with other City departments, divisions, and outside agencies; provides staff support for commissions, committees, and task forces; represents the department with other City departments, elected officials, and outside agencies.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources and other types of public services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects to the City Council and City Manager, as assigned by the Director of Human Resources.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as acting Director in the absence of the Director of Human Resources.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of comprehensive human resources program development, implementation, and management in a municipal setting.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Techniques for providing a high level of customer service by effectively dealing with the public,

vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the department.
- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of human resources programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in human resources management, public or business administration, or a related field and five (5) years of experience in human resources administration, including two (2) years of supervisory or lead experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 4301
BARGAINING UNIT: CEU

HUMAN RESOURCES TECHNICIAN

DEFINITION

Under general supervision, performs a variety of responsible paraprofessional, technical, and office administrative human resources support functions, including assisting with the recruitment, testing, and selection of staff, salary administration, medical insurance and benefit programs, and employee training and orientation; prepares, reviews, and distributes human resources information systems records; provides responsible technical and clerical support to professional staff in the Human Resources Department; assists in completing various human resources studies and reports; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a paraprofessional class responsible for performing the full range of technical work in all functional areas of human resources including recruitment, testing, and selection, classification, compensation and benefits administration, and employee training and orientation, in addition to performing a variety of record-keeping and administrative support duties. 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. This class is distinguished from the Human Resources Analyst class in that the latter is a professional-level classification that performs the full range of complex analytical human resources work.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the recruitment, testing, and selection of employees, including preparing advertisements and recruitment job flyers, assisting in coordinating recruitment processes, and scheduling and coordinating written performance tests and interviews; advertises, posts, and mails job bulletins; assists in proctoring examinations.
- Schedules and coordinates selection processes; obtains raters for selection panels and arranges interviews involving employees and other parties.
- Notifies candidates at all steps of the selection process, as assigned; processes employee pre-placement physical examination paperwork.
- Establishes and maintains employee personnel and benefits files and volunteer files.
- Coordinates background check process for required classifications; updates Department of Justice applicant clearance log.
- Utilizes the applicant tracking system; answers questions regarding open positions, application procedures, employment procedures, and basic salary administration practices; responds to requests for employment verification.
- Processes Personnel Action Forms (PAF's) involving terminations, resignations, promotions, and retirements; and processes and coordinates employee exits, including Consolidated Omnibus Budget Reconciliation Act (COBRA) paperwork.

- Performs administrative work related to multi-tiered employee benefits programs that include plans such as retirement, long-term disability, health, life, dental, vision, employee assistance program, and worker's compensation.
- Enters benefit enrollment and changes into related databases.
- Administers I-9 program, including issuing forms to new employees, verifying eligibility of employment, completing and signing off on forms, and DOT preemployment processing; and maintains related files.
- Conducts and coordinates orientations for newly hired employees and answers employee questions regarding benefits, open enrollment periods, and other information regarding employee benefits.
- Responds to employee and retiree questions and complaints and may interface with medical insurance providers and insurance representatives.
- Completes and processes workers' compensation reports in a timely manner; acts as liaison with workers' compensation carrier; assists employees and supervisors with workers' compensation-related questions, paperwork and procedures.
- Prepares leave-of-absence paperwork and tracks Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) time off.
- Maintains employee handbooks and human resources policies and procedures, under the direction of supervisory and management staff.
- Participates in special human resources projects and programs including training programs, open enrollment, and related events; coordinates and integrates program services and activities with other agencies and City departments.
- Receives and screens visitors, telephone calls, and emails, providing a high level of customer service to both external and internal customers; provides information to City staff, other organizations, and the public, requiring the use of judgment and the interpretation of complex policies, rules, procedures, and ordinances.
- Provides general administrative support to the Human Resources function, including preparing correspondence, memoranda, and reports, performing data entry, and maintaining schedules and records.
- Organizes and maintains various administrative, confidential, reference, and follow-up files; purges files and records as appropriate.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of the human resources function in a public agency setting.
- Policies and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- Methods, techniques, and practices of data collection and basic report writing.
- Business letter writing and standard writing practices for correspondence.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Interpret, apply, and explain policies, procedures, and practices of human resources administration.
- Review documents for completeness and accuracy.
- Coordinate effective recruitment, testing, and selection practices.
- Maintain accurate and confidential human resources records.
- Review and reconcile employee benefit records.
- Perform detailed human resources office support work accurately and in a timely manner.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Respond to and effectively prioritize multiple requests for service.
- Make accurate arithmetic and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in human resources management, business or public administration, or a related field, and three (3) years of increasingly responsible experience providing technical and administrative support to a full-service human resources program which included recruitment and selection and benefit administration.

Licenses and Certifications:

- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and

objects up to 25 pounds and occasionally heavier weights always with the assistance of proper equipment or staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 4204/4205
BARGAINING UNIT: TTSSEA

INFORMATION SYSTEMS TECHNICIAN I/II

DEFINITION

Under direct or general supervision, performs a variety of technical duties in support of the City's management information system; provides technical desktop support to users; troubleshoots hardware and software problems associated with the City's computers, telecommunication, security systems, and related equipment; installs hardware equipment and software applications; performs network backups; assesses user training needs and trains users in effective use of applications; makes recommendations regarding hardware and software acquisitions; performs database administration; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Information Systems Technician I: This is the entry-level class in the Information Systems Technician series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform first level help desk response and routine maintenance duties, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Information Systems Technician II: This is the journey-level class in the Information Systems Technician series. Positions at this level are distinguished from the I-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 upon completion and for overall results.

Positions in the Information Systems Technician class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Moves and sets up workstations, including supplying computer terminal, data connection, and telephone; installs desktop equipment, software, and network operating systems; installs emulation software and wiring connections to the City's network; installs, maintains, and troubleshoots voice connections, cabling, instruments, and switches; tests and certifies each installed connection, including

cellular phones, tablets, and mobile computers in public safety vehicles; works with various vendors to support these systems.
- Services existing electronic equipment requiring repair or complex preventive maintenance; performs scheduled upgrades to existing personal computer systems and other devices.
- Evaluates and diagnoses computer hardware and software problems associated with the City's computers and related equipment; performs diagnostic testing; repairs equipment; establishes a maintenance schedule.
- Installs, designs, configures, maintains, and upgrades operating systems and software packages across disparate platforms.
- Performs routine tasks of local area network (LAN) and wide area network (WAN) administration; assists users in LAN and WAN procedures and programs and in efficiently accessing network resources.
- Builds, configures, and implements application servers; performs systems and server maintenance checks and back-ups; generates, reviews, and maintains reports and logs to evaluate system information.
- Assists users with operational questions or problems and in the use of computer software applications related to specific departmental activities; provides new user training and ongoing support to keep all end users apprised of changes and upgrades to department computer systems and databases.
- Researches, analyzes, designs, and implements changes to departmental databases and other programs.
- Serves as a technical resource for maintaining, enhancing, and upgrading the department's current and long-term computer system operations.
- Researches and tests available computer products, analyzing the relevance of different types of software to department functions and requirements.
- Performs systems and server maintenance checks and back-ups; generates, reviews, and maintains reports and logs to evaluate system information.
- Recovers computer assets and evaluates/repurposes viable hardware; decommissions obsolete hardware.
- Writes and maintains user and technical operating instructions and documentation; provides training to users and other technical staff and advises on best practices.
- Coordinates with vendor representatives to resolve problems with system applications and with troubleshooting, repair, and maintenance; works with software providers to accomplish specific maintenance and modifications.
- Researches, evaluates, and purchases computer equipment and supplies; maintains inventory; tracks and receives a variety of computer systems and telecommunications equipment, software applications supplies, training materials, and related needs adhering to established purchasing policies.
- Enforces information technology operational policies and procedures.
- Stays abreast of current trends and developments in the field of computer software programs and networking systems on a variety of hardware operating systems.
- Performs other related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Basic principles and practices used in the operation, troubleshooting, maintenance, and administration of personal computer operating systems, personal computer system hardware, mobile computing systems, and related software systems.
- Personal computer and network system application software packages and hardware peripherals.
- Computer hardware, software, network technology, and operating system products.
- Techniques and methods of computer hardware and software evaluation and implementation.
- Theory and design of information technology.

- Principles of database management and systems development.
- Operating systems; local area network (LAN) and wide area network (WAN) design, operations, and support, such as printers, modems, scanners, routers, switches, and other network devices and various applications.
- Troubleshooting, configuration, and installation techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Analyze, diagnose, and troubleshoot information technology networks, servers, and systems and workstation hardware and software using logic to solve problems.
- Operate, install, maintain, configure, and troubleshoot a variety of highly technical computer equipment and peripherals.
- Analyze and evaluate data, formulate proposals, and implement computer system plans.
- Establish and maintain a computer maintenance schedule.
- Learn to use new and existing software and hardware.
- Present effective training programs and train users in the application and use of computer hardware and software.
- Compose clear and concise system procedures, correspondence, and reports.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Information Systems Technician I/II: Equivalent to an associate degree in computer science, information technology, or a related field.

Information Systems Technician I: None required. Work experience performing technical support and network administration on personal computers and peripheral equipment, including software administration is desirable.

Information Systems Technician II: Two (2) years of increasingly responsible experience performing technical support and network administration on personal computers and peripheral equipment, including software administration.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Candidate must pass POST level background investigation for clearance to work on Police Department Systems.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.
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WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 2553
BARGAINING UNIT: CEU

INFORMATION TECHNOLOGY MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing professional, technical, and administrative support related to all programs and activities of the Information Technology Division; administers short and long-range planning activities; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Assistant City Manager in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the day-to-day operations of the City's Information Technology Division. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Information Technology Division, including the installation, maintenance, and upgrade of the local area network, required hardware and software, infrastructure, personal computers, geographic information systems (GIS), and communications systems such as computer aided-dispatch (CAD).
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budgets.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Assistant City Manager.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends discipline to the Assistant City Manager.
- Manages and participates in the administration and maintenance of the City's information technology infrastructure; evaluates, selects, and recommends City-wide computer purchases; develops long-term information systems strategies to plan for and control network upgrades and growth; evaluates and

recommends new technologies; and encourages innovation among technical staff in the utilization and implementation of ideas and techniques.
- Assists the Assistant City Manager with special projects as assigned; participates in deliberations to address City operational issues as they relate to information technology, and in the development of management recommendations for consideration by the Assistant City Manager, City Manager, and City Council.
- Ensures the security integrity of the information services infrastructure; analyzes business operations and possible cyber security threats.
- Negotiates and administers contracts with private vendors to provide City services.
- Resolves computer system related problems as they occur; provides direction and technical supervision to internal staff and external consultants whose work involves network systems related tasks and work methods.
- Identifies and proposes network services projects appropriate for contract delivery; negotiates service contracts and computer hardware pricing with vendors; oversees contract preparation and completion of work.
- Provides staff assistance to the Assistant City Manager; prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Implements adopted information technology strategic plans, policies, and standards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in information technology; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Information technology systems, database management, policies and procedures, including computer networks, personal computers, telecommunications, copiers, and other electronic office automation systems.
- Hardware and software characteristics of various computer systems and a general understanding of system features and their integration capabilities.
- Systems design and development process, including requirements analysis, feasibility studies, software design, programming, beta testing, installation, evaluation, and operational management.
- Hardware and software security controls and risk management including access control; business continuity and disaster recovery planning; cryptography; legal regulations, investigations and compliance; some physical (environmental) security; security architecture and design, telecommunications, and network security.
- Principles and practices of budget development and administration.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal information technology operations.
- Principles and practices of contract administration and evaluation.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the division.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Organize, manage, implement, and maintain efficient and effective automated systems to ensure the reliability and integrity of the computer infrastructure.
- Manage and monitor complex projects, on-time, and within budget.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in computer science, information systems management, or a related field and five (5) years of experience in the development and administration of computer systems, telecommunication systems, and local area networks, including two (2) years of supervisory experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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January 2021
FLSA: Exempt
CLASS CODE: 3111
BARGAINING UNIT: TMMBU

INFORMATION TECHNOLOGY SPECIALIST

DEFINITION

Under general direction, performs a variety of professional technical duties pertaining to analysis, development, maintenance, and administration of computer hardware and software systems to meet the technology needs of the Police Department; sets up, maintains, and monitors a variety of information systems including networks, servers, peripherals, computer-aided dispatch (CAD), record management systems (RMS), operating, and user applications; troubleshoots hardware, software, and server problems associated with computers, telecommunication and security systems, and related equipment; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing specialized duties in support of the City's Information Technology Department. Positions at this level exercise judgment and initiative in their assigned tasks, 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 upon completion and for overall results.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Inspects, troubleshoots, diagnoses, and resolves problems and malfunctions with operating systems, hardware, software, server, network and data communication systems, including CAD and RMS, personal and mobile computing systems and equipment, and related technologies.
- Ensures the functionality and operational stability of information technology systems by monitoring system performance and evaluating and effectively responding to requests for assistance from users.
- Consults with staff to determine communication needs and system requirements; conducts technical reviews; develops or refines specifications; designs, recommends, implements, and evaluates upgrades and expansions to ensure maximization of equipment usage.
- Installs, designs, configures, and maintains software, hardware, servers, security and access controls, and network systems.
- Ensures that police communication equipment is properly operated, maintained, and secured when not in use; repairs and replaces the equipment as needed.
- Adds and sets up new users on various department specific hardware, software, active directory, and telecommunication systems; assists users with operational questions or problems and in the use of computer software applications related to specific departmental activities; provides new user training and ongoing support to keep all end users apprised of changes and upgrades to department computer systems and databases.
- Provides operational instruction and training to users of the Police department specific applications.

- Performs periodic systems support functions, such as backing up files and loading software updates.
- Coordinates with other information technology staff to resolve problems with system applications; works with software providers to accomplish specific maintenance and modifications.
- Stays abreast of current trends and developments in the field of computer software programs and networking systems on a variety of hardware operating systems specific to police department needs.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operational characteristics of desktop, network, and telecommunication systems hardware, software, servers, and peripheral equipment.
- General principles, methods, and techniques used in designing, developing, testing, and implementing information technology systems.
- Tools and equipment used in testing the functionality of computer systems.
- Principles and methods of troubleshooting computer hardware, software, network, and server problems.
- Methods and techniques of eliciting information from end users to determine potential problem areas.
- Applications and functions of computer hardware, software, and peripheral devices.
- Principles of database management and systems development.
- Local area network (LAN) and wide area network (WAN) operations and support, including printers, modems, scanners, routers, switches, and other network devices and various applications.
- Computer and peripheral equipment maintenance methods and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform a variety of technical duties in support of technology programs and services.
- Analyze, diagnose, and troubleshoot information technology networks, servers, and systems and workstation hardware and software using logic to solve problems.
- Elicit information from client users to triage requests and identify appropriate action.
- Operate, install, maintain, configure, and troubleshoot a variety of highly technical computer equipment and peripherals.
- Troubleshoot, evaluate, and diagnose desktop and routine network problems; resolve or refer to higher level staff.
- Utilize new and existing software and hardware.
- Establish and maintain a computer maintenance schedule.
- Write system procedures.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a

variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree in Computer Science, Information Systems or a related field and two (2) years of increasingly responsible experience providing professional technical support in the installation, maintenance, and repair of systems specific to police operations, including CAD and RMS systems.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Candidate must pass POST level background investigation for clearance to work on Police Department Systems.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

All City of Tracy employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the

preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

January 2021
FLSA: Non-Exempt
CLASS CODE 5413
BARGAINING UNIT: TEAMSTERS

INSTRUMENTATION TECHNICIAN

DEFINITION

Under general supervision, performs skilled, technical work related to installing, troubleshooting, preventative and corrective maintenance, and repairing of metering, recording, and data logging, and control instrumentation, including electronic, pneumatic, hydraulic, and electro-mechanical systems as found in the water and wastewater treatment plants, water wells, pump stations, water reservoirs and other Utilities related facilities; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a journey-level classification responsible for performing work in the maintenance and repair of electronic and pneumatic systems and equipment found in the City's water and wastewater treatment plants, water wells, pump stations, water reservoirs, and other Utilities related facilities. 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 upon completion and for overall results. This class is distinguished from the Electrician in that the latter performs skilled electrical work on City electrical equipment and systems, including the water treatment plant, wastewater treatment plant, sanitary and storm collections systems, wells, traffic signals, and streetlights.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Inspects, installs, repairs, maintains, calibrates, tests, and troubleshoots electrical, mechanical, and other process instrumentation, such as indicators, recorders, flow meters, transmitters, transducers, electric motors, switches, panels, lines, controls, regulators, instrumentation equipment, valve actuators, and other equipment related to the City's water and wastewater operations.
- Performs preventative maintenance, services and tests equipment, including communications and telemetry systems, SCADA, and PLC software and hardware, according to an established schedule; performs minor software adjustments.
- Inspects facilities and equipment to determine the need for major maintenance or repair; develops and maintains a schedule for preventative maintenance of instrumentation equipment.
- Installs, troubleshoots, and repairs automated telemetry equipment including calibration of input sensors such as flow meters, level transducers, pressure transducers, and other monitoring equipment.
- Calibrates equipment and instruments on a routine schedule and after repairs; makes unscheduled or emergency repairs as required.

- Reads and interprets electrical and electronic schematics, mechanical and instrumentation drawings, instrument loop diagrams, wiring diagrams, and construction drawings necessary to install, service, and repair equipment in accordance with related regulations and vendor specifications.
- Uses and performs maintenance on a variety of tools, electrical, and electronic test equipment; calibrates equipment as required; assists in reading and calibrating gauges and meters used for process control.
- Assists in maintaining an inventory of materials, tools and supplies; requisitions materials as required.
- Maintains and calibrates critical equipment for facility safety, including fixed and portable as detectors, safety alarms, and the Chemical Scrubber system equipment.
- Confers with operations staff to determine equipment problems; suggests methods of minimizing such problems in an operational setting.
- Attends training and safety sessions as assigned; observes appropriate safety procedures and works to applicable codes and guidelines; makes appropriate use of related safety equipment as required.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods related to the electrical maintenance and repair of motors, switches, panels, lines, regulators, and related equipment and facilities used in the water and wastewater treatment facilities and the laboratory.
- Principles, practices, and methods related to the maintenance and repair of various data acquisition and control instrumentation.
- Telephone, telemetry, and SCADA equipment.
- Regulations pertaining to electrical and electronic installation, maintenance, and repairs.
- Electrical and electronic schematic diagrams.
- Principles of operation of water, wastewater, and laboratory systems.
- Principles of variable frequency drives motors, and control systems.
- The use and care of test equipment and hand and power tools common to the trade.
- Safety practices, procedures, and equipment pertaining to work in the industry, including working underground, in confined spaces, around high voltage, and around hazardous chemicals.
- Safe work methods and safety practices pertaining to the work.
- Applicable federal and state laws; City, department, and division regulations, codes, policies, and procedures.
- Recordkeeping principles and procedures.
- Business arithmetic techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Inspect, operate, diagnose problems, and perform preventive maintenance and repair work on electronic meters and recording instruments and SCADA systems; take appropriate action when failures occur.
- Analyze work problems and make corrections that will facilitate the completion of assignments.
- Read and interpret gauges and other recording devices and interpret the information as it relates to

repair and maintenance activities.
- Read and understand sketches, equipment manuals, schematic diagrams, construction drawings, and blueprints.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform a variety of support for engineering, fabricating, and design duties related to water and wastewater instrumentation systems construction, maintenance, and repair; interpret sketches and diagrams.
- Maintain manual and automated logs, records, parts inventory, reports, and charts.
- Perform work in confined spaces, following required confined space entry procedures.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in electronic sensory systems diagnosis, maintenance, repair and testing and three (3) years of technical electronics experience in the maintenance, installation and repair of electronic sensory control systems.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a Grade I Water Distribution Operator certificate issued by the State Water Resources Control Board is required at time of application.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites.

Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 5224
BARGAINING UNIT: Teamsters

JUNIOR ENGINEER

DEFINITION

Under general supervision, performs routine professional field and office engineering work to assist in the management and administration of the City's Capital Improvement Program (CIP), land development, traffic engineering, and infrastructure construction and maintenance projects; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; provides professional staff assistance to higher-level engineering staff; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the trainee-level classification in the professional engineering series. Initially under close supervision, incumbents with little to no directly related experience learn City systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform many of the duties required of the positions at the Assistant level, but do so in a learning capacity and are not expected to function at the same skill level and exercise less independent discretion and judgment in matters related to work procedures and methods.

Positions in the Junior Engineer class series are flexibly staffed and positions at the Junior Engineer level are normally filled by advancement from the Engineering Technician II class after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists with the coordination and administration of engineering construction projects, including coordinating with permitting and public utility agencies; performs historical document research and review; prepares and reviews plans, permit documents, specifications, engineering drawings, and cost estimates; applies engineering principles and practices to specific problems; coordinates construction schedules with other projects and agencies; inspects construction of projects to ensure compliance with construction documents.
- Reviews construction plans prepared by consulting engineers and private contractors to verify compliance with City requirements and for conformance with regulations; reviews engineering calculations of other engineers or consultants; participates in pre-design, construction, and progress meetings.

- Participates in pre-construction meetings and reviews and evaluates the impact of proposed projects; attends progress meetings and reviews work products; assists in developing CIP project scope and schedule; assists in procuring professional services; assists in the negotiation of contracts and task orders; reviews and approves progress payments and change orders in consultation with division management.
- Assists and/or performs traffic engineering studies, such as speed and traffic surveys and traffic counts; reviews and prepares traffic signal plans, and sign and striping plans.
- Investigates field problems affecting property owners, contractors, and maintenance operations; responds to and resolves various issues with residents, other department representatives, and outside agencies in a professional manner; identifies and reports findings and takes necessary corrective action.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Prepares reports and makes recommendations; may make presentations to committees and the City Council.
- Prepares and submits grant applications.
- Represents the City with groups, organizations, committees, professional groups, other public agencies, and the public.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Engineering principles, techniques, policies, and procedures including plan review and permit filing and approval procedures.
- Basic principles, practices, procedures, and standards related to public works infrastructure development and maintenance.
- General design, layout, and construction practices for public improvements.
- Principles and practices of preparing design calculations, engineering drawings, and sketches.
- Project management and contract administration principles and techniques.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles of advanced mathematics and their application to engineering work.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Conduct engineering research projects, analyze complex problems, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand and interpret engineering construction plans, specifications, and other contract documents.

- Assist in the development and administration of contracts for professional services and construction in a public agency setting.
- Direct the work of contract consultants.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and City engineering policies and procedures.
- Read and understand technical drawings and specifications.
- Perform mathematical and engineering computations with precision.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in civil engineering or a related field.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a valid certification as an Engineer-In-Training issued by the State of California is desirable.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in the field, to operate varied hand and power tools, and to operate a motor vehicle to visit and inspect City sites, including traversing uneven terrain, climbing ladders, stairs, and other access points; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; this is occasionally a sedentary office classification although standing and walking between work areas and to conduct inspections is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in

the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 5423
BARGAINING UNIT: TMMBU

LABORATORY QUALITY ASSURANCE OFFICER

DEFINITION

Under general direction, performs a variety of technical tasks relative to reviewing, validating, implementing, and training staff in analytical and record-keeping procedures related to complex physical, chemical, biological, and bacteriological water and wastewater analyses; monitors the laboratory's safety, quality assurance, training, accreditation, and chemical hygiene plans; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises technical and functional direction and provides training to lower-level staff. Exercises no supervision over staff.

CLASS CHARACTERISTICS

This is a journey-level professional classification performing a wide variety of analytical laboratory compliance work. Incumbents serve to relieve the manager of performing laboratory compliance detail work and are expected to function with very little direct oversight. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff contact.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Reviews laboratory quality control and sampling procedures; makes recommendations for adjustments to processes and procedures related to laboratory testing and compliance consistent with TNI (The National Environmental Laboratory Accreditation Conference (NELAC) Institute) standards.
- Develops, reviews, updates, and maintains the laboratory's Standard Operating Procedures and Quality Management System consistent with TNI standards.
- Develops, adheres to, ensures compliance with, and monitors quality assurance (QA) standards and safety protocol of the laboratory; maintains and reviews quality control databases, charts, detection limits, and action levels for laboratory analyses; recommends improvements and modifications as necessary.
- Analyzes, interprets, and validates data; recognizes data abnormalities as they relate to process control and analytical testing; determines the causes of problems and makes appropriate recommendations to take corrective action; prepares and submits corrective action and investigation reports as necessary.
- Performs quality control and assurance program administration activities; compiles data to prepare reports and summaries; maintains databases; submits periodic and special reports to appropriate regulatory agencies.
- Coordinates or performs quality assurance system audits of laboratory performance using samples provided by regulatory or commercial agencies; prepares or reviews the preparation of calibration standards and quality assurance check samples for internal laboratory use.
- Performs a variety of quality assurance and quality control analyses of qualitative and quantitative tests of water and wastewater; monitors and evaluates laboratory test results to ensure all reported data meets minimum acceptance criteria.

- Monitors state and federal regulations relating to laboratory quality assurance; evaluates impact on laboratory practices; identifies changes required to comply with regulation and assists with City responses as appropriate.
- Encourages compliance with work and safety procedures and the proper operation, use, and maintenance of equipment and supplies; assists in implementing procedures and standards; assists in developing state and federal approved test methods and standard operating procedures (SOPs).
- Trains employees in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations; trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Assists in the development and implementation of policies, procedures, and work standards for the division, including recommending improvements.
- Performs chemical and biological analyses to assist in troubleshooting water and wastewater plant issues; conducts and participates in special studies as assigned.
- Prepares reagents, chemicals, bacteriological media, stains, and standard test solutions; performs mathematical calculations and statistical analyses for test results.
- Operates and uses monitoring equipment, operates portable lab equipment, and performs field analyses as necessary.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Chemical, biological, and physical characteristics of various environmental matrices including water and wastewater.
- Principles, practices, techniques, equipment, and materials required for basic chemical, biochemical, biological, microbiological, and physical analysis of samples of potable water and wastewater.
- Techniques of sampling techniques and related statistical analysis.
- Laboratory and wastewater plant safety procedures and equipment.
- Basic principles of water and wastewater treatment and distribution/disposal.
- Record-keeping principles and procedures.
- Principles and practices of data collection, analysis, and report preparation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language to perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of technical staff.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Perform complex troubleshooting of problems that result from laboratory testing procedures and recommend appropriate solutions.
- Perform basic chemical, biochemical, biological, microbiological, and physical analyses of various matrices including potable water and wastewater.
- Make accurate chemical, arithmetic, and statistical computations.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures,

and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in chemistry, biology, or a related field and four (4) years of progressively responsible experience performing water or wastewater analyses. Quality control experience is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Class C driver's license upon appointment.
- Possession of a Grade I Laboratory Analyst certification issued by the California Water Environment Association upon appointment.
- Possession of a Grade II Laboratory Analyst certification issued by the California Water Environment Association within twelve (12) months of appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in standard office and laboratory settings and use standard office and laboratory equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and laboratory equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in laboratory and office environments with low to moderate noise levels and controlled temperature conditions. Employees are frequently exposed to odors, fumes, and hazardous chemicals and physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Works outdoors, as needed, and subject to inclement weather.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-exempt
CLASS CODE: 5421/5422
BARGAINING UNIT: TEAMSTERS

LABORATORY TECHNICIAN I/II

DEFINITION

Under direct or general supervision, performs a variety of routine to complex duties in support of the Utilities department including collecting samples of potable and recycled water, wastewater, and industrial wastes and performing field and laboratory physical, chemical, biological, and bacteriological tests on various matrices; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct (Laboratory Technician I) or general (Laboratory Technician II) supervision from assigned supervisory or management staff and technical and functional direction and training from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Laboratory Technician I: This is the entry-level classification in the Laboratory Technician series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Laboratory Technician II: This is the journey-level classification in the Laboratory Technician series. Positions at this level are distinguished from the I-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.

Positions in the Laboratory Technician class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs and interprets chemical, biochemical, biological, microbiological, and physical analyses of samples related to the treatment, quality control, and distribution of potable and recycled water, as well as treatment, quality control, and disposal of wastewater influent, effluent, and biosolids, following standard procedures and guidelines.
- Participates in the collection of samples at various sites throughout the water and wastewater systems for testing to determine the effectiveness of each stage of the treatment process.
- Sets up, calibrates, operates, and performs minor maintenance and repair to a variety of laboratory instruments and equipment.
- Prepares standard chemical solutions and reagents for laboratory and operations; disposes of outdated

materials in a safe manner; prepares test kits for sampling, cleans glassware and equipment to ensure that the laboratory is maintained in a clean and orderly condition.
- Maintains accurate records of test results and work performed; assembles and records test data and results using database software; prepares draft charts, graphs, and written reports.
- Periodically monitors inventory of laboratory supplies; orders materials and equipment to maintain supply levels; updates order records.
- Maintains quality control and quality assurance and follows safe work procedures within standard operating procedures and protocols.
- Participates in analyzing and interpreting laboratory results, recognizing problems that may be occurring during the treatment process.
- Performs routine testing and analyses of potable water, recycled water, and wastewater effluent to maintain laboratory certification and ensure regulatory compliance.
- Responds to public complaints and questions regarding water quality issues.
- Consults with appropriate operations staff regarding analysis results as necessary.
- Assists less experienced staff as necessary; attends periodic trainings to stay abreast of methodological and regulatory changes relevant to the field of work.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Chemical, biological, and physical characteristics of various environmental matrices including water and wastewater.
- Principles, practices, techniques, equipment, and materials required for basic chemical, biochemical, biological, microbiological, and physical analysis of samples of potable water and wastewater.
- Sampling techniques and related statistical analysis techniques.
- Laboratory and wastewater plant safety procedures and equipment.
- Basic principles of water and wastewater treatment and distribution/disposal.
- Record-keeping principles and procedures.
- Principles and practices of data collection, analysis, and report preparation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language to perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform basic chemical, biochemical, biological, microbiological, and physical analyses of various matrices including potable water and wastewater.
- Make appropriate recommendations for the laboratory, plant or drinking water operations based on results of laboratory analyses.
- Research, analyze, and summarize data, and prepare and present accurate and reliable reports containing findings and recommendations.
- Organize, maintain, and update database and records systems.
- Make accurate basic chemical, arithmetic, and statistical computations.
- Maintain attention to detail and accuracy.
- Identify and take appropriate action when operating problems occur.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and

standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Laboratory Technician I: Equivalent to graduation from the twelfth (12th) grade, supplemented by specialized training or college level course work in chemistry, biochemistry, microbiology or related sciences and two (2) years of experience performing chemical or bacteriological tests in a laboratory or treatment plant.

Laboratory Technician II: Equivalent to graduation from the twelfth (12th) grade, supplemented by specialized training or college level course work in chemistry, biochemistry, microbiology or related sciences and four (4) years of experience performing chemical or bacteriological tests in a laboratory or treatment plant.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid California Class C driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

Laboratory Technician I: Possession of a Grade I Laboratory Analyst certification issued by the California Water Environment Association (CWEA) within two (2) years of appointment.

Laboratory Technician II: Possession of a Grade II Laboratory Analyst certification issued by the CWEA upon appointment.

PHYSICAL DEMANDS

Must possess mobility to work in standard office and laboratory settings and use standard office and laboratory equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and laboratory equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds with the use of proper equipment

ENVIRONMENTAL CONDITIONS

Employees work in laboratory and office environments with low to moderate noise levels and controlled temperature conditions. Employees are frequently exposed to odors, fumes, and hazardous chemicals and physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Works outdoors, as needed, and subject to inclement weather.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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January 2021
FLSA: Exempt
CLASS CODE: 3508
BARGAINING UNIT: TMMBU

LANDSCAPE ARCHITECT

DEFINITION

Under general direction, performs professional landscape architectural work in the study, design and preparation of plans and drawings for the development of new or existing parks, medians and other City owned facilities; produces and processes construction documents; coordinates, performs plan checks, and inspects finished landscape improvement projects; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or managerial staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a specialized professional classification performing the full range of landscape architecture assignments. Incumbents at this level are capable of performing design and development of plans, specifications and cost estimates for capital improvement projects and review and approval of all landscape improvements to private development and public facilities within the City. Considerable independent judgment is used to make decisions in carrying out assignments.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Conducts landscape architectural and engineering work in the study, design and preparation of preliminary and final working drawings and plans for the development and rehabilitation of new or existing beach and park areas, medians and other City owned facilities; works with the community and other appropriate agencies and individuals in the design and development of projects.
- Produces construction documents for landscape capital improvement projects; prepares plans and specifications for buildings and facilities, site planning, planting, grading, drainage, structural details, irrigation, plumbing, electrical and lighting systems and related landscaping requirements; prepares cost estimates for projects; assists in budget preparation and administration.
- Performs plan checks; coordinates, supervises and inspects construction; participates in or conducts negotiations with outside contractors, vendors or other professional service providers.
- Supervises and coordinates outside consultants (i.e. engineers, architects, landscape architects, etc.).
- Confers with professional service providers, suppliers, contractors, vendors and others in the coordination of plans, acquisition of materials, and estimation of costs.
- Attends community and citizen meetings; responds to questions and concerns from the general public; provides information as is appropriate and resolves complaints.
- Participates in long- and short-range planning efforts and studies and manages milestones on capital improvement projects.
- Reviews and conducts analyses of construction bids and contracts.
- Prepares or directs the preparation of pre-construction meeting agendas and conducts pre-construction meetings.
- Acts as project manager for assigned projects from conception through implementation; may lead multi-discipline teams from design through construction.

- Directs the investigation, troubleshooting, and resolution of construction-related issues; negotiates and approves change orders; directs the issuance of Notices to Proceed and filing of Notices of Completion.
- Manages and coordinates project budgets and reviews the work of professional and technical consultants.
- Makes presentations to elected officials, community groups, and the public on projects; prepares and presents City Council agenda items.
- Reviews and approves project schedules, coordinates reporting systems and administrative procedures, prepares cost and scheduling analysis reports for multiple projects.
- Trains, evaluates, and directs professional and support staff.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, methods and techniques of landscape architecture including design, construction and maintenance; applicable landscape design standards.
- Proper application of plant materials, natural features, and construction in a variety of public grounds situations.
- Horticultural requirements, irrigation systems, soil care and maintenance, plant disease and pest control.
- Project management, analytical processes, and report preparation techniques.
- Basic principles and practices of landscape development and rehabilitation projects related functions, such as, but not limited to, purchasing, personnel, risk management, finance, budgeting, and other related project management functions.
- Basic principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Principles and practices of contract administration and evaluation.
- Research and reporting methods, techniques, and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Recordkeeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Prepare highly detailed landscape and building plans, profiles, sketches, and specifications.
- Design projects to fit space limitations, City requirements, community recreation needs and available budget.
- Operate standard professional equipment, including manual and automated drafting tools.
- Manage complex landscape improvement projects, analyze complex problems, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Develop and implement goals, objectives, policies, procedures, and work standards for the assigned projects.

- Coordinate and oversee project administrative, budgeting, and fiscal reporting activities.
- Develop and administer contracts for professional services and construction in a public agency setting.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in landscape architecture or a related field, and four (4) years of responsible landscape design or project coordination experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a valid Registration as a Landscape Architect issued by the State of California Architects Board.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 4109
BARGAINING UNIT: CEU

LEGAL SECRETARY

DEFINITION

Under general supervision, performs varied and responsible specialized and confidential legal secretarial duties; composes and prepares correspondence; provides administrative support to legal staff; assists with calendaring and scheduling; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a specialized clerical classification performing a wide variety of legal secretarial and administrative support work. Incumbents serve to relieve management of performing administrative detail work and are expected to function with very little direct oversight. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff contact. This class is distinguished from other office administrative classes by the nature, scope, complexity, and diversity of responsibilities involved in the legal support function(s).

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Based upon direction from attorneys, drafts, edits, proofreads and prepares in final form documents such as resolutions, proclamations, contracts, complaints, ordinances, resolutions, agreements, leases, pleadings, legal opinions, memoranda, correspondence, and other legal documents.
- Coordinates and participates in the preparation of department budget; monitors budget expenditures; generates budget reports,
- Prepares and processes reports, forms, contracts, and records, including the department's budget, requests for payments, purchase orders, invoices, requests for proposals, bid packages, contracts, agreements, business licenses, and permits.
- Calendars and schedules court dates, meetings, and appointments for attorneys; files or arranges for the filing of legal briefs and other necessary paperwork with the court.
- Processes a variety of legal agreements, contracts, and other documents according to attorneys' instructions.
- Initiates specified correspondence such as transmittal letters for signature by appropriate staff; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Collects information from a variety of sources pertinent to the area of assignment; compiles data and prepares routine reports.
- Drafts a wide variety of legal and general correspondence and documents; uses modern office software and equipment to input and retrieve data and prepare reports.

- Prepares notices and reports for the meetings of the City Council and various commissions; researches, compiles, and analyzes data for special projects; maintains a variety of plans, handouts, and forms utilized by the department.
- Receives and screens visitors and telephone calls; provides information; exercises judgment and discretion in interpreting policies and procedures; takes messages and refers callers to attorneys as necessary; schedules appointments; makes travel and other reservations; and receives and routes mail.
- Organizes and maintains a variety of files.
- Relieves attorneys of administrative detail work by following up on projects, transmitting information, staying abreast of assigned activities, and scheduling and arranging meetings.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Legal office terminology, practices, procedures, and standard formatting for legal documents.
- Office administrative and secretarial practices and procedures, including filing and business letter writing.
- Methods of recordkeeping, report preparation, and filing.
- Basic arithmetic.
- Basic budget preparation and monitoring practices and procedures.
- Operating procedures of a legal office.
- Court procedures and requirements.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Draft a variety of legal documents from stenographic notes, brief instructions, dictation, or printed information.
- Provide varied and responsible legal secretarial and office administrative assistance to attorneys and associated staff.
- Research and analyze situations carefully and adopt effective courses of action.
- Draft routine legal documents.
- Perform basic mathematical calculations.
- Organize and maintain accurate records and files.
- Type at a speed necessary for successful job performance.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade and two (2) years of experience in providing legal secretarial and office administrative support to attorneys and/or related support staff.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various city and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 5301/5303
Bargaining Unit: Teamsters

MAINTENANCE WORKER I/II

DEFINITION

Under direct or general supervision, performs a variety of routine to complex maintenance work in the maintenance, repair, operation, construction, and/or modification of City infrastructure and facilities, including streets, structures, street signs and striping, traffic medians, parks, sports fields, and other City facilities and landscaped areas; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision. Exercises no direct supervision over staff. May direct the work of seasonal or part-time staff.

CLASS CHARACTERISTICS

Maintenance Worker I: This is the entry-level class in the Maintenance Worker series. Initially under close supervision, incumbents with basic maintenance experience learn City infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually 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. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Maintenance Worker II: This is the full journey-level class in the Maintenance Worker series that performs the full range of duties required to ensure that City infrastructure, systems, and facilities to which assigned, are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. Positions at this level are distinguished from the I 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. This class is distinguished from the Senior Maintenance Worker in that the latter has lead responsibility for assigning and directing the work of staff and individually, and is capable of performing the most complex duties assigned to the division.

Positions in the Maintenance Worker class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring a minimum of one (1) additional year of experience and after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)
Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

When performing the parks/sports fields/landscape maintenance assignment:
- Maintains City parks, athletic fields, landscape, trees, median, and right-of-way areas.
- Applies pesticides and herbicides based on regulatory safety standards; maintains Federal and State-mandated records and reports related to the application of chemical pesticides and herbicides.
- Maintains, monitors, troubleshoots, and programs park irrigation systems; repairs sprinklers, booster pumps, water features, backflows, main lines, and valves; reads and interprets irrigation, landscape, and electrical plans.
- Inspects and repairs playground equipment, drinking fountains, public restrooms, benches, lighting, pathways, fences, and other park and landscape amenities.
- Waters, mows, weeds, renovates, and fertilizes lawns and sports fields; plants, prunes, and cares for trees, shrubs, groundcovers, and flowers.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment and hand and power tools related to the construction, maintenance, and repair of City open spaces and related facilities.
- Performs semi-skilled carpentry, plumbing, and electrical work; performs minor repairs and fabrications requiring welding, cutting, and drilling; and concrete repair and replacement.
- Cleans restrooms; removes litter and graffiti.

When performing streets maintenance assignment:
- Performs construction, maintenance, and repair activities of City streets, roadways and sidewalks to ensure safe and efficient access for the public, including alleys, sidewalks, curbs and gutters, roadway base and sub-base, guard rails, asphalt pavement, crack seal application, concrete repair, traffic and street sign installation, repair, and reflectivity, and pavement markings.
- Participates in concrete maintenance, including attending to trip hazards, demolishing and removing concrete, and forming, pouring, and finishing sidewalks, handicap ramps, curbs, and gutters.
- Operates construction and concrete cutting and breaking equipment such as a jackhammer; constructs concrete forms, pours concrete, and assists in finishing concrete and masonry work.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment, and hand and power tools related to the construction, maintenance, and repair of City streets, roadways, and related facilities.
- Paints and installs traffic markers; repairs guard rails; installs traffic signs; paints or stencils traffic directional marking including crosswalks, safety loading zones, bus stops, parking and center lines, railroad and street crossings; hangs banners.
- Removes and cleans homeless encampments; removes litter and debris.

When performing the aquatic maintenance assignment:
- Maintains City water features including pools, decorative fountains, drinking fountains, and splash pads.
- Monitors, operates, and maintains chemical feed systems; tests and adjusts chemical levels in water features to meet regulatory standards.
- Performs preventative maintenance of mechanical, electrical, and computer controlled programming systems associated with City water features.

- Cleans water features; removes litter.

When performing airport facilities assignment:
- Assists in the maintenance and repair of Tracy Municipal Airport facilities including the Tracy Municipal Airport, New Jerusalem Airport, bus stops, bus shelters, bikeways, and the City of Tracy compressed natural gas station.
- Maintains, inspects, and repairs airport hangars, security lighting, approach path indicator lights, fencing, and gates.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment and hand and power tools related to the construction, maintenance, and repair of airport facilities and surrounding landscaping.
- Changes aviation fuel filters; samples aviation fuels for contaminates.
- Performs asphalt sweeping on airport grounds.
- Maintains airport park by mowing and edging grass, trimming weeds and pruning trees; inspects and repairs the irrigation system; applies herbicides and insecticides as required.
- Cleans and inspects automated weather observation system.
- Monitors and maintains functional operations of the Airport's rotating beacon.

When performing all assignments:
- Inspects assigned City infrastructure for safety issues, structural integrity, and possible future work projects and programs, and appropriately marks areas that need to be repaired.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains public facilities which may include shop and garage areas, storage sites, water features and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment and hand and power tools.
- Installs street barricades and cones and controls traffic around work sites and special events to ensure safe conditions for the general public and City workers.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Assists in the monitoring of contractors working within the area of assignment to ensure the work is appropriately performed.
- Assists in planning, review, and coordination of various assignment related construction and renovation projects.
- Assists in the requisition and purchase of materials and supplies.
- Operates standard office equipment, including job-related computer hardware and software applications.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Responds to emergencies, both during and after-work hours.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, tools, and materials as they relate to the maintenance and repair of infrastructure, facilities, systems, and appurtenances similar to those in a municipal environment.
- Basic mathematics.

- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Maintenance Worker II, in addition to the above:
- Principles, practices, tools, and materials for maintaining and repairing streets, roadways, traffic medians, parks, sports fields, and other City facilities and landscaped areas.
- Traffic control procedures and traffic sign regulations.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable federal, state, and local laws, codes, and regulations.

Ability to:

- Perform basic construction, modification, maintenance, and repair work.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read and interpret construction drawings, blueprints, maps, and specifications.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Maintenance Worker II, in addition to the above:
- Perform construction, modification, maintenance and repair work on streets, roadways, traffic medians, parks, sports fields, and other City facilities and landscaped areas.
- Perform assigned maintenance and repair duties with accuracy, speed, and minimal supervision.
- Operate specialized construction maintenance and repair equipment.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Follow department policies and procedures related to assigned duties.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Maintenance Worker I and II: Equivalent to the completion of the twelfth (12^{th}) grade.

Maintenance Worker I: No previous work experience is required. Previous experience in the field of maintenance or construction is highly desirable.

Maintenance Worker II: Two (2) years of experience in construction, maintenance, and/or repair of streets and roadways, traffic signs, and/or related facilities, systems, and appurtenances, or one (1) year of experience equivalent to Maintenance Worker I at the City of Tracy.

Licenses and Certifications:

Maintenance Worker I:
- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Depending on assignment, ability to obtain a class A driver's license with the appropriate endorsements within six (6) months of appointment is required.

Maintenance Worker II:
- Possession of a valid California Driver's License.
- Depending on assignment, may require a valid class A driver's license with the appropriate endorsements and satisfactory driving record within six (6) months of appointment. For promotional positions, possession of, or ability to obtain an appropriate California Class A Driver License with appropriate endorsements within 60 days of promotion is required.
- Depending on assignment, an Aquatics Facility Operation Certification (AFO) may be required.
- Depending on assignment, a Qualified Applicator's Certificate (QAC), Pest Control Advisor (PCA), and/or related applicator license from the State of California may be required
- Depending on the assignment, a certification from the Sports Turf Managers Association as a Certified Sports Field Manager (CSFM) may be required.
- Depending on assignment, a Playground Safety Inspector Certificate (CPSI) may be required.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves field work requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with challenging staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 3151/3152
BARGAINING UNIT: TMMBU

MANAGEMENT ANALYST I/II

DEFINITION

Under general supervision or direction, provides responsible analytical duties and complex staff support to a City department; coordinates, oversees, and participates in assigned administrative service areas, programs, and/or functions within assigned department; participates in policy development and strategic planning; develops, summarizes, and maintains administrative and fiscal records; coordinates assigned activities with other divisions, outside agencies, and the general public; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from assigned supervisory or management personnel. Exercises supervision over technical or administrative support staff.

CLASS CHARACTERISTICS

Management Analyst I: This is the entry-level classification in the Management Analyst series. Initially under close supervision, incumbents learn City systems, operations, practices, and procedures. As experienced is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Management Analyst II: This is the journey-level classification in the Management Analyst series. Positions at this level are distinguished from the I-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 upon completion and for overall results.

Positions in the Management Analyst class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Some duties may be performed by positions at the entry (I) level in a learning capacity:

- Coordinates and performs professional-level administrative and programmatic work in assigned department; conducts assessments and monitors program performance by researching and analyzing operational, fiscal, and technical data and impact to determine feasibility, resolve problems, and

increase efficiency; consults with City staff, management, and outside agencies; recommends and implements modifications to systems and procedures.

- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the department to which assigned.
- Participates in the development and administration of departmental budgets; monitors revenues and expenditures; identifies and recommends resolutions for budgetary problems; reviews and proposes modification of existing standards and procedures governing budget preparation; assists in the development of budget related ordinances and resolutions.
- Plans, oversees, and administers department-specific programs and projects; performs professional-level administrative work in such areas as financial administration and reporting, grants, purchasing, contract administration, management analysis, public information, and program evaluation.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups, and representatives of various organizations.
- Participates in the development, implementation, oversight and maintenance of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations regarding staffing, equipment, and facility needs.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff including complex financial, budget, or administrative issues or questions; prepares comprehensive technical records and reports to present and interpret data, identifies alternatives, and makes and justifies recommendations.
- Plans, organizes, assigns, trains, reviews and evaluates the activities of technical and administrative support staff; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the assignment.
- Serves as a liaison with employees, public, and private organizations, community groups, commissions and committees, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Prepares and submits various City Council, commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Maintains accurate records and files; develops storage of records and retention schedules.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field related to the area of assignment; researches emerging products and enhancements and their applicability to City needs.
- Provides technical and functional direction to assigned staff; reviews and controls quality of work; inspects and evaluates work in progress and upon completion to ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and City policies and procedures.
- Monitors quality of work and identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes and staffing levels; implements changes and improvements after approval.
- Performs other related duties as assigned.

QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Principles and practices of municipal management and government.
- Project and/or program management, analytical processes, and report preparation techniques.
- Basic principles and practices of public administration as applied to operational unit and program administration.
- Research and reporting methods, techniques, and procedures including sources of information related to a broad range of municipal programs, services, and administration.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of contract negotiation, preparation, and evaluation; public agency budget development and administration, and sound financial management policies and procedures.
- Recent and on-going developments, current literature, and sources of information related to the operations of the department.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.
- Plan and conduct effective management, administrative, and operational studies.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Plan, organize, and coordinate the work of assigned staff.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper work procedures.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in business, public administration, or a closely related field.

Management Analyst I: Two (2) years of experience performing duties related to administrative and analytical analysis and staff support, preferably in a municipal or public sector setting.

Management Analyst II: Four (4) years of experience performing duties related to administrative and analytical analysis and staff support at a level equivalent to the City's class of Management Analyst I, two (2) years of which must have been in a municipal or public sector setting.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

All City of Tracy employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the

recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

January 2021
FLSA: Non-Exempt
Class Code: 3527
Bargaining Unit: TMMBU

MEDIA SERVICES SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of assigned staff responsible for all technical and operational aspects related to the programming and filming for the City's community access channel including audio and visual; supervises a variety of projects related to multi-media services; develops and produces professional quality videos for governmental, instructional, training, marketing, outreach and promotional purposes; provides professional support to higher level manager or supervisor; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a working supervisory classification responsible for managing and overseeing the technical aspects and performing a wide variety of duties in support of the City's community access channel and media services including audio and visual. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff.
- Implements goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; researches, recommends, and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; recommends staffing needs, selection and promotion.
- Determines and recommends equipment, materials, and staffing needs for assigned facilities, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required.
- Oversees, coordinates, and participates in the day-to-day operations including remote, studio, and live productions; coordinates crew and talent for video productions; coordinates set-up, lighting, audio, and video equipment for television production.
- Oversees and coordinates photography services for broadcast, marketing, outreach, and social media.
- Consults with clients on subject material, script development, audio and lighting requirements, shooting locations and equipment required; assists with instructional design and development issues; drafts scripts and script outlines for future productions.
- Designs and produces graphics for video production, including capturing images from live video or stills; develops graphics using paint-box or character generator programs.

- Performs production tasks, including selecting site for shooting, checking site for power availability and accessibility, determining lighting requirements, transporting equipment to site, and setting up props.
- Operates video cameras, determines shot composition and adjusts equipment for panning, zooming and focusing on subjects; operates audio equipment, monitors microphone sound levels during production and makes adjustments to ensure voice quality.
- Performs producer functions related to programs for and about the City.
- Oversees and performs pre-production activities; reviews and edits raw video footage; makes final version for review.
- Maintains and troubleshoots video, audio, and computer equipment used at the station, in the field, and City Hall.
- Provides technical assistance, training and consulting to other City departments regarding television related technologies and equipment, including audio/visual set-up and design and installation and repair of audio/visual equipment.
- Oversees and schedules programming to be shown on the government access channel; maintains broadcast standards by analyzing and adjusting the equipment, utilizing test generators, and digital meters.
- Develops and maintains equipment inventory; makes recommendations regarding the acquisition of video and related equipment.
- Maintains orderly records and files.
- Represents the City when filming at events, businesses, governmental and community meetings; acts as a resource regarding questions, problems, concerns, and activities related to the government access channel operations, activities, and services. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Cable television broadcast standards, including FCC broadcast regulations and PEG programming cable rules.
- Television production techniques, including directing, editing, camera, audio, script writing, and graphics.
- Streaming video platforms – YouTube, Facebook Live, WebEx, Zoom and Microsoft Teams.
- Television, studio, field and live video production equipment.
- Effective communication techniques in working with the public, businesses, community groups, and others associated with the government access channel.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the program area and facilities to which assigned.
- Basic principles and practices of program administration, including basic budgeting, and purchasing.
- Principles and practices of public relations techniques.
- Principles and procedures of archiving production materials.
- Principles and procedures of record-keeping and report preparation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.
- Video editing software programs (e.g., Apple Final Cut Pro and Adobe Creative Cloud).

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Plan and prepare activity schedules, staffing schedules, reports, and other related program materials.
- Learn and understand public access standards and cable television franchise agreement, PEG station requirements, rules, regulations and related ordinances.
- Adjust and synchronize video equipment.
- Edit raw footage without a script, including creating a complete, coherent program from unscripted footage.
- Develop and produce videos.
- Operate and maintain audio, video, computer, and related electronic equipment in a safe and effective manner.
- Develop ideas from conceptualization to visual presentation.
- Maintain effective collaborative working relationships with other City staff, diverse members of the community, and businesses.
- Observe safe work methods and make appropriate use of related safety equipment as required.
- Make accurate business arithmetic and statistical computations.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively represent the department and the City in meetings with individuals; community groups; various business, professional, and regulatory organizations.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in communications, journalism, television production, or a related field and five (5) years of increasingly responsible experience in television production performing the full range of video production duties. One (1) year providing technical and functional supervision is desirable.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting, video production studio, and/or control room and use standard office equipment and/or video production equipment, including a computer, camera, and to operate a motor vehicle to visit various filming locations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field in order to shoot videos and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

This job requires working a flexible schedule including evenings and weekends as needed.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 5531
BARGAINING UNIT: TEAMSTERS

METER READER

DEFINITION

Under general supervision, provides a variety of field service duties including inspection, maintenance, and customer service related to public water distribution systems; reads water meters with the use of specialized equipment; responds to service orders, including turning meters on and off; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a journey-level classification performing a variety of meter reading and water distribution system field service work. Initially under close supervision, incumbents with basic experience learn City meter reading routes, practices, and procedures. Incumbents serve to relieve the supervisor and other staff of performing technical and customer service work. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are aware of the operating procedures and policies of the work unit. Work is normally reviewed upon completion and for overall results.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Utilizes a hand-held meter-reading computer or other device to retrieve data from water meters in accordance with an assigned schedule and route including taking transfer and final readings; notes any unusual computer/device messages and takes appropriate actions to remedy issues.
- Performs a variety of semi-skilled work to inspect, maintain and repair valves, meters, water distribution pipelines, and related appurtenances.
- Performs customer service duties such as turn-ons and shut-offs, checking for leaks or dead meters; reports water use violations; assists customers in resolving water volume and pressure problems.
- Observes and reports meter or service defects, unusual water flow, unauthorized fire hydrant use or unauthorized use of reclaimed water; submits work orders to the operations department for the repair of service leaks.
- Observes condition of meter or other unusual conditions relative to need for repair; maintains meters, boxes, lids and landscape around meter boxes.
- Provides customers with specialized information about their water service (e.g., when consumption is unusually high, when an obstruction prevents reading of meter, and/or when service shut-offs may be required for maintenance purposes).
- Answers customer inquiries and refer customers to the proper City personnel if additional information is requested.
- Assists with creating maps using the Geographic Positions System (GPS) to identify all meter locations
- Schedules and coordinates activities with other sections and divisions; ensures the timely and accurate response to service requests.

- Maintains accurate records of daily work activities and repairs performed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Meter reading devices and sizes and types of water meters.
- Methods and procedures for installing, testing, maintaining and repairing water meters.
- Utility billing procedures.
- Principles and practices of record keeping.
- Basic arithmetic.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language to perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform meter readings and minor troubleshooting of meters and related water distribution appurtenances.
- Efficiently and accurately respond to customer service requests.
- Safely operate a motor vehicle and a variety of hand and power tools.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Read and interpret maps and diagrams in the performance of the work.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12^{th}) grade. Experience performing water meter reading or general maintenance work is desirable.

Licenses and Certifications:

- Possession of, or the ability to obtain, a California Class C driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in the field, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle to visit and inspect City sites, including traversing uneven terrain, climbing ladders, stairs, and other access points; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; this is occasionally a sedentary office classification although standing and walking between work areas and to conduct inspections is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds, or heavier with assistance from other staff and/or the use of appropriate equipment.

ENVIRONMENTAL CONDITIONS

Employees frequently work in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, and mechanical and/or electrical hazards. Employees occasionally work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures; employees may encounter various domestic and wild animals in the field.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 4105
BARGAINING UNIT: TTSSEA

OFFICE ASSISTANT

DEFINITION

Under immediate supervision, provides a variety of office support activities to an assigned City department, which may include word processing, data entry and organization, telephone and counter reception, receipt of payments, record-keeping, report preparation, and filing; provides information and assistance to the general public; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisory or management personnel. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a clerical classification performing a wide variety of office support work, including document preparation, record-keeping, researching, compiling, and organizing information from various sources, screening phone calls, visitors, and mail, and directing questions to the appropriate staff. Incumbents serve to relieve staff of performing administrative detail work. Successful performance of the work requires the use of tact and discretion, general knowledge of departmental and City activities, and extensive staff contact. This class is distinguished from other office administrative classes by the routine nature of responsibilities involved in the office support function. This class is distinguished from the Administrative Assistant in that the latter performs more advanced administrative and office support duties requiring additional training and/or experience.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a wide variety of routine office administrative duties to support departmental operations, including filing, preparing records and basic reports, accounts payable, cashiering duties, processing permits and licenses, and ordering and maintaining office and other related supplies.
- Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Prepares, copies, collates, and distributes a variety of documents, including agendas, bid packages, contracts, informational packets, and specifications; ensures proper filing of copies in departmental or central files.
- Screens calls, visitors, and incoming mail; assists public at front counter and directs public to appropriate locations and/or staff; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public; enters public calls into appropriate computer databases; directs callers to appropriate City staff as necessary.

- Composes, types, formats, and proofreads a variety of routine reports, letters, documents, flyers, brochures, calendars, and memoranda; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; suggests corrections.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Compiles information and data for administrative, statistical, and financial reports; checks data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Maintains and updates departmental record systems; enters and updates information with departmental activity, inventory files, and report summaries; retrieves information from computer application systems as required.
- Maintains calendars and makes meeting arrangements; schedules meetings between City staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
- Gathers, assembles, updates, and distributes a variety of department or City specific information, forms, records, and data as requested.
- Monitors and orders office and other related supplies; assists in preparing, processing, and tracking purchase requisitions for services and materials; receives vendor invoices; prepares request for payment for department head approval.
- May perform cashiering duties; receives money and issues receipts; collects and accounts for service fees.
- May coordinate workshops and classes; assists with special event programs; assists in coordinating reservations, scheduling, and use of equipment and facilities.
- May act as a department representative within community groups to relay or obtain relevant information regarding departmental activities.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Departmental practices and procedures and applicable City policies.
- Principles and practices of data collection and report preparation.
- Basic accounting methods, procedures, and terminology.
- Principles of business letter writing.
- Basic principles of record-keeping and cash handling.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Compose correspondence and reports independently or from brief instructions; maintain records and databases.
- Make accurate arithmetic computations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

- Organize, maintain, and update office database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of twelfth (12^{th}) grade and one (1) year of general office clerical experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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January 2021
FLSA: Exempt
CLASS CODE: 3509
BARGAINING UNIT: TMMBU

PARKS PLANNING & DEVELOPMENT MANAGER

DEFINITION

Under general direction, plans, organizes, directs and coordinates the activities related to the design, construction, renovation and long term planning of the parks, sports fields, street landscapes and related recreational facilities, including oversight and implementation of the Parks Capital Improvement Plan and management of complex capital projects; provides highly complex staff assistance to the Director of Parks and Recreation; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. May exercise direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating activities related to the design, construction, renovation and long term planning of the parks, sports fields, street landscapes and related recreational facilities. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinate and oversee park and landscape development projects to include new construction, rehabilitation and developer-built projects; manage bid process, including pre-bid conferences and walk-throughs; provide technical information in the response to bidder inquiries; and administer construction projects, including managing project budgets and conducting field inspections.
- Plan, organize and direct parks planning and development activities including land acquisition, planning, design and implementation.
- Attend, prepare and present staff reports and informational items to City Council, Parks Commission, Planning Commission, and other commissions and boards as assigned.
- Prepare and facilitate public meetings that deal with sensitive community concerns regarding park development/renovation projects; respond to citizen concerns and complaints.
- Conduct public and internal meetings regarding the design and development of new parks, sports and recreational facilities.
- Plan review of projects from Development Services and Public Works Departments as they related to parks and recreation facilities.
- Plan review of municipal landscape and irrigaton projects prepared by outside consultants.
- Oversee and review the work of outside contractors and consultants and maintenance and operations staff from other City departments; ensure work is performed consistent with project requirements, timelines, and budget guidelines; take remdial action when necessary.
- Prepare operational and capital improvement budgets; oversee and administer budgets for assigned

area.
- Analyze Capital Improvement Program needs for the department and develop recommendations.
- Research and prepare technical and administrative reports.
- Inspect City, developer and commercial landscape installations.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of park, sports and recreational facility, and landscape design, architecture, construction, maintenance and horticulture related to park and landscape planning and design and related recreational uses.
- Principles and utilization of architecture tools, templates, scale and graphics.
- Principles and practices of project management of large scale projects including managing timelines, monitoring and administering project budgets, and developing and delivering progress reports to governing bodies, management, and other stakeholders.
- Pertinent local, State and Federal rules, regulations, and laws.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide administrative, management, and professional leadership for the Parks Planning and Development program.
- Provide administrative and professional leadership and direction for the department and the City.
- Organize and direct Parks Planning and Development operations.
- Conduct studies, prepare and present complex technical reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare and administer a budget.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and

syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in landscape architecture, parks and recreation administration, ornamental or environmental horticulture, public administration, community development or related field and five (5) years of increasingly responsible experience in regional and community planning, capital improvement project management, and/or parks and landscape contruction including one (1) year of lead or supervisory experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of valid registration as a Landscape Architect with the State of California and a Certified Construction Manager (CCM) certificate are highly desirable.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

"Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

January 2021
FLSA: Exempt
CLASS CODE: 3306
BARGAINING UNIT: TMMBU

PLAN CHECK ENGINEER

DEFINITION

Under general direction, performs professional engineering work in checking plans, calculations, specifications, technical reports, and other submittal documents for compliance with Federal, State, and local building codes, ordinances, and regulations; receives and checks plans and designs for complex structures, new and remodeled commercial, industrial, and residential buildings to ensure compliance; supervises technical plans examination staff; assists inspectors, contractors, design professionals, and the public regarding construction requirements; provides expert technical and professional assistance to the Building Official; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises direct or general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a single position working supervisory classification within the Plan Check series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of technical plans examination staff, and for performing the complex, professional-level plans examination duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from Building Official in that the latter has assume overall administrative responsibility for the City's building inspection programs, serves as the City's Building Official of record, and had management responsibility for all plans examination, building inspections, permitting, and related programs, functions, and activities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of plan checking staff in the Building Division; trains staff in work procedures; assists in the evaluation of employee performance, may counsel employees, and recommend initial disciplinary action; assists in selection and promotion.
- Monitors activities of the plan checking work unit; recommends improvements and modifications and prepares various reports on activities and projects; recommends and assists in the implementation of goals and objectives; implements policies and procedures.
- Determines and recommends staffing needs for assigned activities and projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Oversees and performs difficult structural analysis and reviews plan check submittal documents for permit applications for complex construction, alteration, or repair of residential, commercial, and industrial buildings for compliance with the Tracy Municipal Code, California Building, Residential, Electrical, Mechanical, Plumbing, Energy, Green Building Standards, Existing Building and Historical Code requirements; in addition to engineering standards including but not limited to ASCE7, ACI 318, AISC 360, AISC 358, NDS, TMS 402/602 and other referenced standards verifying size, occupancy,

exits, and construction methods and materials of buildings and structures; investigates building violations requiring citations or legal complaints.

- Refers to a variety of manuals, documents and books including but not limited to California Building Codes and their respective commentaries, manufacturers product specifications, NPFA standards, ASTM standards, ANSI standards, ICC Standards, UL Standards and Tracy Municipal Code.
- Reviews and evaluates construction documents including plans, drawings, blueprints, specifications, engineering calculations, and energy calculations for compliance; makes judgments as to whether structural designs or plans conform to applicable codes.
- Confers with architects, engineers, contractors, homeowners and others relative to construction or building projects; coordinates plan examining activities with City departments and other agencies; confers and corresponds with other professional personnel in connection with building code interpretation and application; acts as an information source in person or by phone by answering related technical or code questions; discusses complicated issues with engineers and architects in terms of structural engineering items, building codes, etc.; responds to questions and concerns and resolves disputes.
- Visits construction sites and assist building inspectors in the field where engineering problems are encountered; advises on engineering matters and technical judgments.
- Provides training to new staff in terms of city policies, procedures, rules, and regulations; ensures uniform application of the appropriate codes, rules and regulations.
- Prepares plan review reports or comment sheets noting plan deficiencies.
- Coordinates project approvals with staff, other departments, and outside agencies.
- Oversees coordination for all building permits and plan reviews by other departments, divisions or agencies.
- Responds to public inquiries over the telephone or at the counter concerning questions regarding permit processing, building, or other construction-related questions; calculates permit fees; assists applicants in achieving compliance with various codes and regulations.
- Attends meetings to review and discuss plans, documents, and code requirements; performs field reviews as necessary.
- Prepares reports and correspondence pertaining to structural engineering problems and building code enforcement; maintains records of plan checking activities.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Basic principles and practices of budget development, administration, and accountability.
- Principles, practices and methods of structural and building plan review.
- Practices for documenting plan checking procedures, correcting discrepancies, and carrying through on court procedures.
- Civil engineering principles, techniques, policies, and procedures.
- Construction methods, materials, tools, and equipment used for complex residential, commercial, and industrial construction, and principles of structural engineering.
- Methods, materials, tools and safety practices of the building, plumbing, and electrical trades.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility, including building, plumbing, electrical, mechanical, life safety, energy, and related codes.
- Legal processes and considerations involved in prosecuting violations of the building codes and ordinances.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Read and interpret building plans, specifications, and codes.
- Examine and correct building plans, calculations and specifications in a rapid, uniform and accurate manner.
- Analyze, evaluate and solve or recommend effective solutions to building and code problems.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Evaluate legal violations and take appropriate action.
- Make structural calculations necessary to determine the adherence of structural plans to code requirements.
- Train staff in work procedures.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain accurate logs, records, and basic written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent a bachelor's degree in civil or structural engineering, architecture, or a related field and two (2) years of professional level experience as an engineer or architect performing plan checking of complex commercial or industrial structures and/or the enforcement of building codes for a public agency.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License upon appointment.
- Possession of a valid registration as a Professional Civil Engineer or Architect issued by the State of California .
- Possession of a valid registration as a Structural Engineer is desirable.
- Possession of, or ability to obtain within one year of appointment, an International Code Conference (ICC) Commercial Building Plans Examiner certificate.
- Possession of a valid Division of the State Architect Certified Access Specialist (CASp) certificate is highly desirable.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various inspection and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 35 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 5214/5215
BARGAINING UNIT: TEAMSTERS

PLAN EXAMINER I/II

DEFINITION

Under general supervision to general direction, performs a variety of plans examiner duties for industrial, commercial, and residential properties with various types of construction applications including new construction, additions, alterations, and repairs; ensures plans are in compliance with applicable laws, codes, standards, policies, ordinances and regulations; when assigned, assists in inspection of buildings and other structures; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Plan Examiner I) to general direction (Plan Examiner II) from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Plan Examiner I: This is the entry-level classification in the Plan Examiner series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Plan Examiner II: This is the journey-level classification in the Plan Examiner series. Positions at this level are distinguished from the I-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. Incumbents also provide lead direction and functional supervision to clerical, and technical staff, as assigned. Work is normally reviewed upon completion and for overall results.

Positions in the Plan Examiner class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs combination building plan review of industrial, commercial, and residential buildings/structures, both existing and new construction to ensure compliance with provisions of various codes, ordinances, laws, standards and policies related to, building, plumbing, mechanical, electrical, energy, green building, fire suppression systems, accessibility, special events, development reviews and business operations.
- Reviews documents and plans for buildings and other structures to ensure compliance with all applicable building codes, ordinances, laws, standards, regulations and policies.

- Confers with architects, engineers, contractors, builders, property owners and others, both in the field and office; explains and interprets building code and other code requirements and restrictions.
- Investigates complaints pertaining to violations of building codes and laws; researches code related issues for clarification; assists in the code revisions/adoption process and development/revisions of relevant policies and procedures.
- Keeps abreast of new developments in building code enforcement and safety provisions; attends educational/informational activities to develop increased skills and proficiency; participates in staff growth activities including training and development of lower level/trainee staff.
- Represents the department in meetings with other departments, outside agencies, contractors, and the general public as required; engages in public outreach opportunities.
- Assists in development and maintenance of educational materials for the general public and staff to increase awareness of construction regulation and safety requirements and the benefits of code compliance in order to reduce property loss and ensure life safety benefits; participates in meetings with the public.
- Coordinates inspection and plan review activities with other City departments and divisions and assists in the development of inspection and plan review checklists.
- Conducts, calculates, and reports fire flow data for the purpose of incorporating the data into specific designs of fire suppression systems in one and two-family dwellings.
- Performs other related duties as assigned.

QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Applicable Federal, State and local codes, laws, ordinances, standards, policies and regulations relevant to the assigned area of responsiblity.
- Principles, practices, techniques and equipment related to building plan review.
- Research methods and sources of information and reference materials related to building code enforcement.
- Public presentation techniques and teaching aids; types of informational and educational materials.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Read, interpret and understand building and civil engineering drawings, blue prints, and other doucments and correctly apply codes and standards; review applications, plans and documents for completeness.
- Use a scaled ruler and accurately.
- Perform mathematical computations as related to job duties and functions effectively and efficiently.
- Develop and maintain recordkeeping and filing systems for ease of access to necessary reports, notices, and other documentation relative to the area of assignment.
- Prepare or assist in the preparation of informational documents for the public and conduct presentations.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals, governmental agencies, community groups, various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Plan Examiner I and II: Equivalent to graduation from the twelfth (12^{th}) grade.

and

Plan Examiner I: Four (4) years of responsible experience performing administrative and technical support work in the building construction field as a permit technician, or performing journey level construction trades work OR two (2) years of jurisdictional work as an inspector.

Plan Examiner II: Three (3) years of building plans examination experience equivalent to a Plan Examiner I at the City of Tracy.

Licenses and Certifications:

Plan Examiner I/II:
- Possession of, or ability to obtain, a valid California Class C Driver's License upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

In addition to the above:

Plan Examiner I:
- Possession of a valid International Code Council (I.C.C.) Residential Plans Examiner Certificate within six (6) months of appointment.

Plan Examiner II:
- Possession of a valid International Code Council (I.C.C.) Commercial Building Plans Examiner Certificate at the time of appointment.
- Possession of a valid Division of the State Architect Certified Access Specialist (CASp) certificate is highly desirable.

When assigned to Fire Department:
Plan Examiner II:

- Possession of a valid Fire Plans Examiner Certificate issued by International Code Council (I.C.C.) or California State Fire Marshal within six (6) months of appointment

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen, and make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work predominately in an office environment with moderate noise levels and controlled temperature conditions, and occasionally in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 4506
BARGAINING UNIT: TTSSEA

PLANNING TECHNICIAN

DEFINITION

Under general supervision, performs a variety of technical support activities related to current and advance planning, including a review of development and land use applications, zoning, site plans, and related documents for proper handling; performs routine plan check duties; provides assistance to the public on planning, community development, zoning, and permit issues; provides staff assistance to the planning staff and management; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management or supervisory staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently providing technical duties in support of the City's planning and community development functions. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situation arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Planner classification series in that the latter is a professional series responsible for the full range of complex professional current and advance planning activities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides information and assistance at the front counter, on the phone, and through e-mail communication by answering questions and providing information regarding zoning, development standards, and approved development proposals.
- Performs routine plan check functions for various projects; receives and reviews planning permit applications for accuracy and completeness; routes applications to appropriate planning staff.
- Reviews applications for building permits; within authorized guidelines, may approve routine permits; if outside scope of authority, routes permit applications to appropriate planning staff.
- Provides administrative support to professional planners on basic current and advance planning projects, coordination with project applicants, preparation and posting of legal notices, and conducting background research.
- Researches land use and development entitlements and prepares documentation for lending institutions, real estate brokers, and property owners for approval by professional planning staff.
- Performs administrative duties including typing, filing, copying and scanning documents, and record keeping; prepares reports and forms, maintains databases, and provides graphic displays, photographs, or other exhibits as needed.
- Performs site inspections for entitlement projects and zoning compliance; documents and submits findings for action by planning staff.
- Conducts research for land use, zoning, advanced planning, urban design, populations trends, transportation, housing, economic, and environmental issues.

- Observes and complies with City and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of urban and regional planning and zoning.
- Operational characteristics of Geographic Information Systems (GIS) software and their application to planning processes.
- Basic concepts of architecture and landscaping as they relate to the process of urban planning.
- City planning and permitting processes.
- Principles of landscaping as applied to construction and maintenance of project areas.
- Methods and techniques of conducting and documenting site inspections.
- Methods and techniques of reviewing a diverse range of applications for accuracy and completeness.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Researching and reporting methods, techniques, and procedures.
- Methods and techniques of effective technical report preparation.
- Record keeping principles and practices.
- Business mathematics.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Interpret planning and zoning programs to the general public; identify and respond to issues and concerns of the public.
- Read plans and specifications and make site visits.
- Read, interpret, apply, and explain technical written material and Federal, State, and local policies, procedures, laws, regulations, ordinances, and City planning policies and procedures.
- Receive and respond to a variety of questions from the general public, contractors and developers or refer to higher level planning staff.
- Review applications for accuracy and completeness; process and/or submit to planning staff for action.
- Conduct routine research on planning and zoning related matters and prepare findings.
- Read and understand technical drawings and specifications.
- Perform mathematical computations with precision.
- Establish and maintain a variety of filing, record-keeping, and tracking systems for assigned projects.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use geographic information system software and create graphics either hand drawn and/or through use of computer software.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications, and modern business equipment to perform a

variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in urban planning, land development, construction or a related field and two (2) years of experience providing responsible administrative and/or technical support to a planning or land development program.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When conducting field inspections, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 6212
BARGAINING UNIT: TPMA

POLICE CAPTAIN

DEFINITION

Under general direction, plans, organizes, oversees, and coordinates the functions and activities of a bureau of the Police Department which includes the supervision of sworn and non-sworn professional, technical, and administrative support staff performing difficult and complex public safety support work; coordinates assigned activities with other City departments and outside agencies; provides complex and responsible support to the Police Chief and others in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises general direction and supervision over assigned staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification that manages the operations and services of an assigned bureau of the City's Police Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of assigned functional areas, including patrol, community services and investigative functions, or administrative support activities. Successful performance of the work requires an extensive professional background as well as skill in coordinating work with that of other City departments and public agencies. This class is distinguished from the Police Chief in that the latter has overall management responsibility for all Police Department programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of assigned police functional areas, including patrol, community services and/or investigations.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development and administration of and oversees bureau budgets.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Police Chief.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Recommends and administers policies and procedures while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.

- Investigates and resolves problems with requests for services or complaints regarding police functions; conducts internal investigations of complaints from officers and/or the public; mediates any conflicts or disputes with department personnel or the public; takes appropriate action to ensure a timely and equitable resolution when necessary.
- Provides leadership and administrative expertise during major emergency situations and natural disasters utilizing standardized Emergency Management System (EMS) regulations, including organizing operations center, call back of personnel and equipment resources, providing active management of emergencies and disasters, utilizing City's emergency action, and participating in organizing, planning, and practicing EMS training.
- Prepares, reviews, and completes various reports, including City Council agenda reports and department-related documentation and correspondence.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- Serves as a liaison for the assigned bureau to other City departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the Police Chief; develops and reviews staff reports related to assigned activities and services; may present information to the City Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to public safety programs, policies, and procedures.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of police services; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Acts as the Police Chief in their absence, as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Functions, services, and funding sources of a full-service municipal police department.
- Contract management practices in a public agency setting.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching municipal police services issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to public works operations and maintenance.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public,

vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Police Department.
- Provide administrative and professional leadership and direction for the bureau and the City.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in criminal justice, police science, public administration, or a related field and five (5) years of increasingly responsible experience in the administration of police programs and services in a sworn capacity which included at least two (2) years in a supervisory capacity.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of, or the ability to obtain, a valid Supervisory P.O.S.T. Certificate.
- Possession of a valid CPR certification.

- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 1513
BARGAINING UNIT: DEPT. HEAD

POLICE CHIEF

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Police Department, including field operations, criminal investigations, communications, and management services; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned supervisory or management staff. Exercises general direction and supervision over assigned staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This Department Director classification that oversees, directs, and participates in all activities of the Police Department, including short- and long-range planning, development, and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Police Department programs, services, and activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Police Department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures;

assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

- Develops cooperative working relationships and mutual aid agreements with representatives of other local public safety departments; coordinates activities with other law enforcement and public service agencies, including participation in high profile or complex investigations.
- Monitors legal, regulatory, technological and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of police safety and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager or designee.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as a spokesperson for the Police Department at a variety of community events, meetings, and other public relations activities.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of police safety program development, management in a municipal setting, and police safety program planning and budgeting.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Police Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public safety programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in criminal justice, police science, public administration, or a related field and five (5) years of supervisory or management experience in sworn police service including at least three (3) years in an administrative capacity at a level equivalent to a Police Captain with the City of Tracy.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of, or the ability to obtain, a valid Management P.O.S.T. Certificate.
- Completion of either the P.O.S.T. Command College or the Federal Bureau of Investigation National Academy is desirable.
- Possession of a valid CPR certification.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 6103
BARGAINING UNIT: TPOA

POLICE CORPORAL

DEFINITION

Under general direction, leads and participates in a wide variety of patrol and related duties involving the prevention of crime, the protection of life and property, traffic control, and the enforcement of Federal, State, and local laws and ordinances; employs community policing strategies to prevent juvenile crime and delinquency; assists in the preparation of cases and testifies in court; provides information and assistance to the public; functions as a Field Training Officer providing instruction to new police officers or other employees on police tactics and techniques; provides remedial training and instruction to other police officers and employees as assigned; serves as a supervisor in the absence of regular supervisory personnel; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to lower-level staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Police Officer series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex sworn law enforcement duties in the enforcement of Federal, State, and local laws and ordinances. Incumbents also provide lead direction and supervision to clerical, technical, and professional staff. Positions at this level serve as a Field Training Officer as well as an assistant supervisor and may act as a shift supervisor in the absence of a Police Sergeant. This class is distinguished from Police Sergeant in that the latter is the full, working supervisory level in this sworn class series.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Trains new police officers and assesses their performance; provides remedial or advanced training to experienced police officers.
- Provides leadership and guidance to subordinate staff.
- Serves as a Field Training Officer (FTO), provides field training to colleagues, assesses training performance, and keeps supervisory staff abreast of training progress as necessary.
- Performs a variety of community policing duties to maintain a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations, and providing assistance to the public, including speaking before various civic and community groups, patrolling assigned divisions by foot, bicycle, or vehicle, and performing other related duties as required.
- Patrols the City within an assigned area in a radio dispatched automobile to secure life and property, observes situations, reports and inspects suspicious and criminal activity, or hazardous conditions, and deters crime by providing high visibility patrols.
- Responds to emergency calls for service, disturbances, thefts, burglaries, vehicle accidents, domestic disputes, suspicious activities, and other incidents to protect public safety and property, resolve

problems, diffuse situations, and enforce laws and ordinances.

- Provides information, directions, and assistance to the public in a variety of situations; takes reports and assists the public with complaints or unusual situations.
- Detects, apprehends, arrests, and transports suspected or convicted criminals.
- Enforces traffic laws; prepares and issues tickets for violations; investigates traffic accidents and determines causes; administers drug and alcohol testing as appropriate; arranges for additional emergency and patrol vehicles as necessary.
- Secures crime scenes and evidence; interviews suspects, victims, and witnesses; collects and preserves evidence; performs complete investigations and/or cooperates with other law enforcement agencies providing investigative and case development support.
- Responds to a wide variety of calls from citizens in need of first aid, information, and general assistance; provides direction or information to individuals or groups for the purpose of preventing, subduing, or alleviating harmful, dangerous or illegal situations; performs traffic and crowd control duties as needed.
- Prepares a variety of detailed and concise police reports related to crimes, investigations, traffic accidents, and assigned activities; maintains records and logs related to daily activities; prepares search warrants and press releases related to criminal activity as assigned by the position.
- Serves as an informational resource to the public concerning law enforcement activities; responds to inquiries and provides detailed and technical information concerning related services, crimes, laws, ordinances, codes, regulations, policies, and procedures.
- Communicates with other law enforcement agencies, City personnel, and various outside organizations to exchange information, coordinate activities, and resolve issues or concerns; collaborates with other law enforcement agencies in the investigation of various crimes as appropriate; assists the District Attorney's Office in preparing, documenting, and developing cases and gathering information; testifies in court as required.
- Serves writs, warrants, subpoenas, and other legal documents as necessary.
- Operates and maintains a variety of specialized law enforcement equipment such as patrol vehicles, firearms, handcuffs, leg restraints, batons, flashlights, radars, two-way radios, pepper spray, breathalyzers, and sirens.
- Assists in cases involving unfit homes and crimes committed against or by juveniles.
- Provides first aid, cardiopulmonary resuscitation (CPR), and rescue services at crime scenes, accidents, and other emergency situations as needed.
- Conducts investigations in specialized areas such as narcotics, missing persons, sexual abuse, mental health, and deaths as assigned.
- Notifies the public of criminal and law enforcement situations and activities as needed; checks on the health and welfare of citizens as requested.
- Attends and participates in various meetings and training sessions as assigned; serves in assigned special functions and activities as required.
- Promotes the City's commitment to excellence and quality customer service by employing community policing strategies.
- Assists in preparation of briefing materials; in the absence of an assigned Sergeant, assists in supervising law enforcement activities during an assigned shift; conducts briefings; collects and issues equipment; and reviews and approves reports.
- Prepares police reports and related documentation; reviews police reports for accuracy and completeness.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.

- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transportation of suspects.
- Rules of evidence regarding search and seizure, the preservation of evidence, and the chain of custody.
- Courtroom procedures and techniques for testifying.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, procedures, and court decisions relevant to assigned area of responsibility.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- First aid and CPR.
- Safe operation of a motor vehicle in under patrol, high speed, and emergency conditions.
- Record-keeping and report preparation techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of professional and technical law enforcement staff and administrative support staff.
- Effectively provide staff leadership and work direction.
- Observe and document incident details accurately; recall faces, names, descriptive characteristics, and facts of incidents and places.
- Perform a variety of law enforcement activities including patrol functions and traffic regulation.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Prepare clear, accurate and grammatically correct reports, records, and other written materials.
- Identify and be responsive to community issues, concerns, and needs.
- Respond to crime and emergency scenes and take immediate and appropriate action.
- Take command while dealing with disorderly or emergency situations.
- Investigate crimes and inspect crime scenes to identify and collect potential and actual evidence.
- Operate specialized law enforcement equipment and vehicles in a safe and responsible manner.
- Maintain records and prepare clear and concise reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Speak effectively before groups.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the

course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12^{th}) grade and three (3) years of increasingly responsible law enforcement experience as a sworn peace officer. At least one (1) year as a Police Officer with the City of Tracy Police Department is desirable.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a valid Basic P.O.S.T. Certificate.
- Possession of a valid Intermediate P.O.S.T. certificate is desirable.
- Possession of a valid CPR certification.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and pursue and apprehend suspects, and vision to maintain firearms qualification. Work is primarily performed in the field requiring frequent walking and running on uneven terrain, climbing and descending structures to access crime scenes, pursue suspects on foot, and identify problems or hazards, and operation of a motor vehicle to perform patrol and pursuit duties and to visit various City sites and locations. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform duties. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions consistent with P.O.S.T. standards. Some duties of this classification are carried out in an office setting, and employees must possess mobility to work in a standard office setting and use standard office equipment, including a computer; and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
CLASS CODE: 6211
BARGAINING UNIT: TPMA

POLICE LIEUTENANT

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of professional, technical, and administrative sworn and nonsworn staff of a major work unit or functional area in the Police Department; provides highly complex and responsible support to Police management staff and others in areas of expertise; oversees, reviews, and performs a variety of studies and prepares and presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises general direction and supervision over assigned staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification in the sworn Police Officer series responsible for planning, organizing, reviewing, and evaluating the functions and operations of a major work unit or functional area in the Police Department including law enforcement, policing, and/or community services functions. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from Police Captain in that the latter has overall management responsibility for an entire bureau of the Police Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the assigned functional area of the Police Department.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of police services and programs; assesses and monitors workload; identifies opportunities for improvement and recommends to the Police Captain.
- Monitors expenditures within an assigned budget.
- Participates in selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; reviews staff reports and other work products prepared by professional planning staff; assigns work and provides guidance and direction to staff regarding work plans and methods.
- Provides highly complex staff assistance to the Police Captain; assists in preparation of staff reports, procedures, written materials, and other necessary correspondence.

- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to bureau programs, policies, and procedures, as appropriate.
- Investigates and resolves problems with requests for services or complaints regarding police functions; conducts internal investigations of complaints from officers and/or the public; mediates any conflicts or disputes with department personnel or the public; takes appropriate action to ensure a timely and equitable resolution as necessary.
- Provides effective professional liaison between the Police Department and other City Departments and bureaus.
- Maintains and directs the maintenance of departmental files; directs the release of records and dispatch activities.
- Represents the City and/or the Police Department in meetings with members of other public and private organizations, businesses, educational and community groups, and the public.
- Responds to emergency or unusual situations; performs the full range of patrol, investigative, and related duties of a sworn Police Officer and assumes a command role as appropriate; may oversee and coordinate the work of multi-agency task forces or committees.
- Assists in providing leadership and administrative expertise during major emergency situations and natural disasters utilizing standardized Emergency Management System (EMS) regulations, including participating in organizing operations center, call back of personnel and equipment resources, providing active management of emergencies and disasters utilizing City's emergency action, and participating in organizing, planning, and practicing EMS training.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in police services; researches emerging products and enhancements and their applicability to City needs.
- Assists the Police Captain with special projects, as needed.
- May assume command of a bureau of the department in the absence of the Police Captain.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Functions, services and funding sources of a full-service municipal police department.
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transport of suspects.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Recent and on-going developments, current literature, and sources of information related to the operations of a municipal police department.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Basic principles and practices of budget development and administration.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task

coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret and explain public safety programs to the general public; identify and respond to issues and concerns of the public, City Council, and other boards and commissions.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Coordinate assigned activities with other City departments and outside agencies as required.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in criminal justice, police science, public administration, or a related field and five (5) years of supervisory experience in sworn police service at a level equivalent to a Police Sergeant with the City of Tracy.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of, or the ability to obtain, a valid POST Advanced Certificate and POST Supervisory Certificate.
- Possession of a valid CPR certification.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 6101
BARGAINING UNIT: TPOA

POLICE OFFICER TRAINEE

DEFINITION

Under direct supervision, actively participates in the P.O.S.T. (Commission on Peace Officer Standards and Training) prescribed police academy training program; performs all related learning and testing activities; performs a variety of routine to complex field and administrative activities in support of police services and programs for the City's Police Department; provides comprehensive non-sworn staff support to Police Department supervisory and management personnel on a wide variety of law enforcement programs, projects, and services; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the non-sworn, trainee-level classification in the Police Officer class series. Incumbents learn law enforcement techniques and practices as well as City systems, operations, practices, policies, and procedures and perform non-sworn police support duties while completing the mandated peace officer academy to obtain Basic P.O.S.T. certification.

Positions in the Police Officer class series are flexibly staffed and positions at the Officer level are normally filled by advancement from the Trainee level after gaining the required P.O.S.T. certificate, knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Learns and applies knowledge of the City of Tracy Police Department's organization, rules, and regulations.
- Learns principles and techniques of patrol procedures, community service, crime prevention, and public relations.
- Learns and applies knowledge of enforcement and procedural aspects of criminal law, arrest and control techniques, crowd control, and the enforcement of those laws.
- Learns principles and techniques of proper use and maintenance of firearms.
- Learns vehicle operation including the Vehicle Code.
- Learns basic criminal investigation processes and techniques, including the identification, collection, and preservation of evidence, courtroom testimony, and interviewing witnesses.
- Learns and practices physical fitness and defense techniques programs.
- Learns and practices first aid and cardiopulmonary resuscitation (CPR).
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic functions, principles, and practices of law enforcement agencies.
- Activities and programs of a municipal Police Department.
- Basic principles of record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Learn basic functions, principles, and practices of law enforcement agencies.
- Learn police terminology and law enforcement codes.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12^{th}) grade. Applicants must be enrolled in a California P.O.S.T. approved Basic academy at the time of appointment.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before

groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
CLASS CODE: 6102
BARGAINING UNIT: TPOA

POLICE OFFICER

DEFINITION

Under general supervision, performs a wide variety of patrol and related duties involving the prevention of crime, the protection of life and property, traffic control, and the enforcement of Federal, State, and local laws and ordinances; employs community policing strategies to prevent juvenile crime and delinquency; assists in the preparation of cases and testifies in court; provides information and assistance to the public; depending on assignment, performs specialized administrative or investigative work; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the Police Officer series. Positions at this level perform the full range of duties of a sworn law enforcement officer in a municipal Police Department in the enforcement of Federal, State, and local laws and ordinances. Assignments can include all functional areas of the law enforcement field, including investigation, youth services, administration, and training are included. Positions at this level are distinguished from the Police Trainee class 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 department. This class is distinguished from Police Corporal in that the latter is the lead level in this sworn class series responsible for providing functional direction and training lower-level sworn staff on an assigned shift.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of community policing duties to maintain a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations, and providing assistance to the public, including speaking before various civic and community groups, patrolling assigned divisions by foot, bicycle, or vehicle, and performing other related duties as required.
- Patrols the City within an assigned area in a radio dispatched automobile to secure life and property, observes situations, reports and inspects suspicious and criminal activity, or hazardous conditions, and deters crime by providing high visibility patrols.
- Responds to emergency calls for service, disturbances, thefts, burglaries, vehicle accidents, domestic disputes, suspicious activities, and other incidents to protect public safety and property, resolve problems, diffuse situations, and enforce laws and ordinances.
- Provides information, directions, and assistance to the public in a variety of situations; takes reports and assists the public with complaints or unusual situations.
- Detects, apprehends, arrests, and transports suspected or convicted criminals.
- Enforces traffic laws; prepares and issues tickets for violations; investigates traffic accidents and

determines causes; administers drug and alcohol testing as appropriate; arranges for additional emergency and patrol vehicles as necessary.
- Secures crime scenes and evidence; interviews suspects, victims, and witnesses; collects and preserves evidence; performs complete investigations and/or cooperates with other law enforcement agencies providing investigative and case development support.
- Responds to a wide variety of calls from citizens in need of first aid, information, and general assistance; provides direction or information to individuals or groups for the purpose of preventing, subduing, or alleviating harmful, dangerous or illegal situations; performs traffic and crowd control duties as needed.
- Prepares a variety of detailed and concise police reports related to crimes, investigations, traffic accidents, and assigned activities; maintains records and logs related to daily activities; prepares search warrants and press releases related to criminal activity as assigned by the position.
- Serves as an informational resource to the public concerning law enforcement activities; responds to inquiries and provides detailed and technical information concerning related services, crimes, laws, ordinances, codes, regulations, policies, and procedures.
- Communicates with other law enforcement agencies, City personnel, and various outside organizations to exchange information, coordinate activities, and resolve issues or concerns; collaborates with other law enforcement agencies in the investigation of various crimes as appropriate; assists the District Attorney's Office in preparing, documenting, and developing cases and gathering information; testifies in court as required.
- Serves writs, warrants, subpoenas, and other legal documents as necessary.
- Operates and maintains a variety of specialized law enforcement equipment such as patrol vehicles, firearms, handcuffs, leg restraints, batons, flashlights, radars, two-way radios, pepper spray, breathalyzers, and sirens.
- Assists in cases involving unfit homes and crimes committed against or by juveniles.
- Provides first aid, cardiopulmonary resuscitation (CPR), and rescue services at crime scenes, accidents, and other emergency situations as needed.
- Conducts investigations in specialized areas such as narcotics, missing persons, sexual abuse, mental health, and deaths as assigned.
- Notifies the public of criminal and law enforcement situations and activities as needed; checks on the health and welfare of citizens as requested.
- Attends and participates in various meetings and training sessions as assigned; serves in assigned special functions and activities as required.
- Promotes the City's commitment to excellence and quality customer service by employing community policing strategies.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transportation of suspects.
- Rules of evidence regarding search and seizure, the preservation of evidence, and the chain of custody.
- Courtroom procedures and techniques for testifying.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, procedures, and court decisions relevant to assigned area of responsibility.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- First aid and CPR.
- Safe operation of a motor vehicle in under patrol, high speed, and emergency conditions.
- Record-keeping and report preparation techniques.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Observe and document incident details accurately; recall faces, names, descriptive characteristics, and facts of incidents and places.
- Perform a variety of law enforcement activities including patrol functions and traffic regulation.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Prepare clear, accurate and grammatically correct reports, records, and other written materials.
- Identify and be responsive to community issues, concerns, and needs.
- Respond to crime and emergency scenes and take immediate and appropriate action.
- Take command while dealing with disorderly or emergency situations.
- Investigate crimes and inspect crime scenes to identify and collect potential and actual evidence.
- Operate specialized law enforcement equipment and vehicles in a safe and responsible manner.
- Maintain records and prepare clear and concise reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Speak effectively before groups.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12^{th}) grade.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a valid Basic P.O.S.T. Certificate.
- Possession of a valid CPR certification.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and pursue and apprehend suspects, and vision to maintain firearms qualification. Work is primarily performed in the field requiring frequent walking and running on uneven terrain, climbing and descending structures to access crime scenes, pursue suspects on foot, and identify problems or hazards, and operation of a motor vehicle to perform patrol and pursuit duties and to visit various City sites and locations. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform duties. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions consistent with P.O.S.T. standards. Some duties of this classification are carried out in an office setting, and employees must possess mobility to work in a standard office setting and use standard office equipment, including a computer; and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing laws, codes, and departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Employees must pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 4103/4104
Bargaining Unit: TTSEA

POLICE RECORDS ASSISTANT I/II

DEFINITION

Under direct or general supervision, performs a wide variety of general, technical, and clerical records support duties, including maintenance of general and law enforcement records and files, processing of data and reports, providing administrative support to sworn personnel, and providing information to the public, outside agencies and departmental staff; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision (Police Records Assistant I) or general supervision (Police Records Assistant II) from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Police Records Assistant I: This is the entry-level classification in the Police Records Assistant series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, policies, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Police Records Assistant II: This is the journey-level classification in the Police Records Assistant series. Positions at this level are distinguished from the I-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 upon completion and for overall results. This class is distinguished from the Senior Police Records Assistant in that the latter provides technical and functional direction to lower-level support staff and is responsible for the more complex work assigned to the series.

Positions in the Police Records Assistant class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a wide variety of document management duties related to confidential police reports, law enforcement records, court requirements, subpoenas, police records, registrant and permit files.
- Processes and/or prepares documentation, maintains and retrieves a high volume of police data, reports

and records of criminal investigations, arrests, accidents, complaints and incidents; Collects and prepares documents for arrests and citations; forwards documents to appropriate department, unit, and court. indexes a wide variety of violations and notifications; compiles and distributes complaints; and books information, fingerprint cards, and other law enforcement reports.

- Accesses State of California Law Enforcement and Telecommunications System (CLETS) and National Law Enforcement Systems to enter, modify, update and retrieve data.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and unit policies and procedures in determining completeness of applications, records, and files.
- Performs court liaison duties, including interacting with the District Attorney's office, their staff, judges, attorneys, and public defenders; respond to discovery and evidence requests and subpoenas.
- Performs a variety of customer services functions related to records release and maintenance, including receiving, responding to, and entering requests for police reports and screening and forwarding telephone calls.
- Maintains and updates records according to established policies and procedures, including indexing a wide variety of violations and notifications, tracking and filing reports, and redacting confidential information when required; purges records and files as required.
- Enters a variety of statistical data and reporting into computer systems with a high degree of accuracy.
- Assembles and compiles information for a variety of departmental, State mandated, and statistical reports, including verifying accuracy, completing reports, and maintaining files.
- Provides general information regarding department policies, procedures, and regulations, including responding appropriately to complaints, requests for information, and requests for service in person and by telephone, forwarding written complaints against personnel, and coordinating work with other City departments.
- Performs a variety of reception, administrative support, and clerical duties, including answering and directing telephone calls and calls for service, preparing court packages, processing restraining orders, and distributing incoming mail; sorts, files, copies, and distributes a variety of documents; maintains a variety of filing systems; and participates in the registration services, including registration of drug offenders.
- Collects fees for various police services; balances and reconciles daily cash receipts.
- Provides basic research assistance to officers and other law enforcement personnel as requested.
- Performs other related duties as assigned.

QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Principles and practices of records management in municipal law enforcement agencies.
- Police terminology and law enforcement codes.
- Techniques, methods, and procedures related to police record processing, management, and retrieval.
- Business arithmetic and basic statistical techniques.
- Basic principles of record keeping and cash handling.
- Operation of multiple telephone lines and radio systems.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Enter data into a computer system and prepare written materials with sufficient speed and accuracy to perform the work.
- Handle large volumes of work accurately and within compressed timeframes.
- Make accurate arithmetic and statistical calculations.
- File and maintain automated and hardcopy records with accuracy.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12^{th}) grade.

Police Records Assistant I: One (1) year of general clerical experience.

Police Records Assistant II: Two (2) years of experience performing police records management duties at a level equivalent to a Police Records Assistant I with the City of Tracy.

Licenses and Certifications:

Police Records Assistant I:
- Possession of a valid P.O.S.T. Basic Records Certification within six (6) months of appointment.
- Possession of a valid CLETS (California Law Enforcement Telecommunication System) certification is desired.

Police Records Assistant I/II:
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
Bargaining Unit: TMMBU
Class Code: 3626

POLICE RECORDS SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of police records staff within the Police Department; supervises, plans, and coordinates a comprehensive records management program, including records maintenance, processing, and distribution; ensures that functions meet all applicable laws, regulations, and City policies; coordinates, monitors, and provides technical input for assigned records management related projects and programs; provides responsible technical assistance to the Police Support Operations Manager; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is the full supervisory-level classification in the Police Records Assistant series. Incumbents are responsible for planning, organizing, reviewing, and evaluating the work of non-sworn technical and administrative police support staff engaged in police records management work. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Police Support Operations Manager in that the latter has full management responsibility for all operations and programs of the support services bureau of the Police Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff in the police records unit responsible for all police records maintenance, processing, and distribution services.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned shift.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work procedures and in the operation and use of equipment; implements procedures and standards.
- Serves as the Agency California Law Enforcement Telecommunications System (CLETS), Computer Aided Dispatch (CAD) and Records Management System (RMS) coordinator.
- Provides general information to the public regarding department policies, procedures, and regulations, including responding appropriately to complaints, requests for information, and requests for service in person and by telephone, processes fee payments and other financial transactions.
- Inspects work in progress and completed work of assigned employees for accuracy, proper work

methods, techniques, and compliance with applicable standards and specifications.
- Oversees and participates in assembling and compiling information for a variety of departmental, State mandated, and statistical reports, including verifying accuracy and completion of reports and maintaining files.
- Develops, coordinates, and implements a variety of community events and charity drives to promote the department's commitment to community policing principles.
- Identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for assigned activities; orders, monitors, and controls supplies and equipment; prepares documents for equipment procurement; maintains a variety of records and prepares routine reports of work performance.
- Supervises the use of records management systems and equipment; ensures that systems and equipment are properly operated, maintained, and secured when not in use; oversees and schedules the service, repair, and replacement of systems and equipment as needed.
- Oversees the maintenance, update, and disposal of records according to established policies and procedures, including indexing a wide variety of violations and notifications, tracking and filing reports, and redacting confidential information when required; purges records and files as required.
- Performs the most complex records maintenance, processing, and distribution and front counter customer service duties and provides technical assistance to assigned shifts.
- Coordinates assigned services and activities with other divisions and outside agencies.
- Provides staff assistance to the Police Support Operations Manager; prepares and presents staff reports and other necessary correspondence; ensures the proper documentation of activities.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Functions, principles, and practices of law enforcement agencies.
- Techniques for records management, including records disbursement procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- California Law Enforcement Telecommunications System (CLETS).
- Business letter writing and the standard format for reports and correspondence.
- Business arithmetic and basic statistical techniques.
- Record keeping principles and procedures.
- Principles and practices of data collection and report preparation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct police records management and customer service activities.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform the most difficult police records management and customer service duties and operate related records system databases properly and effectively.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain accurate records and files of work performed.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of manual and computerized record keeping systems.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12^{th}) grade and five (5) years of progressively responsible experience performing administrative and technical support in police records management, including at least two (2) years of lead experience equivalent to a Senior Police Records Assistant with the City of Tracy.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a valid P.O.S.T. Records Supervisor Certification within two (2) years of appointment.
- Possession of a valid CLETS (California Law Enforcement Telecommunication System) certification.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well

as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 6105
Bargaining Unit: TPOA

POLICE SERGEANT

DEFINITION

Under general direction, organizes, assigns, and supervises law enforcement activities during an assigned shift including patrol functions, traffic regulation, and the enforcement of Federal, State, and local laws, regulatory codes, and ordinances; coordinates, supervises, and participates in the response to and the investigation of crimes, accidents, emergency situations, and other disturbances and requests for assistance; reviews, evaluates, and approves cases and arrests; trains and evaluates the performance of assigned personnel; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is the working supervisor classification in the sworn police series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of sworn police staff, and are expected to perform the full range of police officer duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Police Lieutenant in that the latter has management responsibility in the daily operations and activities of an assigned division within the Police Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of sworn staff on an assigned patrol shift; trains staff in work procedures; coordinates shift changes; oversees training activities; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; reviews police reports submitted by officers for accuracy, completeness, and adherence to established policies and procedures.
- Monitors and assesses Police Department policies and procedures for community effectiveness and operational efficiency; assists with the development of policies and procedures; determines appropriate equipment for police activities as needed.
- Monitors and organizes law enforcement activities during an assigned shift, including patrol functions, traffic regulation, and the enforcement of Federal, State, and local laws, codes, ordinances and regulations; establishes shift timelines and priorities; ensures shift activities comply with established standards, requirements, and procedures.
- Supervises and participates in patrolling City streets, parks, commercial, and residential areas; identifies traffic violations and suspicious or criminal activities including misdemeanors and felonies; coordinates response to emergency situations and observed or reported harmful or illegal conditions and activities

by taking appropriate action.

- Coordinates shift activities, communications, investigations, and patrol units to safeguard the lives, property, and constitutional rights of City citizens and visitors; monitors, evaluates, and adjusts shift activities in response to community law enforcement needs.
- Monitors and ensures the proper operation of the intake, detention, care and transportation of adult and juvenile detainees and persons in-custody.
- Detects, apprehends, arrests, and transports suspected or convicted criminals; enforces traffic laws; prepares and issues tickets for violations; investigates traffic accidents and determines causes; administers drug and alcohol testing as appropriate; arranges for additional emergency and patrol vehicles as necessary.
- Responds to major crime scenes, accidents, or emergencies and assumes immediate command of police activities, including supervising and participating in any or all crime scene processes, providing technical advice and direction; observes, interviews, and interrogates victims, witnesses, and suspects; searches suspects for drugs, weapons, and other illegal articles.
- Assists in preparing reports in cases for trial; presents evidence and testifies in court as requested.
- Investigates and resolves problems with requests for services or complaints regarding police functions; conducts internal investigations of complaints from officers and/or the public; provides findings and recommendations to appropriate sworn management personnel.
- Prepares a variety of detailed and concise police reports related to crimes, investigations, traffic accidents, and assigned activities; maintains records and logs related to daily activities.
- Assists in investigations in specialized areas such as narcotics, missing persons, sexual abuse, mental health, murders, shootings, and deaths as assigned.
- Operates and maintains a variety of specialized equipment such as law enforcement vehicles, firearms, handcuffs, leg restraints, batons, flashlights, radar, two-way radios, pepper spray, breathalyzers and sirens.
- Communicates with other law enforcement agencies, City personnel, and various outside organizations to exchange information, coordinate activities, and resolve issues or concerns; collaborates with other law enforcement agencies in the investigation of various crimes as appropriate.
- Administers first aid and rescue services at crime scenes, accidents, and other emergency situations as needed.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transportation of suspects.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, procedures, and court decisions relevant to assigned area of responsibility.
- Crime scene investigation, evidence collection and preservation practices, procedures and techniques.
- Rules of evidence regarding search and seizure, the preservation of evidence, and the chain of custody.
- Modern investigative methods including interviewing and interrogation techniques.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- First aid and CPR.
- Safe operation of a motor vehicle in under patrol, high speed, and emergency conditions.
- Record-keeping and report preparation techniques.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Observe and document incident details accurately; recall faces, names, descriptive characteristics, and facts of incidents and places.
- Perform a variety of law enforcement activities including patrol functions and traffic regulation.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Prepare clear, accurate and grammatically correct reports, records, and other written materials.
- Identify and be responsive to community issues, concerns, and needs.
- Respond to crime and emergency scenes and take immediate and appropriate action.
- Take command while dealing with disorderly or emergency situations.
- Investigate crimes and inspect crime scenes to identify and collect potential and actual evidence.
- Operate specialized law enforcement equipment and vehicles in a safe and responsible manner.
- Maintain records and prepare clear and concise reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Speak effectively before groups.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12^{th}) grade and three (3) years of increasingly responsible law enforcement experience as a sworn peace officer including at least one (1) year of experience equivalent to a Police Corporal with the City of Tracy.

Licenses and Certifications:

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

- Possession of a valid Intermediate P.O.S.T. Certificate.
- Possession of a valid POST Advanced Certificate and POST Supervisory Certificate is desirable.
- Possession of a valid CPR certification.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and pursue and apprehend suspects, and vision to maintain firearms qualification. Work is primarily performed in the field requiring frequent walking and running on uneven terrain, climbing and descending structures to access crime scenes, pursue suspects on foot, and identify problems or hazards, and operation of a motor vehicle to perform patrol and pursuit duties and to visit various City sites and locations. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform duties. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions consistent with P.O.S.T. standards. Some duties of this classification are carried out in an office setting, and employees must possess mobility to work in a standard office setting and use standard office equipment, including a computer; and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.

DISASTER SERVICE WORKER

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January 2021
FLSA: Exempt
Bargaining Unit: CEU
Class Code: 2712

POLICE SUPPORT OPERATIONS MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Support Services Bureau which includes but is not limited to: Records, Dispatch, and Animal Services; oversees activities related to developing and administering the budget for the department; manages the effective use of bureau resources to improve organizational productivity and customer service; provides complex and responsible support to the Police Chief in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises direct supervision over assigned staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the Support Services Bureau. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include bureau or department budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to multiple bureau and operations within the department. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Support Services Bureau which includes but is not limited to the Records, Communications, Animal Services, Fiscal Management, and Information Technology Units.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the assigned bureaus; recommends within department policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of various bureau budgets; determines funding needed for staffing, equipment, materials, and supplies; ensures staff is provided with resources and technology necessary to respond to customer-service delivery needs; ensures compliance with budgeted funding; accounts for the effective use of allocated resources.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and

monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures; maintains discipline and high standards necessary for the efficient and professional operation of the department.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Participates as a member of the department's management team, understanding and implementing assigned duties and responsibilities to support team goals and objectives; works cooperatively with other team members; receives and shares information, solicits input, identifies operational and interpersonal issues, and participates in the development of problem solving solutions.
- Develops and participates in the maintenance of automated information systems designed to enhance program operations.
- Reviews and interprets laws, rules, regulations, ordinances, policies, legislation, and existing processes and procedures to determine where improvement can be made and to recommend and implement changes.
- Researches and analyzes statistics to identify patterns and series, forecast trends, and recommend allocation of staff resources.
- Prepares and presents staff and agenda reports, technical and analytical reports, and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Attends and participates in professional group meetings and a variety of interagency task forces; stays abreast of new trends and innovations in the law enforcement field; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official bureau files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.

- Principles and practices of contract administration and management.
- Principles and practices of police records and communications.
- Operating policies and procedures of the department and law enforcement agencies.
- Principles and practices of research and analysis, statistical analysis, probability assessments, and trend analysis.
- Terminology used in the description of criminal activity; practices and techniques used in criminal investigations.
- Federal, State, and local automated information systems used in the collection, analysis, and reporting of information related to criminal activities.
- Techniques used in making oral presentations.
- Law enforcement and criminal justice systems.
- Methods and techniques of research, organizational planning, advanced statistical and data analysis, and graphic presentations.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned bureau.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for assigned bureaus.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Plan, organize, oversee, and manage the staff and operations of assigned bureaus in the Police Department.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Gather, assemble, analyze, and evaluate facts and evidence; separate facts and assumptions; draw logical conclusions and make proper recommendations; apply quantitative research methods to evaluate the effectiveness of department units/programs.
- Plan, organize, and participate in the work of assigned bureau/units.
- Communicate information concerning operations and crime activities with citizens and Federal, State, and local law enforcement staff.
- Develop conclusions, project trends, and make recommendations.
- Give public presentations.
- Perform technical report and grant writing with a high degree of skill and clarity.
- Create, maintain, and access database files; develop needed data collection systems and recording systems; prepare statistical charts, graphs, and exhibits.
- Communicate effectively with individuals from diverse backgrounds.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare

effective technical staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in public administration, business administration, criminal justice, statistics, or a related field and five (5) years of increasingly responsible technical, administrative, or analytical experience performing police support services work within a law enforcement agency, including three (3) years of lead or supervisory level experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision including color vision to create and read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

All City of Tracy employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and

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

January 2021
FLSA: Non-Exempt
Class Code: 4701
Bargaining Unit: TTSSEA

POLICE SUPPORT SERVICES TECHNICIAN

DEFINITION

Under general supervision, performs a variety of complex and technical accounting support duties in support of the Police Department, including department payroll, accounts payable, accounts receivable, budget tracking, and other financial transactions; balances and maintains accounting and financial records for the department; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a journey-level paraprofessional class that performs the full range of technical accounting work in support of the Police Department, including department payroll, accounts payable, accounts receivable, and budget tracking including a wide variety of record keeping, reconciliation, and account support activities as well as providing support for other Police support services such as monitoring training hours and assisting with public communication efforts. Incumbents serve to relieve the supervisor of performing technical detail work and are expected to function with very little direct oversight. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff contact. This classification is distinguished from the Accounting Technician class by providing technical accounting and other support services specifically for the Police Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs and provides technical support in the preparation, maintenance, and operation of the accounting function, including department payroll, accounts payable, accounts receivable, financial reporting, and budget tracking.
- Posts, balances, adjusts, and maintains account and financial records according to established policies and procedures.
- Reconciles transactions and account statements; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Receives, balances, and audits department receipts and disbursements; allocates and posts transactions to proper accounts.
- Reviews and processes invoices and purchase orders to support request for payments and reconciles discrepancies.
- Gathers financial and statistical information and materials for various periodic and year-end reports; compiles, reconciles, and verifies information and prepares financial and mandated reports.
- Prepares, processes, reviews and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable policies, rules, and regulations.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems.

- Assists with the preparation and presentation of educational materials to the community and/or other law enforcement agencies.
- Performs studies and special projects for the department; identifies vendors and assists with the preparation of scopes of work.
- Reviews and reconciles department payroll records to ensure accuracy of payroll.
- Maintains the reporting for department specific programs, including programs administered through the Department of Justice.
- Certifies and reports department training hours to Peace Officer Standards and Training (P.O.S.T); monitors the allocated training budget.
- Assists department management and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and department specific financial policies and procedures.
- Composes, types, edits, and proofreads a variety of documents, including forms, memos, contracts, administrative, statistical, financial, staff reports, and correspondence for department staff from rough draft, handwritten copy, verbal instructions, or from other material; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping, including payroll, accounts payable, accounts receivable, and financial reporting.
- Principles and practices of auditing payroll, accounts receivable, and other accounting and finance documents.
- Basic principles and practices of fund accounting and public agency budgeting.
- Business arithmetic and basic financial and statistical techniques.
- Record keeping principles and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Prepare, process, maintain, and reconcile ledgers and journals according to accepted accounting policies and procedures.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade supplemented by college-level coursework or specialized training in accounting, finance, or a related field and one (1) year of increasingly responsible clerical accounting experience at a level equivalent to Senior Account Clerk with the City of Tracy. Related experience in a municipal law enforcement agency is desirable.

Licenses and Certifications:

- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 5518
Bargaining Unit: Teamsters

PROPERTY AND EVIDENCE TECHNICIAN

DEFINITION

Under general supervision, receives, stores, coordinates, maintains, and transports or properly disposes of property and evidence under the jurisdiction and custody of the police department; maintains an accurate inventory and chain-of-custody for all property and evidence in custody; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a non-sworn technical classification performing a wide variety of duties related to the provision of evidence and property handling and preservation. Incumbents serve to relieve the supervisor of performing technical detail work and are expected to function with very little oversight. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff contact. This class is distinguished from other technical classes by the nature, scope, complexity, and diversity of responsibilities involved in the property and evidence functions.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives found property and evidence, documents the receipt, maintains the physical integrity, control, and the chain of custody, and physically stores the property and evidence in the designated location.
- Prepares evidence for submittal to outside agencies or labs for analysis, including packaging, securing, and preserving evidence items, preparing required forms, and submitting forms with evidence to labs.
- Coordinates with crime laboratories; prepares and transports evidence including weapons, narcotics, and biological specimens for analysis and processing by others.
- Releases and purges property and evidence following appropriate Federal, State, and local laws and regulations; prepares evidence and property for auction and/or disposal upon completion of court proceedings; updates databases with release information and sends property release letters to owners.
- Initiates, organizes, updates, maintains, and controls access to complex filing systems and records, including highly sensitive case files.
- Acts as liaison with the court and other offices requiring the transmission of documents and the coordination of criminal filings and court appearances; may serve as an expert witness in court proceedings; prepares evidence for officers and investigators for court proceedings; maintains records and tracks such actions; coordinates with regulatory agencies to facilitate periodic audits and

inventories of property and evidence operations within the crime lab.
- Releases property to the public; prepares the proper paperwork and prepares evidence for pick-up; completes the necessary reports and documentation of the release.
- Stays abreast of Department of Justice firearms regulations to ensure compliance with applicable legislation and ordinances; verifies background check compliance prior to the release of firearms; coordinates with the District Attorney's Office regarding firearms confiscation petitions; secures court orders for the destruction of controlled substances and firearms on adjudicated cases.
- Performs difficult, complex, technical, and/or specialized office support work that requires the exercise of independent judgment, the application of technical skills, and a detailed knowledge of the activities and procedures specific to the Police Department.
- Prepares correspondence, reports, forms, receipts, brochures, and specialized documents, such as letters to investigators, property claim letters to citizens, and other correspondence.
- Provides training and technical assistance to co-workers, including providing instruction on proper evidence collection, maintenance, and destruction techniques.
- Identifies opportunities for improving service delivery methods and procedures within area of responsibility to review with appropriate management staff prior to implementation.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Current forensic methods and techniques used in the collection, preservation, organization, and presentation of physical evidence.
- Functions, terminology, services, and principles and practices of law enforcement work.
- Applicable Federal, State, and local codes, regulations, policies, technical processes, and procedures.
- Techniques for records management and evidence processing, including records disbursement and chain of evidence procedures.
- Methods used in the collection, tabulation, review and distribution of evidence and property, forms, reports, and documents.
- Record keeping and inventory management principles and practices.
- Principles and techniques of business letter writing and report preparation.
- Techniques for effectively dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform technical, detailed, and responsible law enforcement support work.
- Conduct technical criminal evidence collection and maintenance.
- Prepare clear, concise, and accurate reports, correspondence and other written materials.
- Organize, research and maintain technical and administrative files.
- Enter data into a computer system, file and maintain automated and hardcopy records, and prepare written materials with sufficient speed and accuracy.
- Stay abreast of modern property and evidence processing, storage, and disposal procedures.

- Establish and maintain confidentiality.
- Safely handle firearms and narcotics.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12^{th}) grade and two (2) years of progressively responsible experience in a law enforcement agency performing duties related to securing, preserving, and releasing property and evidence.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a valid Latent Fingerprint Examiner certification from the International Association for Identification, is highly desirable.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to work irregular shifts, including weekends, and holidays. Must be able to pass a thorough background investigation.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
Class Code: 2585
Bargaining Unit: CEU

PUBLIC INFORMATION OFFICER

DEFINITION

Under administrative direction, plans, organizes, and provides direction and oversight for comprehensive public relations and communications programs for the City; plans, manages, implements, coordinates, and evaluates public information, community outreach, and media relations functions and activities; oversees Citywide strategic and ongoing communications, social media, branding, and the City's cable television channel; prepares press releases, fact sheets, stakeholder/community correspondence, quarterly publications, and newsletters; provides complex and responsible support to the Assistant City Manager in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned supervisory or management staff. Exercises general direction over professional staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the day-to-day operations of the Public Information division within the City Manager's Office. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Public Information division, including outreach, customer service, public relations, and communications programs.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.

- Develops and implements comprehensive outreach and communication programs; schedules, coordinates, and facilitates news conferences, community meetings, and City events that promote the City's services, programs, and activities and to educate and inform the public and customers.
- Oversees and manages the City's cable television channel; collaborates with City departments, school districts, community groups, and other agencies to identify filming opportunities; utilizes the City's cable television channel to disseminate information through community education projects; promotes public awareness campaigns and community relations' initiatives.
- Responds to media requests with information about City programs and services as well as unusual circumstances/situations of immediate public interest, including emergency information; prepares, edits and coordinates speeches, press releases, media tip sheets, brochures, flyers, pamphlets, newsletters, annual reports, articles, electronic media, and related communications.
- Oversees participation in community and special events; produces informational and promotional materials; supervises staff engaged in the production, development, publication, and broadcast of information to the public and the community; provides ongoing support and advice to City staff regarding communications to the public.
- Assists in the development and maintenance of the City's website and related social media; provides guidance and oversight to other City departments regarding website and online content.
- Provides training and technical support to staff on marketing, advertising, writing, publicity, and communication strategies and policies.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in public information and community outreach; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Principles, practices, methods, and techniques of marketing, public information, media relations, and community relations programs.
- Current principles, techniques, and objectives of professional journalistic methods, including research, publication, and presentation.
- Best practices for social media and digital content.

- Strategic communication principles and practices.
- The requirements of various media used in publicity and promotions work, including video and written media; artwork layout and report format.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Principles and practices of budget development and administration.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the division.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Plan, research, organize, coordinate, and implement a variety of public information, media, and community outreach activities and programs.
- Develop community relations and communications programs and strategies.
- Prepare and present information in various formats and for diverse audiences.
- Plan and conduct special events.
- Comprehend complex questions and give information rapidly, accurately, and tactfully.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in business, public administration, public relations, journalism, mass communication, or related field and three (3) years of public relations or mass communications experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
Class Code: 3623
Bargaining Unit: TMMBU

PUBLIC SAFETY DISPATCH SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, supervises, and participates in the work of the computer aided dispatch (CAD) Communications Center; ensures work quality and compliance with established policies and procedures; performs the more technical and complex tasks relative to assigned area of responsibility; provides administrative, technical, and clerical assistance to management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises direct and general supervision over assigned technical and administrative support staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Public Safety Dispatcher series that exercises independent judgment on diverse and specialized activities in computer aided dispatching with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing administrative, technical, and clerical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. This class is distinguished from that of Police Support Operations Manager in that the latter has responsibility for the overall administration of the support services division of the Police Department including animal services, dispatch, and records management as well as internal services for the department including accounting, fiscal, and technology services.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of public safety dispatching staff; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the public safety dispatching work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with other divisions and outside agencies.

- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures proper documentation of operations and activities.
- Reviews and investigates internal and external complaints; prepares necessary written documentation.
- Maintains files, databases, statistics, logs, and records as required by the City and other government agencies; prepares audios for discovery for use by the District Attorney's Office; prepares records for in-custody cases.
- Oversees the training of new dispatch personnel; prepares and organizes training materials.
- Operates, troubleshoots, maintains, and oversees upgrades of computer aided dispatch (CAD) 911 system, phones, and radios.
- Takes command responsibility over critical incidents affecting the facility and on-duty staff.
- Assists in the emergency dispatch of public safety personnel as needed, including police, fire and public works units; operates computer aided dispatch 911 system.
- Ensures adequate staff coverage on all shifts; prepares and approves shift trades, time off requests, training requests, and overtime schedules; maintains payroll related records.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public; attends and participates in professional group meetings; stays abreast of new trends and innovations in the public safety dispatch field.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, scheduling, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Department regulations pertaining to the dispatch of personnel and emergency equipment.
- Operation of public safety receiving and transmitting communications equipment.
- Rules and regulations of the Federal Communications Commissions.
- Principles and practices of office management and administration.
- California Law Enforcement Telecommunications System (CLETS), Department of Justice, and other law enforcement related databases.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Training, auditing, and tracking of employee training logs, entry logs, and need to know/right to know regulations.
- Warrants and court orders.
- Principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation including the Department of Justice California Law Enforcement

Telecommunications System (CLETS).

Ability to:

- Assist in developing, revising, and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Plan, assign, train, and coordinate the work of subordinate public safety dispatch employees.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Operate a CAD dispatch system quickly, effectively, and accurately; observe, identify, and problem solve incidents while dispatching.
- Remain calm in emergencies and think and act quickly and decisively.
- Review documents related to dispatching operations.
- Develop, organize, and manage multiple priorities.
- Prepare written cost estimates, reports, and statistical data.
- Promote and enforce safe work practices.
- Organize, conduct, and lead employee training programs including creating procedures, manuals, evaluations, and scheduling of new employees.
- Inspect work in progress and upon completion; identify areas needing improvement.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks including the Department of Justice California Law Enforcement Telecommunications System (CLETS).
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12^{th}) grade and five (5) years of increasingly responsible experience in a law enforcement communications center, including two (2) years of experience in a lead capacity equivalent to a Senior Public Safety Dispatcher with the City of Tracy.

Licenses and Certifications:

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

- Possession of a valid P.O.S.T. Basic Dispatcher Certification.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a centralized communication operations environment, using public safety emergency services equipment including computer-aided dispatch systems, telephones, radios and other communication devices, as well as standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and radio. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Performance of the work frequently requires positions to remain at a workstation for extended periods of time. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a centralized communication operations environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 5502/5503
Bargaining Unit: Teamsters

PUBLIC SAFETY DISPATCHER I/II

DEFINITION

Under direct to general supervision, receives incoming emergency and non-emergency calls, and dispatches Police and other public safety units following prescribed procedures; answers non-emergency calls for public safety and other City departments; initiates contact with other City departments and agencies as needed in response to calls received; performs a variety of general administrative support duties including record keeping, typing, and filing; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct (Public Safety Dispatcher I) or general (Public Safety Dispatcher II) supervision from assigned supervisory or management staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

Public Safety Dispatcher I: This is the entry-level class in the Public Safety Dispatcher series. Initially under close supervision, incumbents with basic public contact experience learn to interact with the public in both emergency and non-emergency situations to receive, transmit, and provide factual information, forms, and reports. As more experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually 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. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Public Safety Dispatcher II: This is the journey-level class in the Public Safety Dispatcher series that performs the full range of receiving and dispatching emergency calls for the Police Department. Responsibilities are centered on extensive contact with the public over the telephone, in both emergency and non-emergency situations to receive, transmit, and provide factual information, forms, and reports. All activities must be performed within specified legal guidelines. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level are distinguished from the entry-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. This class is distinguished from the Senior Public Safety Dispatcher in that the latter provides technical and functional direction to lower-level support staff and is responsible for the more complex work.

Positions in the Public Safety Dispatcher class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives and evaluates police and emergency calls, and related business calls for the City during an assigned portion of the 24-hours-per-day/7-days-per-week Police Department operations; provides information and/or transfers calls to the appropriate department, agency, or response organization; takes messages for Police Department personnel.
- Dispatches public safety emergency units in accordance with established procedures and policies using a computerized dispatch system, including determining priority of emergency and contacting and sending appropriate response unit.
- Maintains contact with field units, including accounting for location and status of units and maintaining records of field calls; sends back-up units, as necessary, ensuring the safety of field units.
- Operates computer, telephone, and radio console and telecommunication equipment simultaneously while performing dispatching activities; tests and inspects equipment as assigned.
- Logs call data in a written or automated format; monitors calls after initial dispatch to provide additional coordination, support, or information.
- Enters, updates, and retrieves a variety of records from teletype database, including stolen vehicles and property, vehicle registration information, guns and property, and warranted or missing persons.
- Accesses Federal, State, and local law enforcement information databases to obtain information regarding outstanding warrants, criminal history, records information, and vehicle data; relays such information to sworn staff.
- Acts as a liaison to the public and representatives of other agencies for the department; provides initial non-emergency contact with the public and representatives of other agencies for the requesting of police records or related services; determines the nature of the contact; provides factual information regarding services, policies, and procedures, which requires a knowledge of legal guidelines, departmental policies and procedures, and the use of tact and discretion, or directs the caller to the proper individual or agency.
- Maintains accurate departmental and law enforcement records and files, researches and compiles information from such files.
- Attends necessary training and shift briefing sessions as required.
- Performs other duties as assigned.

QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Principles and practices of data collection and report preparation.
- Business arithmetic.
- Basic principles of record keeping.
- Functions, principles, and practices of law enforcement agencies.
- Terminology and procedures used in public safety dispatching.
- Operation of computer-aided communications equipment, including multiple telephone lines and radio systems.
- City and County geography, maps, streets, landmarks, and driving directions.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules

of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation including the Department of Justice California Law Enforcement Telecommunications System (CLETS).

Ability to:

- Assess and prioritize emergency situations while remaining calm and using sound, independent judgment.
- Memorize codes, names, street locations, and other information.
- Read and interpret maps and other pertinent documentation.
- Interpret, apply and explain policies, procedures, and regulations.
- Attend to multiple activities simultaneously.
- Obtain necessary information from individuals in stressful or emergency situations.
- Compile and summarize information to prepare accurate, clear, and concise reports.
- Perform technical, detailed, and responsible office support work.
- Compose correspondence independently or from brief instructions.
- Organize, maintain, and update office database and records systems.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Effectively communicate upset and irate callers; obtain necessary information from individuals in stressful or emergency situations.
- Multi-task by listening, speaking, and performing computer functions simultaneously.
- Learn and effectively utilize various law enforcement software programs to retrieve or record information quickly and accurately.
- Learn a wide variety of classification codes and computer commands and standard broadcasting procedures and rules.
- Maintain confidentiality.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks including the Department of Justice California Law Enforcement Telecommunications System (CLETS).
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12^{th}) grade.

Public Safety Dispatcher I: Two (2) years of general clerical experience involving public contact.

Public Safety Dispatcher II: Two (2) years of dispatch experience equivalent to Public Safety Dispatcher I with the City of Tracy.

Licenses and Certifications:

Public Safety Dispatcher I and II:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

Public Safety Dispatcher II:

- Possession of a valid P.O.S.T. Basic Dispatcher Certification.

PHYSICAL DEMANDS

Must possess mobility to work in a centralized communication operations environment, using public safety emergency services equipment including computer-aided dispatch systems, telephones, radios and other communication devices, as well as standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and radio. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Performance of the work frequently requires positions to remain at a workstation for extended periods of time. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a centralized communication operations environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be subject to call back after end of shift and required to work various shifts or emergencies on evenings, weekends, and holidays.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
Class Code: 3401
Bargaining Unit: TMMBU

PUBLIC WORKS SUPERINTENDENT

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations in the Public Works Department assigned to Internal Services, Streets and Traffic Maintenance, Urban Forestry, Parks, Sports Fields & Landscape Maintenance, or other department divisions as needed; manages the effective use of resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Public Works in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises general direction and supervision over assigned staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating staff, operations, programs, projects, and activities of the assigned Public Works service area. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Director of Public Works in that the latter oversees all or a majority of public works operations and maintenance programs and projects of the Public Works Department.

Service Areas:

Positions are assigned to one of the following service areas in the Public Works Department:

Internal Services: Building maintenance, fleet management, and custodial services.

Streets, Traffic Maintenance, and Urban Forestry: Maintenance of City roadways, sidewalks, traffic signs and striping, trees, and right-of-ways.

Parks, Sports Fields and Landscapes: Maintenance, repair, and construction of City parks, sports fields, landscaping, and associated facilities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the assigned division within the Public Works Department.

- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Ensures operational and programmatic compliance with applicable laws, including CalOSHA related to the assigned service area.
- Participates in the development, administration, and oversight of operating and capital improvement program (CIP) budgets for the division; determines funding needed for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Participates in developing and planning and manages preventative and long-term maintenance and safety programs.
- Participates in planning, prioritizing, scheduling, and constructing capital improvement and maintenance projects; reviews plans and specifications and recommends changes as appropriate to meet operational needs; oversees the work of contractors to ensure compliance with City standards.
- Prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, boards, and City Council.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments and outside agencies.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works maintenance and operations; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, budget development and administration, and contract administration and management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles, practices, methods, equipment, and techniques of the construction, maintenance, and repair of public works systems and facilities.
- Practices of researching public works maintenance and operations issues, evaluating alternatives,

making sound recommendations, and preparing technical reports.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction for the division and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Analyze and interpret plans and specifications in accordance with design requirements and applicable standards and regulations.
- Independently conduct studies and research projects, evaluate alternatives, make sound recommendations, and prepare effective staff and technical reports; present technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in public administration, or a field closely related to the relevant assigned service area and three (3) years of increasingly responsible supervisory experience in the relevant service

area or a closely related field or two (2) years of experience at a level equivalent to the City's Public Works Supervisor, in the relevant service area.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to possess or obtain a valid California Pesticide Applicator Certificate for certain positions.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; strength, stamina, and mobility to work in the field and perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
Class Code: 3405
Bargaining Unit: TMMBU

PUBLIC WORKS SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, and supervises the work of maintenance crews and/or contractors in the Public Works Department assigned to Parks, Sports Fields & Landscape Maintenance, Urban Forestry, Streets and Traffic Maintenance, Utility Maintenance, or other department divisions as needed; coordinates assigned activities with other City departments and outside agencies; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Maintenance Worker series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in an assigned service area. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. The Public Works Supervisor is distinguished from the Public Works Superintendent class in that the duties of the former are performed primarily in the field overseeing and supervising work crews and the latter has overall management responsibility for activities of a given division within the Public Works Department.

Service Areas:

Positions may be assigned to one of the following service areas in the Public Works Department:

Parks, Sports Fields & Landscape Maintenance: Maintenance, operation, repair, and construction of City parks, sports fields, and public landscaping.

Urban Forestry: Maintenance of City street, park and landscape trees, Integrated Pest Management (IPM) and sidewalks.

Streets and Traffic Maintenance: Maintenance of City roadways, sidewalks, traffic signs, striping, and the Community Preservation Unit.

Utility Lines: Maintenance of City water distribution system, meters, and sewer/storm drain collection system.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of maintenance staff in the Public Works Department; trains staff in work procedures and safe work practices; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the maintenance work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with those of other service areas, departments, outside agencies, and community groups.
- Participates in annual budget preparation; identifies and recommends future resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Plans and lays out maintenance projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for projects.
- Supervises the use and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules service, repair, and replacement of tools, equipment, and vehicles.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Supervises the preparation and maintenance of reports, records, and files; ensures the proper documentation of projects and activities.
- Collaborates and confers with property owners, developers, architects, engineers, and contractors and other City staff in acquiring information and coordinating public works matters; provides information regarding City policies, procedures, codes, and ordinances.
- Monitors changes in regulations and technology that may affect public works maintenance services; implements policy and procedural changes after approval.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, equipment, and techniques of the construction, maintenance, and repair of public works systems and facilities.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

In addition, Parks, Sports Fields & Landscape Maintenance and Urban Forestry:
- Principles and practices of arboriculture, horticulture, pesticide, and fertilizer application, and irrigation.
- Central control irrigation systems.
- Playground and sports field safety requirements and practices.

In addition, Streets and Traffic Maintenance:
- Principles and practices of roadway, sidewalk, and traffic maintenance.

In addition, Utility Lines:
- Principles and practices of water distribution, sewer/storm drain, meter maintenance, and meter reading.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct public works maintenance programs and activities.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform the most difficult public works maintenance duties.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain accurate records and files of work performed.
- Make accurate arithmetic and financial computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12^{th}) grade and three (3) years of increasingly responsible journey level experience in the relevant maintenance and operations service area, including at least two (2) years in a lead role. An associate degree from an accredited college or university with major course work in a field closely related to the assigned field maintenance and operations service area and public sector experience is highly desirable.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

Parks, Sports Fields & Landscape Maintenance, Streets and Traffic Maintenance, and Urban Forestry:

- Possession of a Qualified Applicator Certificate from the California Department of Pesticide Regulations is required by the end of the probationary period.

Urban Forestry:

- Certification as an Arborist as issued by the International Society of Arboriculture (ISA) is required by the end of the probationary period.
- Highly desirable for Urban Forestry: ISA certification as a Tree Worker/Climber Specialist and/or Tree Worker Aerial Lift Specialist. Possession of an ISA Tree Risk Assessment Qualification.

Streets and Traffic Maintenance:

- Possession of a work zone safety certificate from International Municipal Signal Association (IMSA), Traffic Control Supervisor Association (TCSA), International Transportation Engineers (ITE), American Public Works Association (APWA), American Traffic Safety Services Association (ATSSA), or the Institution of Transportation Studies (ITS) at time of application.
- Highly desirable for Streets/Traffic: Possession of a Level I and Level II signs and markings certification from the IMSA or the TCSA.

Utility Lines:

- Possession of a Grade IV Water Distribution Operator certificate issued by the State of California at time of application.
- Possession of a Grade III Wastewater Collection System Maintenance certification issued by the California Water Environment (CWEA) by the end of the probationary period.
- Highly desirable for Utility Lines: Possession of a certificate issued by the American Water Works Association (AWWA) for backflow device testing.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; strength, stamina, and mobility to work in the field and perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

WORKING CONDITIONS

Some positions may require working shifts and/or alternate schedules as needed.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 4401
Bargainig Unit:TTSSEA

RECREATION PROGRAM COORDINATOR

DEFINITION

Under general direction, plans, organizes, coordinates, and provides direction and oversight for one or more recreation programs and/or facilities; supervises programs which may include: youth programs, aquatics, youth and adult sports, summer programs, special interest classes, and community events; operates recreation and sports facilities, including swimming pool and recreation centers; provides administrative support and program assistance to the Recreation Services Supervisor; fosters cooperative working relationships with various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to lower-level staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the recreation services. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex program coordination, administrative, and/or day-to-day operational responsibilities. Responsibilities include inspecting and planning, scheduling, and directing assigned recreation program operations, activities, and services in a timely manner. This class is distinguished from the Recreation Services Supervisor in that the latter is the full supervisory-level class and has overall program, budgetary, and administrative responsibility for multiple recreation activities and facilities or a comprehensive recreational program.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned programs and facilities.
- Plans, supervises, coordinates, reviews, and evaluates one or more recreation programs, activities, and/or systems at one or multiple sites; establishes schedules and methods for providing community and recreation services; recommends improvements or modifications.
- Supervises, coordinates, and participates in the day-to-day operations of one or more recreation programs and/or facilities.
- Assists in the recruitment and selection of staff and provides recommendations; provides supervision, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; provides input and documentation for performance evaluations.
- Works with community groups and residents in the development and coordination of recreation programs or services; oversees and coordinates scheduling of activities, games, and events.

- Develops requests for proposal (RFP), memoranda of understanding (MOU), license agreements, and professional services agreements (PSA) between the City, vendors, and non-profit organizations related to a variety of parks and recreation programs, services, activities, and facilities; ensures proper public noticing consistent with City ordinance and regulatory requirements; routes agreements through appropriate internal City and department processes.
- Monitors contract agreements with service providers; recruits, hires, trains, and supervises contract employees.
- Coordinates the application and permitting processes for use of City facilities by outside organizations and the general public, and for special events; reviews applications and tentative use permits, and includes permitting conditions when necessary; reviews requirements with applicants to ensure compliance with permit conditions.
- Estimates costs of supplies and materials; orders supplies and materials for projects and activities; maintains records of purchase orders; assists in developing budget figures for specified areas; monitors expenditures and revenues.
- Researches available grants and makes recommendations to department management; drafts narrative for grant applications and ensures that required supporting documentation is included; coordinates these efforts with other divisions and City departments as necessary.
- Plans, staffs, supervises, and implements assigned special events.
- Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services.
- Participates in ensuring compliance with relevant health, safety, permitting, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies including ensuring compliance for insurance and liability coverage.
- Travels to assigned program sites to monitor program activities.
- Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
- Creates marketing materials for recreational programs, including developing and preparing brochures, flyers, newsletters, and other materials; maintains and updates informational kiosks and websites as needed.
- Maintains accurate records of services and activities, including recreation schedules, program participation and analysis, revenues, expenditures, grants, contract programs, accidents, and vandalism.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles, practices, and service delivery needs related to the program area(s) to which assigned.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs.
- Principles and practices of recreation program development, implementation, review, and evaluation.
- Recreational, cultural, age-specific, and social needs of the community.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to the program area(s) and facilities to which assigned.
- Principles and practices of program administration, including budgeting, purchasing, and basic supervision.
- Recreation site management and oversight.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Applicable safety precautions and procedures related to the program area(s) and facilities to which

assigned.
- Principles and practices of basic public relations techniques.
- Principles and procedures of record-keeping, cash handling, and report preparation.
- Business arithmetic and statistical techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, oversee, coordinate, review, and evaluate recreation program operations and activities, as well as staff, contractors, and volunteers.
- Plan and prepare recreation activity schedules, staffing schedules, reports, and other related program materials.
- Understand the organization and operation of recreation programs and facilities necessary to assume assigned responsibilities.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Recommend and administer program and project budgets after approval.
- Make accurate business arithmetic and statistical computations; accurately process cash transactions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in recreation or a related field and two (2) years of experience in recreation leadership and programs including at least six (6) months of lead or supervisory experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of, or ability to obtain, CPR and First Aid certifications.
- Depending upon area of assignment, incumbents may be required to obtain ServSafe, Lifeguard, or other assignment-specific certifications.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreation facility setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents partially work in the field and may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work weekend and evening hours.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
Class Code: 3511
Bargaining Unit: TMMBU

RECREATION SERVICES MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing duties related to recreation programs and services and recreation facilities rentals; supervises program development and planning and oversees the daily operations of the Recreation Services and Community Facilities Divisions; manages and administers policies and procedures for the divisions; serves as a professional and technical resource to the Director of Parks and Recreation; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises direct and general supervision over assigned staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the day to day operations of the Recreation Services and Community Facilities Divisions. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Serves as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Recreation Services and Community Facilities Divisions, including oversight of multiple afterschool sites, Senior Center, recreation programs, and facilities rentals.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the divisions; recommends within policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budgets.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Director of Parks and Recreation.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends discipline to the Director of Parks and Recreation.
- Administers and monitors class registration and customer service processes.
- Plans and executes strategic marketing plans and promotional activities for recreation activities and programs; develops and coordinates the seasonal Recreation Activity Guide.

- Serves as liaison to various non-profit and community groups and the Youth Advisory Commission; staffs and assists the Director of Parks and Recreation with various commissions and councils such as the City Council and Parks and Community Services Commission.
- Acts as a representative to community groups, private businesses, and others regarding questions, problems, concerns, and activities in the provision of recreation and facilities programs, operations, activities, and services.
- Oversees the safe operation of all recreation equipment and facilities; ensures compliance with applicable building and fire codes, food service rules, and City policies.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles, practices, and procedures for planning, implementing and managing afterschool, senior, sports, recreation, and facilities rental programs, activities, and events.
- Facility scheduling and management.
- Methods and techniques for the development of presentations, business correspondence, and information distribution.
- Principles and practices of contracts and agreements, contract negotiations, and grants administration.
- Principles and practices of public relations techniques.
- Effective communication techniques in working with the media, the public, community groups, and non-profit organizations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Analyze and evaluate complex financial, budgeting and administrative problems, and develop, recommend, and implement effective solutions.
- Direct the formulation, implementation and interpretation of administrative, budget, personnel, and facilities policies and procedures.
- Develop short-term and long-range plans to anticipate service needs for the City.
- Direct implementation of information technology solutions that will improve business practices.

- Develop and recommend effective courses of action to satisfy customer needs.
- Prepare budgets, monitor expenditures and revenues, and identify and effectively utilize available resources.
- Ensure conformance with applicable laws and regulations governing the business of the Department; make difficult decisions and award contracts impartially and objectively.
- Coordinate departmental services with City departments and public and private organizations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in recreation, sociology, public or business administration, or a closely related field and five (5) years of responsible administrative experience in managing and developing recreation services programs which included responsibility for contracts and budget administration and at least two (2) years in a supervisory capacity.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City locations and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects from 10 to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
Class Code: 3505
Bargaining Unit: TMMBU

RECREATION SERVICES SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of recreation staff responsible for providing a variety of recreation and community programs, services, and activities, including youth programs, youth and adult sports, aquatics, contract activities, special events, recreation centers, and park facilities; performs a variety of technical tasks and professional recreation work relative to the assigned area of responsibility; provides professional support to the Recreation Services Manager; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management or supervisory staff. Exercises direct or general supervision over assigned staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the recreation services series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of recreation programs and/or facilities operations including recreation staff engaged in the delivery of recreation programs and services. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from Recreation Services Manager in that the latter has overall management responsibility for the Recreation Services Division including personnel and budget administration responsibility of all recreation programs and services.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in one or more recreation and community facilities, programs, services, and activities, including aquatics, youth and adult sports, contract activities, community events, youth programs, recreation centers and park facilities; administers multiple recreation and community programs and community events.
- Implements goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; researches, recommends, and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Determines and recommends equipment, materials, and staffing needs for assigned facilities, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required.
- Monitors, plans, and lays out maintenance work projects for assigned facilities; monitors and controls supplies and equipment; orders supplies and materials as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.

- Develops, plans, supervises, implements, and evaluates one or more recreation programs, activities, and/or systems at one or multiple sites; establishes schedules and methods for providing community and recreation services.
- Acts as a representative to educational institutions, community groups, private businesses, and others regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services.
- Supervises and oversees the effectiveness of the recreation program operations, activities, facilities maintenance, and community events and recommends improvements or modifications.
- Develops, monitors, and tracks sponsorships and partner opportunities; develops sponsorship proposals; maintains contacts and negotiates with vendors.
- Assists with development of recreation contract administration and use agreements.
- Evaluates community recreation needs and interests; prepares community surveys; analyzes data and recommends new recreation programs or improvements to meet community needs.
- Develops, maintains, and reviews staff, financial, and statistical reports related to grants, program participation and analysis, expenditures, and revenues.
- Coordinates first aid, cardiopulmonary resuscitation (CPR), water safety instruction (WSI), and other safety training and certification courses for Recreation Services and City staff.
- Participates in ensuring compliance with relevant health, safety, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies.
- Supervises the preparation of and executes program publicity brochures, press releases, flyers, and forms.
- Provides administrative support to the department, such as conducting research, performing special projects, developing reports, or compiling statistics.
- Establishes and updates emergency operations manual and care and shelter logistics.
- Participate in interdepartmental/interagency planning sessions specific to critical issues, as assigned.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of recreation and community service program development and administration, including program implementation, review, and evaluation, budgeting, and purchasing.
- Principles, practices, and service delivery needs related to facility rentals, classes, and community events.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Recreational, cultural, age-specific, and social needs of the community.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of contract administration and evaluation.
- Principles and practices of public relations techniques.
- Principles and procedures of record-keeping and report preparation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Develop, plan, coordinate, and implement a variety of recreational programs and facilities suited to the needs of the community.
- Prepare and monitor program budgets.
- Negotiate and administer contracts.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in recreation, public or business administration, or a related field and four (4) years of increasingly responsible experience in developing, planning, and implementing recreational programming and services, including one (1) year of lead or supervisory experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreation facility setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to

perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents partially work in the field and may be exposed to blood and body fluids rendering assistance to recreation program participants and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 4113
Bargaining Unit: TTSSEA

SENIOR ACCOUNT CLERK

DEFINITION

Under general supervision, performs a variety of complex clerical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions; researches discrepancies in cash payments and accounts payable records; maintains financial accounts and records; assists in the preparation of financial reports; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Account Clerk series. Incumbents work under general supervision and exercise a high level of discretion and independent judgment in performing the full range of routine to complex duties related to clerical financial record-keeping, reconciliation, and accounting support activities. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of customer service and accounting support duties in the preparation, maintenance, and processing of accounting records and financial transactions, including utility billing, business licensing, accounts payable, and/or accounts receivable.
- Processes payments for utility and miscellaneous accounts; receives, processes, and posts payments and issues receipts; handles and balances cash and credit card payments; prepares and processes refunds for closed or overpaid accounts; researches account discrepancies and initiates adjustments as necessary.
- Evaluates and applies Low Income Rate Assistance (LIRA) credit on utility accounts.
- Processes returned checks and contacts customers as appropriate.
- Processes invoices for payment; coordinates paperwork; classifies, records, and balances revenues and expenditures to proper accounts; enters account numbers, vendor numbers, amounts of payables, and related data into financial recordkeeping systems; assembles accounts payable documents for approval; audits and reconciles errors; prepares accounts payable checks for mailing and bank upload.
- Processes travel vouchers for all City departments; obtains authorized signatures; verifies travel information and receipts; processes reimbursement to employees.
- Audits invoices against purchase orders; verifies encumbrances; researches discrepancies; prepares payment request vouchers; prepares warrant list for the City Manager's Office and the City Treasurer; prepares billings and related correspondence for accounts receivable.

- Provides internal control for assigned function; reviews and implements approved internal control methods, office procedures, and related quality control measures.
- Assists with the preparation of journal entries, reconciliation of bank statements, general ledger entries, accounts payable expenditures, accounts receivable, and cash receipt transactions; assists with balancing journals and general ledger accounts.
- Researches, compiles, enters, and classifies data from varied sources to make summary reports; reviews data to determine variances and similarities.
- Assists with the year-end closing process; provides data for the statistical section of the Comprehensive Annual Financial Report (CAFR).
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and account document processing and record-keeping, including accounts receivable, accounts payable, and utility billing.
- Record keeping, information processing requirements and rules and policies related to accounts receivable, accounts payable, and utility billing.
- Business arithmetic and basic financial and statistical techniques.
- Methods and techniques of researching and resolving fiscal transaction processing issues.
- City policies, procedures and standards with respect to fiscal transaction processing.
- Methods and techniques of reviewing transactions to determine compliance with internal control measures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Make accurate mathematical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Review transactions for internal control purposes and take necessary actions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade and three (3) years of increasingly responsible experience providing clerical accounting support at a level equivalent to Account Clerk with the City of Tracy.

Licenses and Certifications:

- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
Class Code: 3105
Bargaining Unit: TMMBU

SENIOR ACCOUNTANT

DEFINITION

Under general direction, performs the more complex and responsible professional accounting work, including auditing, analyzing, and verifying financial records, preparing financial and statistical reports, providing information to City staff regarding accounting practices and procedures, and reconciling general ledger accounts; prepares year-end audit reports and schedules; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises direct or general supervision over assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the professional accounting series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex accounting and financial record-keeping functions. Successful performance of the work requires extensive knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management. Incumbents also provide supervision to technical staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of assigned technical staff.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Provides complex professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs, including financial report development, forecasting, and collection of revenues.
- Analyzes financial data and prepares a wide variety of financial reports and statements, including the Comprehensive Annual Finance Report (CAFR), State Controller's Report, Annual Transit Report, and the Annual Community Development Agency Report.
- Analyzes and reconciles expenditure and revenue accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems; prepares monthly and year-end journal vouchers for a wide variety of financial programs.
- Participates in the preparation of audit schedules and reports for external auditors and assists the Director of Finance during the annual auditing process.
- Prepares payment requisitions for debt service transfers, fees, and agreements; maintains historical data on debt service requirements; projects costs and property taxes.

- Processes and reconciles revenues, expenditures, and technical transactions in compliance with all applicable Federal, State, and City laws, rules, regulations, and ordinances.
- Receives, reviews, and processes various reports and records including payment authorizations, mainframe computer printouts, and fiscal agent bank statements, checks, and receipts.
- Prepares comprehensive financial and accounting activity studies, statistics, statements, and reports.
- Assists with investments, portfolio management, cash management, debt management, new financing, annexations and subdivisions, and revenue and expense projections.
- Tracks Capital Improvement Program expenditures and allocates funds to the appropriate Capital Improvement Project account.
- Researches and analyzes technical transactions to resolve questions and validate data; ensures fiscal accountability and fund integrity for transactions and supporting documentation.
- Coordinates technical and financial information and communications between the division, other departments, and external agencies regarding allocations and accounting issues.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government; provides professional and technical guidance and training to other staff in accounting processes and procedures.
- Assists in writing and reviewing staff reports; prepares reports takes to the City Council and various other committees and boards.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Principles and practices of business organization and public administration.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Principles and procedures of record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Analyze financial data and draw sound conclusions.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Follow department policies and procedures related to assigned duties.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in accounting, auditing, or a closely related field and three (3) years of increasingly responsible experience in accounting and accounting information systems. Public agency experience is highly desired.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 4202
Bargaining Unit: TTSSEA

SENIOR ACCOUNTING TECHNICIAN

DEFINITION

Under general supervision, reviews, leads, and participates in the work of staff performing clerical and technical accounting work related to the City's payroll or accounts receivable and customer service functions; posts and balances data and maintains a variety of files and records; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Accounting Technician series. Incumbents work under general supervision and exercise a high level of discretion and independent judgment in performing the full range of routine to complex technical and clerical accounting support work related to the City's payroll or utility billing functions. Incumbents also provide lead direction to clerical and technical accounting staff. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Leads, coordinates, and participates in the work of lower level clerical and technical accounting staff who are responsible for processing and producing the City's payroll, providing customer service and assistance at the utility billing counter, and/or producing statements of accounts and processing payments for utilities, business licensing, and other accounts receivables.
- Maintains a variety of files and records related to the City's payroll and utility billing systems and general accounting techniques and procedures; reconciles transactions and data as directed; records changes and resolves differences; maintains the accuracy of the accounting and financial records.
- Posts and balances data to various general ledger accounts, registers, journals, and logs according to established accounting techniques and procedures.
- Gathers and analyzes information from a variety of sources; compiles and prepares a variety of statistical and financial reports.
- Performs other related duties as assigned.

In addition, when assigned to payroll:

- Coordinates the various component processes of payroll production to ensure accurate and timely employee payroll.
- Receives, reviews, verifies, and processes time recording documents to prepare payroll for all City employees; audits such documents for completeness, accuracy, and compliance with rules and regulations; prepares and balances payroll reports and records.
- Processes, calculates, and maintains records of a variety of payroll actions, including new-hire set up, overtime hours, cost-of-living adjustments, incentive and/or premium pay, retroactive pay, benefits withholdings, wage garnishments, workers compensation claims, and final paychecks and pay-offs based on appropriate provisions; maintains employee records for voluntary and non-voluntary deductions; prepares payroll warrants and wire transfers; prepares reports and payments for various tax, financial, and insurance organizations.
- Applies and ensures compliance with provisions of collective bargaining agreements and personnel rules as they apply to payroll and a wide variety of paid and unpaid leave usage; configures the payroll system to reflect new provisions.
- Applies and ensures compliance with applicable tax laws and rulings with regard to the employee benefits program as well as earnings.
- Receives and verifies timesheets; checks for available sick leave and vacation days and other types of available leave days and inputs into payroll system; advises supervisors and employees on requirements of Memoranda of Understanding (MOU) for time reporting.
- Processes personnel transactions making appropriate adjustments in the payroll system as necessary.
- Prepares reports and payments for employee retirement benefits; prepares quarterly Federal and State tax reports.
- Prepares insurance premium statements for payment; updates insurance changes for City employees.
- Assists departments and employees by providing payroll information and explaining payroll procedures.

In addition, when assigned to utility billing:

- Coordinates the cashiering, collection, and receipt of monies by the City; maintains records of receivables, prepares invoices, and prepares monthly billings for miscellaneous charges; and maintains accounts receivable and billing systems.
- Oversees the collection, reporting, and reconciliation of daily cash receipts, opening and closing of accounts, maintenance of accounts, and posting and retrieval of information on payments and other records.
- Responds to and resolves difficult and sensitive customer inquiries and complaints, identifies customer service problems, and conducts research to resolve problems; reviews and approves fee waivers.
- Interprets policies and explains service fees, rates, and procedures; makes billing arrangements; researches questions and complaints and follows up as required.
- Maintain and update the annual Master Fee Template for calculating development impact fees including, but not limited to, County Facilities Fees, Regional Transportation Impact Fees, and Capital-In-Lieu Fees.
- Maintain detailed finance records of all revenue billed and collected for all utilities including water, sewer, garbage/solid waste and storm drain services; maintains general ledgers and sub-legers, prepares and enters journal entries.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Public agency finance and account functions.
- Principles and practices of accounting and database management.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Processes and techniques for processing and producing payroll.
- The impact of collective bargaining agreements on payroll procedures.
- Recordkeeping, information processing requirements and rules and policies related to the production of an employee payroll.
- Payroll reporting and payment requirements of various State and Federal agencies and benefit providers.
- Terminology and practices of financial and account document processing and recordkeeping related to accounts receivable.
- Cash handling procedures.
- Business arithmetic and basic financial and statistical techniques.
- City policies with respect to receiving and processing monetary transactions.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of clerical and technical support staff.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Apply and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures of accounting, payroll processing, basic employee benefits processes, and MOU.
- Review payroll and other financial documents for completeness and accuracy.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll records.
- Exercise discretion and maintain confidentiality when dealing with sensitive and complex payroll issues.
- Oversee lower level staff performing cashiering duties.
- Make thorough and accurate arithmetic and financial computations.
- Respond to and resolve difficult and sensitive customer inquiries and complaints.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in accounting, finance, public or business administration, or a closely related field and two (2) years of increasingly responsible technical accounting experience including at least one (1) year of responsible experience processing payroll and performing payroll reporting and/or accounts receivable including utility billing.

Licenses and Certifications:

- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 5323
Bargaining Unit: Teamsters

SENIOR BUILDING MAINTENANCE WORKER

DEFINITION

Under general supervision, performs a variety of highly skilled activities and functions related to the inspection, maintenance, and repair of City buildings, structures, and facilities; provides lead direction to Building Maintenance work teams; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the Building Maintenance Worker series. Incumbents work under general supervision and exercise a high level of discretion and independent judgment in performing the full range of routine to complex activities and functions related to the inspection, maintenance, and repair of the City's buildings, structures, and facilities. Incumbents also provide lead direction and training to less-experienced maintenance staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, assigns, reviews, and participates in building repair and maintenance work; diagnoses, troubleshoots, and repairs complex building systems.
- Confers and coordinates with vendors and contractors to receive pricing and bids on parts, equipment, and services; schedules contractors and vendors for fire system maintenance and testing.
- Performs routine administrative tasks related to building maintenance operations; maintain accurate records and files of parts orders and work orders; ensures accurate logging of daily work assignments and activities; performs research on new parts, equipment, and contracted services for City operations.
- Performs a variety of rough and finished carpentry work to include installation, alterations, repairs, and maintenance.
- Installs, repairs, and replaces drywall, doors, fences, windows, and other fixtures and structures; performs repairs on a variety of roofing systems.
- Installs interior and exterior wiring for equipment and appliances, troubleshoots and locates defects in electrical systems and replaces parts as necessary.
- Performs routine, low-voltage electrical work including inspection, repair, installation, and service of electrical and lighting systems; installs, inspects, maintains, and adjusts electrical controls, outlets, circuit breakers, lighting fixtures, and other electrical components.
- Installs, maintains, and repairs plumbing systems and fixtures, including sinks, toilets, drinking fountains, and water and sewer lines; performs repairs on circulating pumps and grease traps as necessary.

- Maintains heating, ventilation, and air conditioning (HVAC) systems; uses building management systems to operate, troubleshoot, and schedule repairs and operation of HVAC systems; replaces and repairs HVAC motors and electrical components as necessary.
- Provides timely and responsive corrective action to City employees' questions, concerns, complaints, and claims.
- Maintains heating, ventilation, and air conditioning (HVAC) systems; uses building management systems to operate, troubleshoot, and schedule repairs and operation of HVAC systems; replaces and repairs HVAC motors and electrical components as necessary.
- Uses building management systems to operate and troubleshoot lighting control systems.
- Operates and/or drives a variety of light and heavy-duty equipment and vehicles typically used in Public Works building maintenance and constructions activities.
- May operate and maintain city swimming pool equipment including filtration, heating and disinfection systems; may inspect and adjust chemical balance and pumping equipment.
- May perform troubleshooting, maintenance, and repairs of closed loop water systems and boiler systems.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles, methods, materials, tools, and equipment used in rough and finish carpentry, cabinetry and wood finishing.
- Principles and procedures of the operation, testing, and repair of HVAC systems.
- Methods, practices, materials, tools, and equipment used in the installation, repair, adjustment, and maintenance of equipment common to residential and commercial buildings.
- Methods and practices of plumbing and pipefitting work.
- Methods and practices of electrical installation, maintenance, and repair.
- Safe work practices and regulations, including safety precautions for operating power equipment and working under hazardous conditions.
- Use and maintenance of a wide variety of hand, power, and shop tools, as well as test equipment and other equipment related to the work.
- Arithmetic sufficient to calculate volumes, areas, lengths, percentages and conversions.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language to perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of maintenance staff.
- Effectively provide staff work direction.
- Operate and maintain specialized tools and equipment of the carpentry, mechanical, plumbing, and electrical trades.
- Implement innovative techniques in response to mechanical and electrical problems.
- Estimate necessary materials and equipment to complete assignments.
- Demonstrate and follow relevant safety precautions and regulations.
- Read and interpret plans, schematics, manuals, blueprints, and sketches.

- Maintain accurate records and files.
- Prepare written documents including reports, memos, and spreadsheets.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12^{th}) grade and three (3) years of progressively responsible experience performing maintenance and repairs on plumbing, mechanical, and electrical systems. Experience providing lead direction, and/or working with HVAC or a related energy management system is desirable.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

August 2020
FLSA: Exempt

SENIOR CIVIL ENGINEER

DEFINITION

Under general direction, plans, schedules, supervises, and reviews the work of professional engineering staff within the City's Engineering division; serves as project manager for complex professional engineering activities including environmental program planning and compliance, design, construction, land development engineering, traffic engineering, and other programs; ensures that functions meet all applicable laws, regulations, and City policies related to the City's Capital Improvement Program (CIP), land development, traffic and transportation, and infrastructure; provides complex staff assistance to departmental management staff in areas of expertise; performs and takes lead role in coordinating assignments involving a highly-developed area of expertise within the CIP; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises direct or general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a working supervisory classification within the professional engineering series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of professional engineering staff as well as providing professional-level support to assigned management staff in a variety of areas of expertise. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Assistant Director of Development Services/City Engineer in that the latter has overall responsibility for all functions of the Engineering division and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of professional engineering staff in the Engineering department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors activities of the work unit; recommends improvements and modifications and prepares various reports on activities and projects; recommends and assists in the implementation of goals and objectives; implements policies and procedures.
- Determines and recommends staffing needs for assigned activities and projects; participates in the annual budget preparation and monitors assigned budget; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with City standards

and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.

- Conducts CIP planning activities; provides oversight and prepares designs of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects; ensures that projects are completed on time and within budget.
- Analyzes civil engineering plan design, specifications, consultant and staff comments in accordance with design requirements and municipal and intergovernmental standards and regulations; recommends approval or additional engineering conditions and changes.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding City development requirements.
- Responds to and resolves various issues with residents, other department representatives, and outside agencies in a professional manner; identifies and reports findings and takes necessary corrective action.
- Serves as a liaison for an assigned functional area with other City departments, divisions, and outside agencies; attends meetings, as necessary; participates on a variety of boards, commissions, committees, and task forces; attends and participates in professional groups and committees; stays abreast of new trends and innovations.
- Conducts a variety of organizational studies, investigations, and operational studies; assists in developing policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory and legal requirements are met.
- Develops and reviews staff reports related to engineering activities and services; may present information to the City Council and various commissions, committees and boards; performs a variety of public relations and outreach work related to assigned activities.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of municipal facilities, miscellaneous buildings and structures, and traffic and transportation systems.
- Civil engineering principles, concepts, standards, and practices associated with public works programs and private development projects.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Principles and practices of managing large complex engineering projects in compliance with timeline and budget constraints.
- Methods, materials and techniques used in the construction of public works projects.
- Contract management practices in a public agency setting.
- Applicable Federal, State, and local laws, codes, regulations, procedures, and subdivision agreements and conveyances.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functional area.
- Safety principles and practices.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public,

vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations and prepare effective technical reports.
- Analyze and interpret engineering plans and specifications in accordance with design requirements and applicable standards and regulations.
- Manage and monitor complex projects, on-time and within budget.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in civil engineering, or a related engineering field and two (2) years of increasingly responsible professional engineering experience equivalent to an Associate Engineer with the City of Tracy.

Licenses and Certifications:

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

- Possession of a valid registration as a Professional Engineer issued by the State of California.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in the field, to operate varied hand and power tools, and to operate a motor vehicle to visit and inspect Agency sites, including traversing uneven terrain, climbing ladders, stairs, and other access points; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; this is occasionally a sedentary office classification although standing and walking between work areas and to conduct inspections is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 5315
Bargaining Unit: Teamsters

SENIOR EQUIPMENT MECHANIC

DEFINITION

Under general supervision, performs, assigns, directs, and reviews the maintenance and repair work on a wide variety of automotive vehicles, heavy and light road maintenance and construction equipment, and related equipment; performs skilled mechanical work; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the Equipment Mechanic series. Incumbents work under general supervision and exercise a high level of discretion and independent judgment in performing the full range of routine to complex activities and functions related to the maintenance and repair of the City's vehicles and equipment. Incumbents also provide lead direction and supervision to lower-level staff. This classification is distinguished from the Fleet Supervisor in that the latter has full supervisory responsibilities for the mechanical equipment repair and maintenance program.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with supervisor; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities.
- Provides lead direction, training and work review to employees assigned to troubleshoot, overhaul, repair and maintain a wide variety of heavy and light equipment such as trucks, busses, tractors, rollers, graders, chippers, and backhoes and a wide variety of automotive, motorized, and non-motorized equipment in the shop or in the field; organizes and assigns work, sets priorities, and follows completion of assigned work; performs repair and maintenance tasks as needed.
- Provides input into selection decisions, performance evaluations, disciplinary matters, and other personnel decisions.
- Inspects and evaluates condition of equipment; diagnoses damage or cause of malfunction; prepares work orders; estimates time and material requirements; provides technical assistance to staff; reviews and evaluates completed work.
- Reads and interprets shop manuals and specifications in performing work; overhauls, repairs and maintains vehicles, equipment, engines, gear boxes, fluid drives, pumps, driveline components, pumps and their component fuel, electrical, computer, heating and air conditioning, and hydraulic and power transmission systems.

- Performs inspections related to hazardous material accumulation, the fuel island, and storage tanks; documents findings and performs related maintenance and repairs.
- Instructs and provides for the training of staff in work methods, use of tools and equipment and relevant safety precautions.
- Prepares and maintains a variety of reports and records, including timecards, worksheets, work orders, reports, and maintenance requests.
- Directs the ordering and maintenance of an adequate inventory to accomplish assigned jobs.
- Responds to questions and complaints from staff of other departments and divisions.
- Recommends special work required or necessary equipment maintenance; obtains estimates for required services and materials and recommends vendors; purchase tools, parts, equipment and supplies; maintain records of inventory and purchases; collect and prepare information related to purchasing parts and materials.
- Ensures appropriate safety precautions and equipment are being utilized; conducts safety meetings; ensures appropriate accident reports are filed.
- Schedules and coordinates activities with other City departments and outside vendors; serves as liaison between user departments and staff regarding policies and procedures and to resolve problems.
- Drives vehicles and operates a wide variety of equipment; tests equipment on completion of work.
- Assists in evaluation of economic life of equipment/vehicles.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area of responsibility.
- Techniques, methods, materials, tools and equipment used in the overhaul, repair and maintenance of automotive vehicles, heavy and light maintenance and construction equipment.
- Principles and practices of purchasing parts and supplies and outside services.
- Safe work methods and safety practices pertaining to the work.
- Operation and maintenance of a wide variety of equipment, hand, shop and power tools used in the work.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Prepare and maintain a variety of accurate written records and reports pertaining to the work.
- Read and interpret plans and specifications and manuals.
- Operate and maintain equipment and tools used in the field.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12^{th}) grade and three (3) years of increasingly responsible experience in the maintenance and repair of vehicles and heavy equipment at a level equivalent to the City's class of Equipment Mechanic II. Experience in a lead worker capacity is desirable.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class A California driver's license upon appointment.
- Possession of, or the ability to obtain, an Environmental Protection Agency (EPA) 609 Motor Vehicle Air Conditioning certification upon appointment.
- Possession of a Master Mechanic Automotive Service Excellence Certificate in either Automotive or Medium/Heavy Trucks within twelve (12) months of appointment.
- May be required to complete National Incident Management System (NIMS) Training.
- May be required to complete Hazardous Materials Training for proper handling, disposal and storage of hazardous materials.

PHYSICAL DEMANDS

Must possess mobility to work in and around a standard shop setting, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the

public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 4208
Bargaining Unit: TTSSEA

SENIOR INFORMATION SYSTEMS TECHNICIAN

DEFINITION

Under general supervision, performs the most complex and varied technical support and training on use of personal computers, peripheral equipment, and systems hardware and software; provides technical depth and expertise with the ability to work directly with the customer; regularly leads large-scale or several small-scale projects of critical importance and substantial consequence of success or failure to the City; resolves computer application problems and troubleshoots hardware malfunctions; leads and assists in maintaining and administering operating systems; provides technical support, installation, and maintenance for software, desktop computer applications, virtual desktops, Internet/Intranet, and Citywide systems and servers; installs, configures, and repairs personal computer hardware and software systems; leads, trains, oversees, sets priorities, and allocate support requests to co-workers; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to lower-level staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the Information Systems Technician series. Incumbents work under general supervision and exercise a high level of discretion and independent judgment in performing the full range of routine to complex duties related to maintaining and troubleshooting application software and hardware. Incumbents manage and provide technical leadership of projects involving large-scale, complex, and highly technical tasks and perform work requiring deep technical knowledge in specific area(s) and/or ability to integrate deep knowledge of several areas.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Tests, diagnoses, troubleshoots, and repairs computer systems and equipment problems to ensure functional operation and in compliance with service level agreements.
- Deploys and manages personal and mobile computer security solutions; installs, configures, and maintains centralized security management servers.
- Assesses system performance and identifies, analyzes, and resolves problems; modifies configurations as appropriate; coordinates response to emergency maintenance and repair situations.
- Serves as technical lead for assigned projects, including gathering user and systems requirements, working with vendors, contractors, project managers, and other project staff, installing, configuring, testing, and providing general technical support, and developing technical and user documentation.
- Evaluates problem severity and repairs; analyzes, troubleshoots, and fixes problem or refers to

specialized or higher-level personnel and/or vendor for resolution.

- Installs and maintains network workstations and software; configures, installs, and tests network interface adapters and connects new clients to existing networks; isolates and repairs basic network communications problems at the personal computer, network hub, and host locations.
- Oversees the creation and deployment of baseline software sets, adhering to department and City standards, for various computer makes and models.
- Creates, configures, and deploys custom computer images in the virtual desktop infrastructure.
- Implements, modifies, troubleshoots, and manages automation through the utilization of scripts.
- Oversees the inspection, troubleshooting, diagnosis, and resolution of complex personal or mobile computing hardware, software, and peripheral malfunctions remotely and in person.
- Provides specialized and complex technical support and assistance to staff concerning personal and/or mobile computer systems; serves as the primary contact for and resolves related issues, conflicts, and concerns; responds to inquiries and provides information concerning system operations, projects, malfunctions, equipment, upgrades, practices, procedures, and related software applications.
- Plans, schedules, prioritizes, and assigns work in consultation with the assigned supervisor; inspects assigned equipment, systems, and infrastructure for maintenance, repair, and upgrade needs and recommends appropriate actions; assists in developing work plans, procedures, and schedules.
- Inspects and evaluates work in progress and upon completion to ensure activities are performed in accordance with department standards and specifications.
- Coordinates projects, personnel, and systems to facilitate access to the City's computer systems; provides adequate, smooth, and efficient systems services for staff; receives, prioritizes, and coordinates response to work orders; estimates and provides adequate materials, equipment, and staff needed.
- Researches, evaluates, and confers with vendors concerning hardware, software, and peripherals; reviews coordinates, and authorizes minor purchases; recommends major tool and equipment purchases.
- Writes and maintains user and technical operating instructions and documentation; provides training to users and other technical staff and advises on best practices.
- Provides lead direction to technical staff; reviews and controls quality of work; performs the more complex and technical support and training on use of personal computers, peripheral equipment, and systems hardware and software.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Advanced principles and practices used in the operation, troubleshooting, maintenance, and administration of network operating systems, personal computer system hardware, and related software systems.
- Personal computer and network system application software packages and hardware peripherals.
- Computer hardware, software, network technology, and operating system products.
- Advanced techniques and methods of computer hardware and software evaluation, implementation, and documentation.
- Troubleshooting, configuration, and installation techniques.
- Basic principles and practices for identifying systems-related issues and actions needed to improve or correct performance.
- The organization, operation, and functions of the department as necessary to assume assigned responsibilities and to determine appropriate point of escalation.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to

assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of technical support staff.
- Identify and coordinate areas where business process redesign can favorably impact operations.
- Perform advanced and complex technical support functions in the operation and maintenance of computer software and hardware; take appropriate action to resolve problems or escalate to appropriate staff as needed.
- Identify, maintain, and repair hardware and software problems.
- Perform basic analyses of informational requirements and needs, identify problems, provide technical advice and consultation, and ensure efficient computer system utilization.
- Deal tactfully with the customers and staff in providing information, answering questions, and providing customer service.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in computer science, information technology, or a related field and four (4) years of increasingly responsible technical experience performing technical support and network administration on personal computers and peripheral equipment, including software administration.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Candidate must pass POST level background investigation for clearance to work on Police Department Systems.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 5305
Bargaining Unit: Teamsters

SENIOR MAINTENANCE WORKER

DEFINITION

Under general supervision, leads, trains, oversees, and participates in the more complex and difficult work of a crew responsible for providing construction, maintenance, and repair to assigned City infrastructure, including streets, structures, street signs and striping, traffic medians, parks, sports fields, and other City facilities and landscaped areas; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex maintenance and repair work in an assigned area; provides technical and specialized assistance to the assigned management and supervisory staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level in the Maintenance Worker class series that performs the most complex assignments required to ensure that City infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to area of assignment, parks, sports fields, landscape, streets, aquatic and airport facilities, in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned infrastructure, facilities, systems, and appurtenances. This class is distinguished from the Public Works Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising and reviewing the work of assigned staff involved in maintenance operations.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides technical and functional direction to assigned maintenance staff; reviews and controls quality of work; ensures effective and efficient use of resources; assists in coordinating, overseeing and personally participating in all assigned maintenance programs.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with a supervisor; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities; instructs staff in work and safety procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Inspects assigned City infrastructure, facilities, systems, and appurtenances for maintenance needs and recommends appropriate actions; assists in developing work plans, procedures, and schedules.
- Estimates costs of construction and maintenance work, supplies, equipment, and materials; orders supplies and equipment for work projects; maintains records.

- Inspects and evaluates work in progress and upon completion to assure that repairs, maintenance, and project activities are performed in accordance with City standards and specifications.
- Performs a wide variety of maintenance, repair, and installation work in the City infrastructure, systems, and facilities to which assigned, including parks, sports fields, landscaping, streets, sidewalks, curbs and gutters, roadway base and sub-base, guard rails, asphalt pavement, crack seal application, concrete repair, traffic and street sign installation, repair, and reflectivity, pavement markings, aquatic and airport facilities.
- Interacts with engineers and contractors regarding compliance with City standards and specifications; reports, records, and documents inspections, observations, and conditions found during the inspection process.
- Performs the skilled operation of specialized construction and maintenance, light to heavy vehicles and equipment.
- Observes safe work methods and makes appropriate use of related safety equipment as required; may participate and assist in coordinating safety training.
- Responds to requests and complaints from the public and answers questions or refers to supervisor, as necessary.
- Performs adjustments on equipment; maintains tools and equipment in working order.
- Stays current on the status of new and pending regulatory legislation within area of assignment; attends continuing education courses and seminars as required.
- Maintains accurate records and logs of daily activities, using appropriate computer software applications.
- Responds to and performs emergency repairs and other emergency services as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles of supervision and training.
- Public works maintenance principles, practices, tools, and materials for maintaining and repairing assigned City infrastructure, systems, and facilities.
- Applicable federal, state, and local laws, ordinances, regulations, and guidelines.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Safety equipment and practices related to the work, including the handling of hazardous materials.
- Traffic control procedures and traffic sign regulations.
- Basic hydraulics.
- Basic mathematics.
- Safe driving rules and practices.
- Modern office practices, methods, computer equipment and computer applications.
- English usage, spelling, vocabulary, grammar, and punctuation to effectively perform the work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, outside agencies and City staff.

Ability to:

- Plan, schedule, assign, and oversee activities of public works maintenance and repair personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.

- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in maintenance and related projects in the assigned functional area(s).
- Perform construction, modification, maintenance, and repair work on assigned municipal infrastructure, facilities, systems, and/or appurtenances.
- Operate specialized construction and maintenance, light to heavy vehicles and equipment.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read and interpret construction drawings, blueprints, maps, and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work; perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Give, as well as understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Organize own work, set priorities, and meet critical deadlines.
- Use English effectively to communicate in person, over the telephone, radio and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Maintain integrity in all situations while performing duties and work representing the City.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12^{th}) grade, and three (3) years of experience in construction, maintenance, and/or repair within the assigned area, and/or related facilities, systems, and appurtenances, or at least two (2) years of experience equivalent to that of the Maintenance Worker II at the City of Tracy.

Licenses and Certifications:

- Possess and maintain a valid California class C driver's license with the appropriate endorsements and a satisfactory driving record.
- Depending on assignment may require possession and maintenance of a valid California class A driver's license with the appropriate endorsements.
- A Qualified Applicator's Certificate (QAC), Pest Control Advisor (PCA) certificate, and/or related applicator license from the State of California may be required.
- Depending on assignment an Aquatics Facility Operation Certification (AFO) may be required.
- Depending on the assignment, a certification from the Sports Turf Managers Association as a Certified Sports Field Manager (CSFM) may be required.
- Depending on assignment, a Certified Playground Safety Inspector Certificate (CPSI) may be required.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend

ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves field work requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with challenging staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
Class Code: 3203
Bargaining Unit: TMMBU

SENIOR PLANNER

DEFINITION

Under general direction, administers complex current and advance planning activities, including serving as project manager for complex development applications and special projects; administers specified activities in such areas as zoning, advance planning, and environmental impact studies, protection, and compliance, as well as the capital improvement program (CIP); provides information and assistance to property owners, developers, contractors, and the public; provides complex professional assistance to management staff, City Council, and the Planning Commission, and others in areas of expertise; oversees, reviews, and performs a variety of studies and prepares and presents staff reports; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises direct or general supervision over assigned staff.

CLASS CHARACTERISTICS

This is an advanced journey-level classification in the Planner series. Incumbents work under general supervision and exercise a high level of discretion and independent judgment in performing the full range of routine to complex planning functions with a primary emphasis on current and advance planning and environmental impact, protection, and compliance issues. Incumbents also provide lead direction to clerical, technical and professional level staff. Successful performance of the work requires a broad professional background as well as skill in coordinating assigned work with that of other City departments and public agencies. Responsibilities may include assisting with performing specified departmental day-to-day administrative functions.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serves as project manager for multiple complex current and/or long-range planning projects and special planning studies, including in-depth application and plan review, coordination with applicants to obtain additional information and project changes, preparing legal notices, posting notices on sites, background research, preparing staff reports, attending public hearings and making presentations, monitoring implementation measures and conditions of approval, checking submittals for building plan check, and inspecting development and capital improvement sites at the beginning and upon completion of the project; reviews project applications and plans submitted for Planning Commission, and City Council considerations at public hearings.
- Interprets and applies Federal, State, and local laws, rules, and regulations to ensure that public and private projects are in compliance, including the California Environmental Quality Act (CEQA), Subdivision Map Act, Public Resource Code, General Plan, Specific Plans, Design Specifications, and Local Guidelines and procedures.

- Interacts and communicates with a variety of individuals and groups at the public service counter, in the field, over the telephone, at public hearings, and in discussion forums, including other City departments and public agencies, elected and appointed City officials, developers, consultants, architects, engineers, attorneys, appraisers, real estate agents, property owners, and the general public for the purpose of obtaining or providing information, coordinating activities, processing projects, negotiating plan changes, and formulating recommendations.
- Conducts site and policy background research to obtain information for the preparation of staff reports, correspondence, memoranda, policy documents, procedure documents, and presentations to supervisory, inter-departmental staff, or governing bodies; reads, interprets, analyzes, and explains a wide variety of technical documents, studies, and practices related to traffic, noise, plant and animal resources, archaeological resources, paleontological resources, cultural resources, geotechnics, water quality, air quality, and legislation that may impact the City's planning projects.
- Prepares and releases requests for proposals for technical consultant services; establishes selection criteria; evaluates proposals and conducts interviews in conformance with City policy; coordinates with and recommends needed contract management provisions and controls; manages and oversees technical consultants' work products to ensure adherence to City standards and legal provisions; ensures that deliverables are submitted on time and budget and that progress and payment requests are consistent with City policy and contract provisions.
- Conducts plan check of building permit-level plan submittals associated with complex projects to verify compliance with project approvals and zoning requirements; conducts over-the-counter plan check of less complex development proposals and land uses; approves minor development plans.
- Coordinates project reviews by other City departments and outside agencies and consultants.
- Evaluates the conclusions of initial studies, mitigated negative declarations, environmental impact reports, and uses the evaluation to formulate a recommendation on projects; monitors project compliance with environmental document mitigation measures and conditions of approval.
- Performs specialized planning functions such as environmental review.
- Conducts and supervises planning studies in the community; gathers data for implementing or evaluating current and advance planning projects; makes recommendations.
- Participates in General Plan amendments and updates; participates in and makes recommendations regarding policy development; observes, identifies, and responds to policy and procedure-related questions and concerns; communicates any observed deficiencies to management; participates in creating new policies and procedures as necessary.
- Represents the City and presents oral reports at public meetings and hearings as necessary.
- Provides staff support to a variety of boards and commissions; attends and participates in professional groups and committees; provides technical and professional support to departmental management staff and other City departments and the public; advises other departments regarding planning and/or environmental review requirements, budgets, and timelines to facilitate adequate project planning.
- Assists in the development and administration of goals, objectives, policies, and procedures related to the division; drafts formalized policies and procedures with supervisory confirmation.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Modern principles, practices, and technical and legal issues of urban and regional planning, zoning, urban economics, demographics, and environmental planning and program management.
- Geographic, socio-economic, transportation, political, environmental, and other elements related to city planning.
- Comprehensive plans and current planning processes and the development process.

- Site planning and architectural design principles.
- General concepts of architecture, landscaping, grading, drainage, traffic, and transportation engineering as they relate to the process of urban planning.
- Operational characteristics, services, and activities of a comprehensive environmental planning program.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Project management and contract administration principles and techniques.
- Research and reporting methods, techniques, and procedures.
- Recent developments, current literature, and sources of information related to planning, zoning, and environmental review.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of advanced mathematics and their application to planning work.
- Methods and techniques of effective technical report preparation and presentation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Supervise staff, provide training, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Effectively provide staff leadership and work direction.
- Assess, monitor, and report environmental impact on and of various City programs and services.
- Analyze site design, terrain constraints, land use compatibility, utilities, and other urban services.
- Conduct complex planning research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Manage a diverse range of planning and development projects.
- Conduct zoning studies and interpret City zoning laws, regulations, and codes.
- Read blueprints and site plans and conduct site inspections.
- Evaluate architectural proposals and urban design/site plans.
- Perform plan checks.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with City staff, governmental agencies, community groups, various business, professional, and regulatory organizations, and with customers.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Establish and maintain a variety of filing, record-keeping, and tracking systems; read, interpret, and record data.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the

course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in urban planning, community development, business or public administration, or a related field and four (4) years of professional experience in planning, zoning and related community development activities, or two (2) years of experience equivalent to the class of Associate Planner with the City of Tracy.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 4410
Bargaining Unit: TTSSEA

SENIOR POLICE RECORDS ASSISTANT

DEFINITION

Under general supervision, reviews, leads, and participates in the work of staff performing general, technical, and clerical records support duties, including maintenance of police records and files, processing of data and reports, providing support to sworn personnel, and providing information to the public, outside agencies and departmental staff; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to lower-level staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the Police Records Assistant series. Incumbents work under general supervision and exercise a high level of discretion and independent judgment in performing the full range of routine to complex technical and clerical police records support work. Incumbents also provide lead direction and supervision to clerical, technical, and professional staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Leads, directs, and oversees the work of lower-level staff performing a wide variety of document management duties related to confidential police reports, law enforcement records, court requirements, subpoenas, police records, registrant and permit files; trains less experienced staff on departmental policies and procedures; performs the most complex police records work assignments.
- Assists with planning assignments and coordinating the workflow for assigned staff; reviews the work produce of assigned staff and provides input for performance evaluations and personnel actions.
- Processes and/or prepares documentation, maintains and retrieves a high volume of police data, reports and records of criminal investigations, arrests, accidents, complaints and incidents; collects and prepares documents for arrests and citations; forwards documents to appropriate department, unit, and court; indexes a wide variety of violations and notifications; compiles and distributes complaints; and books information, fingerprint cards, and other law enforcement reports.
- Accesses State of California Law Enforcement and Telecommunications System (CLETS) and National Law Enforcement Systems to enter, modify, update and retrieve data.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and unit policies and procedures in determining completeness of applications, records, and files.
- Performs court liaison duties, including interacting with the District Attorney's office, their staff,

judges, attorneys, and public defenders; respond to discovery and evidence requests and subpoenas.
- Performs a variety of customer services functions related to records release and maintenance, including receiving, responding to, and entering requests for police reports and screening and forwarding telephone calls.
- Maintains and updates records according to established policies and procedures, including indexing a wide variety of violations and notifications, tracking and filing reports, and redacting confidential information when required; purges records and files as required.
- Enters a variety of statistical data and reporting into computer systems with a high degree of accuracy.
- Assembles and compiles information for a variety of departmental, State mandated, and statistical reports, including verifying accuracy, completing reports, and maintaining files.
- Provides general information regarding department policies, procedures, and regulations, including responding appropriately to complaints, requests for information, and requests for service in person and by telephone, forwarding written complaints against personnel, and coordinating work with other City departments.
- Performs a variety of reception, administrative support, and clerical duties, including answering and directing telephone calls and calls for service, preparing court packages, processing restraining orders, and distributing incoming mail; sorts, files, copies, and distributes a variety of documents; maintains a variety of filing systems; and participates in the registration services, including registration of drug offenders.
- Collects fees for various police services; balances and reconciles daily cash receipts.
- Provides research assistance to officers and other law enforcement personnel as requested.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and practices of records management in municipal law enforcement agencies.
- Police terminology and law enforcement codes.
- Techniques, methods, and processes of police record management and retrieval.
- Business arithmetic and basic statistical techniques.
- Basic principles of record keeping and cash handling.
- Operation of multiple telephone lines and radio systems.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and coordinate the work of professional, technical, and administrative support staff.
- Effectively provide staff leadership and work direction.
- Perform the more complex and difficult police records management work.
- Enter data into a computer system and prepare written materials with sufficient speed and accuracy to perform the work.
- Handle large volumes of work accurately and within compressed timeframes.

- Make accurate arithmetic and statistical calculations.
- File and maintain automated and hardcopy records with accuracy.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12^{th}) grade and two (2) years of experience performing police records management duties equivalent to a Police Records Assistant II with the City of Tracy.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a valid POST Basic Records Certification.
- Possession of a valid CLETS (California Law Enforcement Telecommunication System) certification.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 5504
Bargaining Unit: Teamsters

SENIOR PUBLIC SAFETY DISPATCHER

DEFINITION

Under general supervision, leads, reviews, and participates in the work of staff responsible for receiving police and emergency calls and dispatching Police units following prescribed procedures; answers non-emergency calls for public safety and other City departments; performs a variety of general administrative support duties including record keeping, typing, and filing; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to lower-level staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the Public Safety Dispatcher series. Incumbents work under general supervision and exercise a high level of discretion and independent judgment in performing the full range of routine to complex public safety dispatcher duties and participates in the day-to-day operations of the work unit. Incumbents also provide lead direction and supervision to clerical, technical, and professional staff. This class is distinguished from the Public Safety Dispatch Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and evaluating the work of staff involved in police dispatch services on an assigned shift.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Leads, directs, and oversees the work of lower-level staff performing public safety dispatch duties; monitors day to day operations of the Communications Center.
- Receives and evaluates police and emergency calls, and related business calls for the City during an assigned portion of the 24-hours-per-day/7-days-per-week Police Department operations; provides information and/or transfers calls to the appropriate department, agency, or response organization; takes messages for Police Department personnel.
- Dispatches public safety emergency units in accordance with established procedures and policies using a computerized dispatch system, including determining priority of emergency and contacting and sending appropriate response unit.
- Maintains contact with field units, including accounting for location and status of units and maintaining records of field calls; sends back-up units, as necessary, ensuring the safety of field units.
- Operates computer, telephone, and radio console and telecommunication equipment simultaneously while performing dispatching activities; tests and inspects equipment as assigned.

- Logs call data in a written or automated format; monitors calls after initial dispatch to provide additional coordination, support, or information.
- Enters, updates, and retrieves a variety of records from teletype database, including stolen vehicles and property, vehicle registration information, guns and property, and warranted or missing persons.
- Accesses Federal, State, and local law enforcement information databases to obtain information regarding outstanding warrants, criminal history, records information, and vehicle data; relays such information to sworn staff.
- Acts as a liaison to the public and representatives of other agencies for the department; provides initial non-emergency contact with the public and representatives of other agencies for the requesting of police records or related services; determines the nature of the contact; provides factual information regarding services, policies, and procedures, which requires a knowledge of legal guidelines, departmental policies and procedures, and the use of tact and discretion, or directs the caller to the proper individual or agency.
- Maintains accurate departmental and law enforcement records and files, researches and compiles information from such files.
- Attends necessary training, shift briefing sessions, participates in drills, and test scenarios to prepare for unexpected emergencies.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and practices of data collection and report preparation.
- Business arithmetic and basic statistical techniques.
- Basic principles of record keeping.
- Functions, principles, and practices of law enforcement agencies.
- Terminology and procedures used in public safety dispatching.
- Operation of computer-aided communications equipment, including multiple telephone lines and radio systems.
- City and County geography, maps, streets, landmarks, and driving directions.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation including the Department of Justice California Law Enforcement Telecommunications System (CLETS).

Ability to:

- Plan, organize, and coordinate the work of non-sworn technical support staff.
- Effectively provide staff leadership and work direction.
- Assess and prioritize emergency situations while remaining calm and using sound, independent judgment.
- Memorize codes, names, street locations, and other information.
- Read and interpret maps and other pertinent documentation.

- Interpret, apply and explain policies, procedures, and regulations.
- Attend to multiple activities simultaneously.
- Obtain necessary information from individuals in stressful or emergency situations.
- Compile and summarize information to prepare accurate, clear, and concise reports.
- Perform technical, detailed, and responsible office support work.
- Compose correspondence independently or from brief instructions.
- Organize, maintain, and update office database and records systems.
- Make accurate arithmetic and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Effectively communicate upset and irate callers; obtain necessary information from individuals in stressful or emergency situations.
- Multi-task by listening, speaking, and performing computer functions simultaneously.
- Learn and effectively utilize various law enforcement software programs to retrieve or record information quickly and accurately.
- Learn a wide variety of classification codes and computer commands and standard broadcasting procedures and rules.
- Maintain confidentiality.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks including the Department of Justice California Law Enforcement Telecommunications System (CLETS).
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12^{th}) grade and three years of increasingly responsible public safety dispatching experience equivalent to Public Safety Dispatcher II with the City of Tracy.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a valid POST Basic Dispatcher Certification.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a centralized communication operations environment, using public safety emergency services equipment including computer-aided dispatch systems, telephones, radios and other communication devices, as well as standard office equipment, including a computer; vision to read printed

materials and a computer screen; and hearing and speech to communicate in person and over the telephone and radio. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Performance of the work frequently requires positions to remain at a workstation for extended periods of time. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a centralized communication operations environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 5356
Bargaining Unit: Teamsters

SENIOR UTILITIES WORKER

DEFINITION

Under general supervision, leads, trains, oversees, and participates in the more complex and difficult work of a crew responsible for providing construction, modification, maintenance, and repair of City's water and wastewater treatment facilities, and water, sewer and storm drain systems, including complex residential and commercial water meters, valve cans, meter boxes, and water distribution valves; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex maintenance and repair work in an assigned area; provides technical and specialized assistance to the assigned management and supervisory staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision. Exercises technical and functional direction over lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level in the Utilities Worker class series that performs the most complex duties required to ensure that the City's water distribution system, meters, and sewer/storm drain collection system are maintained in a safe and effective working condition and provide the highest level of safety for public use. The incumbent is the designated Shift Distribution Operator as defined under the SWRCB certification regulations. The Utilities Worker class is distinguished from the Senior Utilities Worker class by latter's frequent performance of the most complex and difficult field maintenance duties, lead responsibilities, and/or frequent operation of heavy equipment in the most difficult and responsible work situations.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides technical and functional direction to assigned Utilities Workers; reviews and controls quality of work; participates in performing routine to complex and specialized maintenance and repair work on City water distribution system, meters, and sewer/storm drain collection system.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with direct supervisor; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Inspects assigned City infrastructure, facilities, systems, and appurtenances for maintenance needs and recommends appropriate actions; assists in developing work plans, procedures, and schedules.

- Estimates costs of construction and maintenance work, supplies, equipment, and materials; orders supplies and equipment for work projects; maintains records of purchase orders; monitors expenditures.
- Inspects and evaluates work in progress and upon completion to assure that repairs, maintenance, and project activities are performed in accordance with City standards and specifications.
- Performs a wide variety of skilled maintenance, repair, and installation work in the City water distribution system, meters, and sewer/storm drain collection system, including but not limited to valves, meters, water distribution pipelines, commercial and residential hydrants, drainage inlets, sewer mains and laterals, and related appurtenances.
- Inspects water services for compliance with established codes and/or damaged or worn parts, and makes repairs as necessary.
- Locates, excavates, and repairs leaks and blockages in water and sewer lines.
- Isolates and shuts down pre-designated water lines for routine maintenance and in emergency situations.
- Performs water meter maintenance, including installing new meters, testing and repairing meters of various sizes, repairing leaks, and replacing meters as necessary; installs service lines for newly developed properties and accounts for the installation of meters for new homes; performs shut-downs of services, as required.
- Removes asphalt, concrete, dirt and debris from excavations; repairs concrete after maintenance, including sidewalk panels and temporary street patches.
- Installs street barricades and cones and controls traffic around work sites and special events to ensure safe conditions for the general public and City workers.
- Performs the skilled operation and maintenance of specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of utilities systems and facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Performs semi-skilled fabrication, welding, masonry, carpentry, and plumbing duties.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Responds to requests and complaints from the public and answers questions or refers to supervisor, as necessary.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Responds to and performs emergency repairs and other emergency services as necessary.
- May assist in other service areas or section of the assigned department as needed.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles of supervision and training.
- Maintenance principles, practices, tools, and materials for maintaining and repairing potable water distribution main and lateral pipeline systems, including complex residential and commercial water meters, valve cans, meter boxes, and water distribution valves.
- Applicable federal, state, and local laws, ordinances, regulations, and guidelines.
- The operation and minor maintenance of a variety of hand and power tools, light, medium, and heavy equipment, and vehicles.

- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Traffic control procedures and traffic sign regulations.
- Basic hydraulics.
- Basic mathematics.
- Safe driving rules and practices.
- Modern office practices, methods, computer equipment and computer applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Plan, schedule, assign, and oversee activities of public works maintenance and repair personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in maintenance and related projects in the assigned functional area(s).
- Perform construction, modification, maintenance, and repair work on assigned infrastructure, facilities, systems, and/or appurtenances.
- Operate specialized construction and maintenance, light to heavy vehicles and equipment.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read and interpret construction drawings, blueprints, maps, and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work; perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Give, as well as understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12^{th}) grade, and three (3) years of experience in construction, maintenance, and/or repair of water distribution system, meters, and sewer/storm drain collection system, and/or related facilities, systems, and appurtenances, or at least one (1) year of experience equivalent to that of the Utilities Worker II at the City of Tracy.

Licenses and Certifications:

- Possess and maintain a valid California class A driver's license with the appropriate endorsements.

- Possession of a valid Grade 3 Water Distribution Certification issued by the State Water Resources Control Board (SWRCB) at time of application.
- Possession of a valid Grade 2 Wastewater Collection System Operator Certification issued by the California Water Environment Association (CWEA) at time of application.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with challenging staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
Class Code: 3343
Bargaining Unit: TMMBU

SUPERVISING BUILDING INSPECTOR

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of building inspection staff within the Development Services Department; supervises, plans, and coordinates a comprehensive building inspection program, combination inspections of residential, commercial, and industrial building sites to enforce building, plumbing, mechanical, electrical, housing, and environmental codes, and other governing laws and ordinances, including zoning, grading, fire, and safety regulations; ensures conformance with approved plans, specifications, standards, permits, and licensing; provides complex staff assistance to departmental management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Building Inspector series. Incumbents are responsible for planning, organizing, supervising, evaluating, and participating in the work of staff performing comprehensive building inspection work. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from Building Official in that the latter has assume overall administrative responsibility for the City's building inspection programs, serves as the City's Building Official of record, and had management responsibility for all plans examination, building inspections, permitting, and related programs, functions, and activities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of building inspection staff in the Building Division; trains staff in work procedures.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned work units.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Monitors activities of the building inspection work unit; recommends improvements and modifications and prepares various reports on activities and projects; recommends and assists in the implementation of goals and objectives; assists with the administration of the divisional budget; implements policies and procedures.
- Determines and recommends staffing needs for assigned activities and projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.

- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Supervises and performs field inspections of new and existing residential, commercial, and industrial properties for conformance to codes, regulations, plans, specifications, and standards related to foundations, framing, electrical, mechanical, plumbing, housing, access, life safety, and other functional elements.
- Confers with and provides information to developers, engineers, architects, property owners, contractors, and others regarding code requirements and alternatives; attends pre-construction meetings.
- Oversees and participates in investigating complaints regarding substandard housing, existing buildings, and new construction to buildings to determine if code violations or problem conditions exist.
- Oversees the preparation of notices of violation or noncompliance and citations according to applicable codes and regulations; issues letters to property owners notifying them of violations.
- Writes "stop work" orders for work being performed without permits or in an unsafe manner.
- Supervises and conducts follow-up investigations to ensure compliance with applicable codes and ordinances; establishes and maintains accurate and complete case files; prepares documents and evidence for court proceedings and testifies in hearings and court proceedings, as necessary.
- Prepares and maintains a variety of correspondence, reports, correction notices, and other written materials.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Provides technical and administrative assistance to the Chief Building Official; develops, prepares, and presents reports, surveys, and performs other administrative activities; recommends and assists in drafting building and related code changes within City guidelines.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of building inspection program development and administration.
- Basic principles and practices of budget development, administration, and accountability.
- Principles, practices, methods, materials, techniques, and safety standards of building construction, building inspection, and structural design for commercial, industrial, and residential buildings.
- Building, plumbing, electrical, mechanical, life safety, energy, and related codes.
- Concepts and practices of non-structural plan review.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures pertinent to the assigned areas of responsibility.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Mathematical principles including algebra, geometry, and trigonometry.
- Principles and procedures of record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards for assigned area of responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures and departmental policies governing the construction and inspection of buildings, as well as code enforcement of housing codes.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex building inspection duties.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Review and analyze construction plans, specifications, and maps for conformance with City standards and policies.
- Detect faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Coordinate with contractors, engineers, and property owners, as well as investigate code violations and respond to inquiries and complaints in a fair, tactful, and timely manner.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Read, understand, and interpret construction blueprints, plans, and specifications.
- Prepare clear, effective, and accurate reports, correspondence, change orders, specifications, and other written materials.
- Effectively represent the department and the City in meetings with other departments, public and private organizations, and individuals.
- Maintain accurate logs, records, and basic written records of work performed.
- Make accurate mathematic computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in construction technology, building inspection, or a related field, and three (3) years of responsible experience inspecting residential, commercial, or industrial buildings at a level equivalent to a Building Inspector II with the City of Tracy.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class C California Driver's License upon appointment.
- Possession of a valid International Code Council (I.C.C.) Commercial Combination Building Inspector Certificate at the time of appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to work in the field to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen, and make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 3345
Bargaining Unit: TMMBU

SUPERVISING CONSTRUCTION INSPECTOR

DEFINITION

Under general direction, performs complex plan review and field inspections for projects related to grading, permits, subdivisions, pavement management, and capital improvements; plans, schedules, assigns, reviews and participates in the work of construction inspection staff; provides technical input for assigned projects and programs; ensures compliance with applicable laws, regulations, and City policies related to area of expertise; interprets contract provisions to insure compliance with plans, specifications and contract provisions; provides complex staff assistance to departmental management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is a single position, working supervisory classification within the Construction Inspector series. Incumbents are responsible for planning, organizing, supervising, evaluating, and participating in the work of staff by performing the most complex inspection work on public works projects and infrastructure. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Construction Inspector II in that the latter is a journey level class in which incumbents are not assigned lead or supervisory duties.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the inspection of all City public works, infrastructure, and capital improvement construction projects.
- Performs the most complex inspection duties and provides technical assistance to staff in the field.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends policies and procedures, including standard operating procedures for assigned work units.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion of staff.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Monitors operations and activities of the construction inspection work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements; prepares various reports on operations and activities.

- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications; maintains a variety of records and prepares routine reports of work performance.
- Assists with planning and lays out inspection projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement.
- Inspects and verifies work in progress and completed work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Assists in the design, engineering, construction, and field inspection processes for capital improvement projects and private developments to ensure contractors' and developers' compliance with City standards; attends pre-construction meetings; performs detailed plan checks of construction and design plans to ensure adherence to established policy and sound engineering practices.
- Responds to and resolves various issues with residents, other departments, and outside agencies in a professional manner; identifies and reports findings and takes necessary corrective action.
- Serves as a liaison for the assigned functional area to other City departments, divisions, and outside agencies; attends meetings, as necessary; participates on a variety of boards, commissions, committees, and task forces; attends and participates in professional groups; stays abreast of new trends and innovations.
- Provides staff assistance to assigned departmental management staff; prepares and presents staff reports and other necessary correspondence; supervises the preparation and maintenance of related reports, records, and files; ensures the proper documentation of activities.
- Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of construction inspection program development and administration.
- Basic principles and practices of budget and capital improvement program development, administration, and accountability.
- Materials, methods, principles, and practices used in public works construction, including streets, curbs, gutters, sidewalks, drainage, streetlights, and related facilities and appurtenances.
- Applicable Federal, State, and local laws, codes, regulations, and departmental policies pertinent to the assigned areas of responsibility.
- Safety principles, practices, and procedures of engineering and construction inspection and related facilities, equipment, and materials.
- Principles and practices of contract administration and evaluation.
- Technical principles and practices of engineering design, specification, and cost estimate preparation.
- Defects and faults in construction.
- Materials sampling, testing, and estimating procedures.
- Mathematical principles and theories.
- Technical report writing and preparation of correspondence.
- Principles and procedures of record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules

of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Perform the most complex inspection duties and operate related equipment safely and effectively.
- Assist in recommending and implementing goals, objectives and practices for providing effective and efficient work standards.
- Organize, implement, and direct construction inspection, and related activities.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain accurate records and files of work performed.
- Establish and maintain a variety of manual and computerized record keeping systems.
- Read, interpret, and produce drawings, blueprints, maps, and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Operate modern office equipment including computer equipment and software programs.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in civil engineering, drafting, surveying, construction, mathematics, or related field and two (2) years of increasingly responsible experience in public works infrastructure inspection at a level equivalent to a Construction Inspector II with the City of Tracy.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Employees partly work in the office and partly in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
Class Code: 3117
Bargaining Unit: TMMBU

SYSTEM ADMINISTRATOR

DEFINITION

Under general direction, plans, develops and administers the Citys network and network operating and security systems, performs technical tasks related to the configuration, troubleshooting, maintenance, and monitoring of the City's information technology infrastructure; configures and installs real-time monitoring tools and identifies and resolves systems problems; configures and monitors enterprise backup solutions; oversees data center environmental conditions; provides recommendations, support, and training to other information services support staff and City users in areas of responsibility; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. May exercise direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is a professional classification performing a wide variety of complex assignments, projects, and analyses in support of City infrastructure. Incumbents serve to relieve the manager of performing technical detail work and are expected to function with very little direct oversight. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff contact.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs installation, configuration and reconfiguration, maintenance, troubleshooting, and upgrading of servers, network equipment, and related equipment; performs system,network, and security administration functions.
- Monitors daily activity on systems and network, checking for potential problems, resource availability, performance and "load" characteristics and network integrity; performs system and user account creation, maintenance, security and removal; monitors system activity and usage to maintain a secure environment
- Performs a variety of work in support of the City's physical and virtual sever infrastructures, including installing, configuring, maintaining, troubleshooting problems, and monitoring hardware and software upgrades to ensure effective server performance.
- Coordinates activities relative to capacity planning, technology, disaster planning and budgeting required to ensure an efficient, effective and reliable system; ensures the implementation and running of backup and archive procedures.
- Coordinates the design, development, acquisition and implementation of computer hardware, software and data communications solutions; interfaces systems and data processing activities within the

department and with other City departments as necessary.

- Troubleshoots email servers, connection, access, security, firewall, and storage issues; monitors email servers and performs scheduled maintenance; sets up, supports and troubleshoots problems with synching email to smart devices.
- Configures, maintains, and supports active directory services; creates access rights to users and user groups; creates groups and mailing lists.
- Configures and monitors enterprise backup solutions to provide data backup services for servers and end users; implements backup schedules; monitors the tape library to ensure that critical data is sent off-site for disaster recovery purposes; configures and monitors backup procedures on servers and other components; verifies that backups are successful, and data can be recovered.
- Administers storage area network (SAN), including configuring storage directories, volume controllers, and redundant array of independent disks (RAID) arrays, creating managed disk pools and volumes, creating new allocations, and monitoring storage usage, performance, and access rules.
- Monitors, tracks, and compares systems and network performance using software-based testing, monitoring, and analysis tools.
- Resolves and/or troubleshoots systems,network, and security related issues.
- Identifies resource needs and allocates resources appropriately; installs and maintains software and tools on servers to ensure proper functioning of system applications.
- Configures and maintains patch management of systems.
- Implements system enhancements to improve the performance and reliability of the system, network, and overall security; researches, recommends, tests, and implements upgrades and fixes as needed.
- Develops and recommends comprehensive standards, policies, procedures, and technical documentation pertaining to system maintenance and infrastructure.
- Stays abreast of new trends and innovations in technology related to City operations; researches, recommends, and evaluates vendor solutions and technologies; implements improvements; works with staff to maintain, revise, or improve operations and systems.
- Writes and maintains user and technical operating instructions and documentation; provides training to users and other technical staff and advises on best practices.
- Serves as lead for assigned projects, including gathering user and systems requirements, working with vendors, contractors, project managers, and other project staff, installing, configuring, testing, and providing general technical support, and developing technical and user documentation.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of computer and network operating systems, enterprise infrastructure, system and network security, and peripheral components.
- Principles and practices of designing, installing, and maintaining virtualization technologies.
- Principles and practices of configuring and using of system, network, and security monitoring tools.
- Principles and practices of configuring and implementing system backup solutions.
- Principles, practices, procedures, and techniques involved in installation, configuration, operation, monitoring, and maintenance of server infrastructure and network environments.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Techniques and methods of system and network evaluation, implementation, and documentation.
- Troubleshooting, configuration, and installation techniques.
- Procedures for creating and modifying systems security.
- Principles and procedures of record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Monitor system,server, and network utilization and recommend appropriate revisions to processes, procedures, and operations.
- Monitor overall system and network security and recommend changes
- Perform routine to complex functions in the installation, implementation, testing, and maintenance of a variety of support servers, storage systems, network/security systems, and other components.
- Perform basic analyses of informational requirements and needs, identify problems, provide technical advice and consultation, and ensure efficient computer system and network utilization while maintaining security
- Analyze data and recommend logical solutions to problems.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Plan, organize, and coordinate the work of assigned staff.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in management information systems, computer science, or a related field and two (2) years of increasingly responsible experience in supporting and implementing information technology infrastructure, network maintenance and server administration.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 4420
Bargaining Unit: TTSSEA

TRANSIT COORDINATOR

DEFINITION

Under general supervision, coordinates the day to day operations and activities of the City's transit system; oversees the provision of transit services by third-party service providers including bus drivers and supervisors, dispatchers, and customer information services; oversees activities of the downtown Transit Station that functions as the transfer terminal; evaluates and recommends modifications to transit routes and schedules; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a technical classification performing a wide variety of programmatic coordination duties for the City's transit program. Incumbents serve to relieve the manager of performing administrative detail work and are expected to function with very little direct oversight. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff contact. Incumbents oversee third-party transit service providers to ensure compliance with contract provisions, monitor routes and schedules to optimize and ensure on-time operations, inspect transit vehicles to ensure satisfactory working order, and to address and investigate patron complaints. This class is distinguished from the Recreation Coordinator class by the former's transit-specific duties and responsiblities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the development and implementation of goals, objectives, policies, and priorities for transit services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned programs and facilities.
- Plans, coordinates, reviews, and evaluates transit programs, activities, and systems; establishes schedules and methods for providing transit services; recommends improvements or modifications.
- Oversees and coordinates the day to day operations of transit programs and services; monitors and reviews the work of third-party transit service providers including bus drivers, driver supervisors, and transit dispatchers to ensure that service levels are consistent with contract provisions; takes remedial action or elevates problems to supervisor when necessary.
- Verifies and prepares contractor performance-based incentives and/or liquidated damages on a monthly basis.
- Creates and maintains a variety of narrative and statistical reports, files, records, and other documentation required for Federal Transit Triennial audits and other regulatory requirements.

- Assists mangement in all aspects of the transit operations and work in matters of assuring service quality, providing operation data and other assistance.
- Monitors and oversees the daily service of transit operations in compliance with City policy and standard operating procedures.
- Reviews all logs and paperwork from dispatch and maintenance; ensures that maintenance schedules and services comply with contract provisions and other requirements; reviews logs for service anomalies and follows up with contract service providers as needed.
- Responsible for the complaint and investigation process, serves as an additional liaison to passengers, transit service contractors, and community members.
- Develops, communicates and monitors standards for service delivery functions of contactor; conducts monthly and annual performance reviews and identifies and generates contract modifications as needed.
- Represents the City of Tracy at the monthly Transportation Advisory Commission meetings to provide transit information and feedback regarding transit needs and issues; assists with the preparation of reports and updates for commission meetings, verifies legal notices have been posted or published, and completes the necessary arrangements to ensure an effective meeting.
- Confers with appropriate staff and other agency departments as necessary to troubleshoot, resolve, and assure a satisfactory response to paratransit ADA customer concerns.
- Provides administrative support to the American Disability Act Certification /eligibility/ appeal process to include scheduling, creation and maintenance of files, and ensuring all steps are completed in a timely manner.
- Conducts regular contract compliance quality checks, vehicle inspections, reviews preventive maintenance audits, and prepares written reports.
- Ensures fixed route and paratransit service delivery standards are met including ADA state and federal guidelines.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Transit system program operations and best practices; resources available, operational elements, program evaluation and performance measurements.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to the assigned area of responsibility.
- Current mass transit systems practices and technology.
- Methods and techniques of developing, coordinating and implementing public involvement and outreach processes on complex and/or politically sensitive transit issues.
- Principles and practices for contract management and administration.
- Customer service and public relations principles and practices.
- Basic mathematics, and account record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize and direct contracted transit operations.
- Analyze operating conditions and problems and recommend and implement appropriate solutions.
- Prepare clear and concise administrative and financial reports.
- Develop, read, and interpret rules, policies and procedures.
- Research complaints, problems and prepare responses for management, including composing correspondence.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in public or business administration, recreation, community services, or a related field and two (2) years of increasingly responsible administrative experience in a public transportation or similar program.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
Class Code: 3515
Bargaining Unit: TMMBU

TRANSIT MANAGER

DEFINITION

Under general direction, manages, supervises and coordinates the activities and operations of the Transit Division, including management of the City's transit system contract; applies for and manages grants; develops and coordinates short and long-range transit plans; organizes the operations and monitors the performance of the City's demand response and fixed bus route transit system; coordinates assigned activities with other division, departments, and outside agencies; provides highly responsible and complex administrative support to the Director of Parks and Recreation and other management staff, and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the activities and operations of the Transit Division. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages assigned services and activities of the Transit Division; including management of the City's transit system contract, third party service contracts such as security, advertising, communication, cleaning/maintenance, and camera maintenance; ensures compliance with federal, state, and local regulations.
- Develops, recommends, coordinates and administers required transit planning in accordance with applicable regulatory requirements including the City's short and long-range transit plans, transit components of the General Plan, Title VI of the Civil Rights Act of 1964, Disadvantaged Business Enterprise (DBE), and other programs as mandates; coordinates transit services planning in compliance with air quality attainment and congestion mitigation mandates.
- Recommends, develops, administers, and implements Transit division goals, objectives, policies and procedures, work standards, and administrative control systems.
- Plans, schedules, prioritizes and reviews the work of assigned staff; builds and maintains positive working relationships with staff; supervises staff including provision of timely performance evaluations; provides staff development; recommends and implements disciplinary actions.

- Serves as a liaison with public and private organizations such as the Council of Governments, community groups, commissions and committees, and other organizations; represents the City's interest and provides expert testimony in transit-related issues at Planning Commission, City Council, committee meetings, and meetings with other agencies and/or developers.
- Provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Coordinates and performs research and analysis leading to the development of new and improved transit systems and related street, rail and other transit systems, to include routing patterns, rate structures, travel patterns, cost analysis, financial needs, funding sources, and related issues.
- Coordinates with cities, transit and transit operators, county departments, and other public and private agencies the implementation of effective current and future transit and transportation systems.
- Participates in the development and administration of the divisional budget; monitors revenues and expenditures; identifies and recommends resolutions for budgetary problems.
- Oversees and coordinates grant activities, including research, preparation of application and compliance with grant funding requirements.
- Oversees and coordinates transit capital construction projects; ensures projects comply with specifications, are completed on time, and are within budget.
- Prepares and maintains a variety of records, data and reports.
- Prepares contracts, requisitions and purchase orders.
- Coordinates maintenance on transit vehicles, equipment, and facilities (solar, bus wash, shelters, transit station, and parking structures).
- Develops or oversees the development and implementation of marketing and public relations programs, including the development of informational materials, advertising and promotional campaigns.
- Manages the collection, analysis, and interpretation of operational data to monitor system performance in accordance with established performance standards and indicators, and applicable regulatory requirements.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field related to the area of assignment; researches emerging products and enhancements and their applicability to City needs.
- Performs other related duties, as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Transit system program operations and best practices; resources available, operational elements, program evaluation and performance measurements.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures including advanced knowledge of the Federal Transit Administration and American Disability.Act laws pertaining to public transportation.and public transit system operations.
- Current mass transit systems practices and technology.
- Methods and techniques of developing, coordinating and implementing public involvement and outreach processes on complex and/or politically sensitive transit issues.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices for contract management and administration.
- Customer service and public relations principles and practices.
- Basic mathematics, and account record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public,

vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide administrative, management, and professional leadership for the transit program.
- Oversee and participate in the management of a comprehensive transit system program.
- Plan, organize and direct contracted transit operations.
- Analyze operating conditions and problems and recommend and implement appropriate solutions.
- Prepare clear and concise administrative and financial reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in public or business administration, transportation planning, public transit operations, or a related field and five (5) years of increasingly responsible program and grant administration experience in a public transportation program, including one (1) year of lead experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed

materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
Bargaining Unit: TMMBU
Class Code: 3426

UTILITIES LABORATORY SUPERINTENDENT

DEFINITION

Under general direction, plans, organizes, and provides direction and oversight of all environmental compliance activities and a comprehensive analytical laboratory, including testing and sampling a variety of matrices including water, wastewater, and industrial wastes; plans, organizes, and provides direction and oversight of quality assurance and pre-treatment functions; provides general supervision to assigned staff; updates laboratory methods and determine test procedures; develops and maintains the laboratory's Safety and Chemical Hygiene Plans; oversees divisional reporting and serves as the primary contact for regulatory agencies regarding laboratory services; ensures that division operations and maintenance functions meet all applicable laws, regulations, and City policies; provides professional assistance to Utilities management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises general supervision and direction over assigned staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating all City laboratory and environmental compliance activities. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Utilities laboratory division.
- Reviews and implements policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Prepares, administers, and is responsible for the budget for assigned function; forecasts additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Plans, organizes, administers, reviews, and evaluates the work of technical and professional staff.
- Provides for the selection, training, professional development, and work evaluation of division staff according to applicable Federal, State, and local laws, rules, and regulations; authorizes discipline as required; and provides policy guidance and interpretation to staff.

- Ensures compliance with applicable regulatory and quality control standards, including compiling and preparing various reports and records related to water quality regulatory monitoring, processing control requirements, enforcing the in-house quality assurance program, updating and reviewing standard operating procedures, and performing corrective action when required.
- Coordinates activities of staff and the division with those of other City divisions and outside agencies; trains employees in work methods, relevant safety precautions, and use of tools and instruments.
- Monitors changes in laws, regulations, and technology that may affect divisional operations; and implements policy and procedural changes as required.
- Provides technical advice to City management and City Council in area of expertise.
- Confers with and represents the department in meetings with various governmental agencies, developers, contractors, business and industrial groups, and the public.
- Ensures maintenance of the Environmental Laboratory Accreditation Program certificate issued by the State Water Resources Control Board.
- Oversees quality assurance programs for laboratory analysis and instrumentation; prepares periodic water quality reports, including those required by other government agencies.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Monitors the laboratory quality assurance database; reviews quality control charts, detection limits, and action levels for laboratory analysis.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of a utility laboratory.
- Principles and practices of budget development, administration, and accountability.
- Applicable Federal and State laws; District, department, and division regulations, codes, policies, and procedures.
- General chemical, biological, bacteriological, and physical laboratory testing methods and procedures, including qualitative and quantitative analyses.
- Principles of analytical, organic, and inorganic chemistry and related sciences.
- Basic principles of water and wastewater treatment, distribution, and disposal.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language to perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the division.
- Provide administrative, management, and professional leadership for laboratory and environmental

compliance programs.
- Provide administrative and professional leadership and direction for the division and the City.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Analyze the results of chemical, biochemical, biological, bacteriological, and physical analysis of potable water and wastewater, and make appropriate recommendations for plant operations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in chemistry, biology, or a related field and five (5) years of experience in an analytical treatment plant laboratory performing chemical, physical, and bacteriological analyses, including supervisory experience.

Licenses and Certifications:

- Possession, or ability to obtain, a valid California class C driver's license upon appointment.
- Possession of a Grade IV Laboratory Analyst certification issued by the California Water Environment Association (CWEA) upon appointment.
- Possession of a valid California Department of Health Services Grade 2 Water Distribution Operator Certificate (Grade D-2) upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in standard office and laboratory settings and use standard office and laboratory equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and laboratory equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in laboratory and office environments with low to moderate noise levels and controlled temperature conditions. Employees are frequently exposed to odors, fumes, and hazardous chemicals and physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Works outdoors, as needed, and subject to inclement weather.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 5350/5353
Bargaining Unit: Teamsters

UTILITIES WORKER I/II

DEFINITION

Under direct or general supervision, performs a variety of work in the maintenance and repair of City's water and wastewater treatment facilities, and water, sewer and storm drain systems, including complex residential and commercial water meters, valve cans, meter boxes, and water distribution valves; uses and operates a variety of manual and power tools and light to heavy power driven equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Utilities Worker I: This is the entry-level class in the Utilities Worker series. Initially under close supervision, incumbents with basic maintenance experience learn City infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually 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. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Utilities Worker II: This is the full journey-level class in the Utilities Worker series that performs the full range of duties required to ensure that City infrastructure, systems, and facilities to which assigned, are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned water facilities and systems. Positions at this level are distinguished from the I 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. This class is distinguished from Senior Utilities Worker in that the latter has lead responsibility for assigning and directing the work of staff, and is capable of performing the most complex duties assigned to the division.

Positions in the Utilities Worker class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring one (1) additional year of experience, and after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

When performing the treatment plant assignment:

- Performs inspection, repair, maintenance, and upkeep of the City's potable water and wastewater treatment facilities including but not limited to lift stations, booster pump station, storm drain pumping station, and water wells.
- Performs preventative maintenance and services for the primary and secondary wastewater treatment systems, water treatment process, and plant facilities.
- Performs corrective maintenance on wastewater facilities and equipment, including disassembling, rebuilding, cleaning, and overhauling/replacing valves, filters, pipe fittings, pumps, bearings, and other assorted equipment.
- Assists and confers with plant operations staff to determine equipment problems; assists Plant Mechanics and Electricians with complex equipment maintenance and repairs.

When performing the field operations assignment:

- Performs a variety of semi-skilled work to inspect, maintain, and repair valves, meters, water distribution pipelines, commercial and residential hydrants, drainage inlets, sewer mains and laterals, and related appurtenances.
- Inspects water services for compliance with established codes and/or damaged or worn parts, and makes repairs as necessary.
- Performs water meter maintenance, including installing new meters, testing and repairing meters of various sizes, repairing leaks, and replacing meters as necessary; installs service lines for newly developed properties and accounts for the installation of meters for new homes; performs shut-downs of services, as required.
- Observes condition of meter or other unusual conditions relative to need for repair; maintains meters, boxes, lids, and landscape around meter boxes.
- Provides information to customers, including addressing complaints, rereading meters as requested, and answering questions regarding leaks and meter reading; notifies residents of disruptions in water service.
- Installs street barricades and cones and controls traffic around work sites and special events to ensure safe conditions for the general public and City workers.

When performing all assignments:

- Assists in the location, excavation, and repair of minor leaks and blockages in water and sewer lines; responds to emergencies and unforeseen work orders, both during and after-work hours.
- Assists in the removal of asphalt, concrete, dirt and debris from excavations; repairs concrete after maintenance, including sidewalk panels and temporary street patches.
- Maintains area surrounding water utilities systems and facilities; removes invasive vegetation; mows, edges and trims grass, brush, and weeds; prunes trees; applies herbicides and insecticides as required.
- Provides assistance and back up to other divisions as required.
- Inspects assigned City infrastructure for safety issues, structural integrity, and possible future work projects and programs, and appropriately marks areas that need to be repaired.
- Reports water service defects and public safety hazards to supervisors.
- Assists in the isolation and shut down pre-designated water lines for routine maintenance and in emergency situations; provides explanations to the public during shutdowns.

- Performs semi-skilled fabrication, welding, masonry, carpentry, and plumbing duties.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of utilities systems and facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, tools, and materials as they relate to the maintenance and repair of infrastructure, facilities, systems, and appurtenances similar to those in a municipal environment.
- Basic mathematics.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Water Utilities Worker II, in addition to the above:

- Maintenance principles, practices, tools, and materials for maintaining and repairing potable water distribution main and lateral pipeline systems, including complex residential and commercial water meters, valve cans, meter boxes, and water distribution valves.
- Traffic control procedures and traffic sign regulations.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized water utilities maintenance and repair equipment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

Ability to:

- Perform basic construction, modification, maintenance, and repair work.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs and basic written records of work performed.

- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Water Utilities Worker II, in addition to the above:

- Assists in the construction, modification, maintenance, and repair work on potable water distribution main and lateral pipeline systems, including complex residential and commercial water meters, valve cans, meter boxes, and water distribution valves.
- Perform water utilities maintenance and repair with accuracy, speed, and minimal supervision.
- Operate specialized water utilities maintenance and repair equipment.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Follow department policies and procedures related to assigned duties.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Utilities Worker I and II: Equivalent to the completion of the twelfth (12^{th}) grade.

Utilities Worker I: No previous work experience is required. Previous experience in the field of construction is highly desirable.

Utilities Worker II: Two (2) years of experience in construction, maintenance, and/or repair of water utilities and/or related facilities, systems, and appurtenances, or one (1) year of experience equivalent to Utilities Worker I at the City of Tracy.

Licenses and Certifications:

Utilities Worker I:

- Possession of, or ability to obtain, a valid California Class A Driver's License within six (6) months of appointment.
- Possession of a Grade 1 Water Distribution Certification issued by the State Water Resources Control Board at time of application.

Utilities Worker II:

- Possession of a valid California Class A Driver's License at time of application.
- Possession of a valid Grade 2 Water Distribution Certification issued by the State Water Resources Control Board (SWRCB) at time of application.
- Possession of a valid Grade I Wastewater Collection System Operator Certification issued by the California Water Environment Association (CWEA) at time of application.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with challenging staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
Class Code: 3403
Bargaining Unit: TMMBU

UTILITY LINE MAINTENANCE SUPERINTENDENT

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations in the Public Works Department assigned to the Utility Lines Maintenance; manages and coordinates the installation, operation, maintenance, and repair of wastewater collection and water distribution systems including underground lines and related facilities; ensures that division operations and maintenance functions meet all applicable laws, regulations, and City policies; provides complex and responsible support to the Director of Public Works in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises general direction and supervision over assigned staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating staff, operations, programs, projects, and activities of the Utility Lines Maintenance division within the Public Works department. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. The incumbent is the designated Chief Distribution Operator as defined under the SWRCB certification regulations. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Director of Public Works in that the latter oversees all or the majority of public works operations and maintenance programs and projects of the Public Works Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Utility Lines Maintenance division within the Public Works Department.
- Ensures the City's water distribution and wastewater collections systems meet all water quality, safety and regulatory requirements; ensures compliance with CalOSHA and City standards.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of operating and capital improvement program (CIP) budgets for the division; determines funding needed for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency

and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Participates in developing and planning and manages preventative and long-term maintenance and safety programs.
- Reviews private development and capital improvement project plans and specifications for water distribution, wastewater collections systems, and storm drains prior to installation and construction to ensure designs meet all regulatory requirements, current and future system needs, and the City's goals and objectives.
- Implements, oversees, monitors, and evaluates the use and efficiency of computer systems utilized in division operations, including SCADA, CMMS, and GIS; coordinates with staff and other City divisions to maintain and update system settings and records; recommends and implements changes as needed.
- Participates in planning, prioritizing, scheduling, and constructing capital improvement and maintenance projects; reviews plans and specifications and recommends changes as appropriate to meet operational needs; oversees the work of contractors to ensure compliance with City standards.
- Prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, boards, and City Council.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments and outside agencies.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works maintenance and operations; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, budget development and administration, and contract administration and management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of the development, operation, maintenance, and management of wastewater collection, water distribution, and related facilities and appurtenances.
- Principles and techniques of private development, capital improvement, and asset management functions, including design, planning, construction, inspection, funding, and long-term maintenance.
- Applicable Federal and State laws, City, department, and division regulations, codes, policies, and procedures related to the operations and maintenance of water distribution and wastewater collections

systems.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Intermediate mathematics and computer skills including SCADA operating systems.
- Recordkeeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction for the division and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Analyze and interpret plans and specifications in accordance with design requirements and applicable standards and regulations.
- Independently conduct studies and research projects, evaluate alternatives, make sound recommendations, and prepare effective staff and technical reports; present technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals, governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in public administration, or a field closely related to the relevant assigned service area and three (3) years of increasingly responsible supervisory experience in water, storm drain, and sewer maintenance or two (2) years of experience at a level equivalent to the City's Public Works Supervisor assigned to Utility Lines Maintenance.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a valid California Department of Health Services Grade 4 Water Distribution Operator Certificate (Grade D-4) at time of application.
- Possession of a valid Grade III Wastewater Collection System Operator Certification issued by California Water Environment Association (CWEA) at time of application.
- Possession of a valid Class B California driver's license with a tanker endorsement is desirable.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; strength, stamina, and mobility to work in the field and perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

WORKING CONDITIONS

Responds to emergency call-outs on weekends, holidays, and after work hours.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
Class Code: 3423
Bargaining Unit: TMMBU

UTILITY MAINTENANCE SUPERINTENDENT

DEFINITION

Under general direction, plans, organizes, and provides direction and oversight for a comprehensive program or division of the City including the maintenance and repair activities of the water treatment plant, wastewater treatment plant, sanitary sewer collection stations, drinking water wells, potable water booster stations, storm drain pump stations, streetlights, and traffic signals; plans, manages, and coordinates the operations and maintenance functions of the division; ensures that functions meet all applicable laws, regulations, and City policies; provides professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises general direction and supervision over assigned staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the Utility Maintenance Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to the plant maintenance and operations. Incumbents serve as a resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the plant maintenance division.
- Prepares, administers, and is responsible for the budget for the division; forecasts additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Plans, organizes, administers, reviews, and evaluates the work of assigned staff.
- Provides for the selection, training, development, and work evaluation of division staff; authorizes discipline as required; and provides policy guidance and interpretation to staff.
- Responds to customer correspondence and provides information to internal and external customers.
- Develops, reviews, and implements policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and

procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Coordinates activities of staff and the division with those of other City divisions and outside agencies.
- Directs, oversees, and develops the division's work plan; prepares various staff reports on operations and activities.
- Prioritizes and allocates available resources; and reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Oversees the continuous preventive maintenance of potable water treatment plant, wastewater treatment plant, sanitary sewer collection stations, drinking water wells, potable water booster stations, storm drain pump stations, streetlights, and traffic signals.
- Directs the supervision of routine and emergency repairs to electrical and mechanical equipment at the potable water treatment plant, wastewater treatment plant and all related facilities.
- Participates in and provides input for the City's capital improvement program, including assisting the engineering department in determining facility construction and upgrade needs and providing project oversight and inspection as required.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Maintains and directs the maintenance of working and official divisional files.
- Monitors changes in laws, regulations, and technology that may affect divisional operations; and implements policy and procedural changes as required.
- Provides technical advice to the City's management and the City Council in area of expertise.
- Establishes and ensures compliance with operational safety standards.
- Builds and maintains positive working relationships with co-workers, other City employees, regulatory officials, and the public.
- Confers with and represents the division and the City in meetings with members of the City Council , various governmental agencies, developers, contractors, business, and industrial groups and the public.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, tools, equipment and procedures used in the maintenance, construction, installation, and repair of the City's water and wastewater system facilities, sanitary sewer collection stations, drinking water wells, potable water booster stations, storm drain pump stations, and related equipment.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of budget development, administration, and accountability.
- Procedures, equipment, material, and tools used in the operation, maintenance, and repair of motors, pumps, compressors, disinfection systems, pneumatic systems, and other related equipment.
- Principles and practices of hydraulics and control systems.
- Principles of operation of City's water production, treatment, distribution, wastewater, and collection systems, including SCADA systems.
- Principles, equipment, material, and tools used in the operation, maintenance, and repair of streetlighting and traffic signals.
- Principles and techniques of capital improvement construction, inspection, funding, and long-term maintenance.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.

- Applicable Federal and State laws; City, department, and division regulations, codes, policies, and procedures.
- Recordkeeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Plan, schedule, and direct the maintenance and repair of the water treatment plant, wastewater treatment plant, sanitary sewer collection stations, drinking water wells, potable water booster stations, storm drain pump stations, streetlights, and traffic signals.
- Provide administrative, management, and leadership for the division.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the division.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations; and in meetings with individuals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- Respond effectively to emergency situations as they arise.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree and five (5) years of increasingly responsible supervisory or management experience in a construction or maintenance and repair field, including electrical and mechanical work in a wide variety of pumps, motors, boilers and electrical, electronic, and hydraulic systems or two (2) years of experience in the City's Utilities Maintenance Supervisor classification. A bachelor's degree is highly desirable.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a Grade I Water Distribution Operator certificate issued by the State Water Resources Control Board is required at time of application.
- Possession of a Grade II Mechanical Technologist OR Grade II Electrical/Instrumentation certification issued by the California Water Environment Association (CWEA) at time of application.
- Possession of a Grade III Mechanical Technologist certification issued by the CWEA is highly desirable.
- Possession of a Grade III Electrical/Instrumentation certification issued by the CWEA is highly desirable.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; strength, stamina, and mobility to work in the field and perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Respond to emergencies on an on-call basis, 24 hours per day, 7 days per week.

DISASTER SERVICE WORKER

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

contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

January 2021
FLSA: Exempt
Class Code: 3410
Bargaining Unit: TMMBU

UTILITY MAINTENANCE SUPERVISOR

DEFINITION

Under direction, organizes and provides direction and oversight for the mechanical, electrical, and instrumentation repair and maintenance operations of the water treatment plant, wastewater treatment plant, sanitary sewer collection stations, drinking water wells, potable water booster stations, storm drain pump stations, streetlights, and traffic signals; ; ensures that division maintenance functions meet applicable laws, regulations, and City policies; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management staff. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is the full supervisory-level classification within the plant maintenance division. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the day to day work of the utility maintenance function. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. The incumbent is accountable for accomplishing section operational goals and objectives. This classification is further distinguished from the Utilities Maintenance Superintendent in that the latter is responsible for managing a wide variety of treatment plant and facilities maintenance functions within the Utilities Department and manages all maintenance staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of electrical, instrumentation, mechanic, and maintenance staff in the Utilities Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with those of other service areas and outside agencies.
- Participates in annual budget preparation; identifies and recommends future resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Inspects and evaluates repair and preventative maintenance projects; estimates time and material requirements; provides technical assistance to assigned equipment maintenance staff; reviews and

monitors completed work to ensure quality control standards are met.
- Oversees preventative maintenance of the City's water treatment plant, wastewater treatment plant, sanitary sewer collection stations, drinking water wells, potable water booster stations, storm drain pump stations, streetlights, and traffic signals.
- Supervises the use and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules service, repair, and replacement of tools, equipment, and vehicles.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Supervises the preparation and maintenance of reports, records, and files; ensures the proper documentation of projects and activities.
- Collaborates and confers with property owners, developers, architects, engineers, and contractors and other City staff in acquiring information and coordinating public works matters; provides information regarding City policies, procedures, codes, and ordinances.
- Monitors changes in regulations and technology that may affect utilities maintenance services; implements policy and procedural changes after approval.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Keeps required labor, equipment, and material records and submits reports as directed; estimates time and costs of repairs and parts.
- Inspects the work area for safety violations; ensures that safety procedures are followed and the safety equipment is used.
- Directs emergency repair operations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles and practices of construction.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Methods, tools, equipment and procedures used in the maintenance, construction, installation, and repair of the City's water and wastewater treatment plants, sanitary sewer collection stations, drinking water wells, potable water booster stations, storm drain pump stations, and related facilities..Procedures, equipment, material and tools used in the operation, maintenance, and repair of motors, pumps, compressors, disinfection systems, pneumatic systems, and other related equipment.
- Principles of operation of City water production, treatment, distribution, wastewater, and collection systems including SCADA systems.
- Principles and practices of heating, ventilation, and air conditioning systems maintenance and repair.
- Principles, equipment, material, and tools used in the operation, maintenance, and repair of streetlighting and traffic signals.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.

- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct -utilities maintenance programs and activities.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Administer, review, and evaluate the operations of a complex water and wastewater mechanical construction, repair, and maintenance program.
- Inspect, operate, and diagnose problems and perform preventive maintenance and repair work on electric motors, gas and diesel engines, pumps, compressors, and control equipment.
- Oversee the maintenance and repair of streetlights and traffic signals.
- Perform a variety of support for engineering, including fabricating and design duties related to water and wastewater systems construction, maintenance and repair; interpret sketches and diagrams.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain accurate records and files of work performed.
- Make accurate arithmetic and financial computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade and three (3) years of increasingly responsible journey-level experience in the maintenance and repair field, including electrical and mechanical work in a wide variety of pumps, motors, boilers, electronic and hydraulic systems, including at least two (2) years in a lead role. Public sector experience in the water and wastewater area of maintenance is highly desirable.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a Grade II Mechanical Technologist certification OR a Grade II Electrical/Instrumentation certification issued by the California Water Environment Association (CWEA) is required within twelve (12) months of appointment.
- Possession of a Grade I Water Distribution Operator certificate issued by the State Water Resources Control Board is required within eighteen (18) months of appointment.
- Possession of a Grade III Mechanical Technologist certification issued by the California Water Environment Association (CWEA) is highly desirable.
- Possession of a Grade III Electrical/Instrumentation certification issued by the California Water Environment Association (CWEA) is highly desirable.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment; strength, stamina, and mobility to work in the field and perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees partly work in an office environment and partly work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

All City of Tracy employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the

preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

January 2021
FLSA: Non-Exempt
CLASS CODE: 5411/5412
BARGAINING UNIT: TEAMSTERS

UTILITY MECHANIC I/II

DEFINITION

Under direct to general supervision, performs a variety of routine to complex duties in support of the Utilities Department, including semiskilled and skilled work in the repair and maintenance of the City's water and wastewater treatment plants, wells, lift and booster stations, storm drain stations, and related mechanical, electrical, hydraulic, and pneumatic equipment; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct (Utility Mechanic I) to general (Utility Mechanic II) supervision from assigned supervisory or management staff. Exercises no supervision over staff.

CLASS CHARACTERISTICS

Utility Mechanic I: This is the entry-level classification in the Utility Mechanic series. Initially under close supervision, incumbents with basic mechanical maintenance experience learn City infrastructure, systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Utility Mechanic II: This is the journey-level classification in the Utility Mechanic series. Positions at this level are distinguished from the I-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 upon completion and for overall results.

Positions in the Utility Mechanic class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs preventive maintenance on, repairs, and replaces equipment involved in the operation and support of water and wastewater treatment plants and related facilities, storm drain stations, lift and collection systems, and water booster stations; performs basic carpentry, and electrical duties as required.
- Troubleshoots and diagnosis problems with industrial-type mechanical, electrical, hydraulic, and pneumatic equipment; recommends time, equipment, and materials required to effect repairs; reads and interprets blueprints, construction drawings, and mechanical drawings when troubleshooting breakdowns.
- Troubleshoots, repairs, and maintains electrical and electronic systems that include a variety of

equipment such as generators and motors.
- Maintains a regular inspection schedule of water and wastewater treatment systems and plant facilities; performs preventative maintenance tasks on pumping and electrical equipment and machinery.
- Maintains a variety of tools and equipment, including pipe cutters and threaders, welding equipment, and drills and grinders; tests equipment after repair; conducts safety lock and tag outs when using electrical equipment and other machinery.
- Performs routine to complex maintenance and repairs of pumps, motors, drive systems and chemical feeders; cleans and maintains the boilers and related equipment; cleans and checks valves, bubbling lines, regulators, compressors, and filters; calibrates feeder systems and other plant equipment such as meters, pumps, valves and samplers.
- Maintains accurate records and files of work performed and materials and supplies used; requisitions parts and supplies as needed.
- Attends training and safety sessions as assigned; observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Performs other related duties as assigned.

QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Principles, practices, methods, equipment, tools, and materials used in the maintenance, , and repair of facilities and equipment as found in water and wastewater treatment plant operations, storm drain stations, lift and collection systems, and water booster stations.
- Procedures, equipment, materials, and tools used in the operation, maintenance and repair of pneumatic systems, motors, engines, pumps, compressors, disinfection equipment, and other related equipment.
- Practices and techniques related to basic carpentry and electrical work.
- Principles of operation of City water production, treatment, wastewater and collection systems.
- Methods and techniques for operation, maintenance, and calibration of a wide variety of equipment, hand, shop, and power tools used in the work.
- Principles and practices related to basic troubleshooting and repair estimation.
- Principles and practices related to basic crane operations.
- Safe work methods and safety practices pertaining to the work, including CAL OSHA rules and standards.
- Confined space entry procedures, and related safety equipment.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area of responsibility
- Recordkeeping principles and procedures.
- Basic shop arithmetic.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language sufficient to perform the work assigned.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform a variety of semiskilled and skilled tasks in the maintenance and repair of City facilities and equipment related to water and wastewater treatment plant operations, storm drain stations, lift and collection systems, and water booster stations.
- Inspect, operate, diagnose problems and perform preventive maintenance and repair work on electric pumps, compressors, and power generation equipment.
- Read and interpret instruction manuals and diagrams.
- Accurately estimate time, materials, and supplies necessary to complete repairs.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Observe appropriate safety procedures and complies with applicable codes and guidelines.
- Maintain manual and automated logs, records, reports, and charts.
- Organize, maintain, and update clear and accurate office database and records systems.
- Make basic arithmetic computations.
- Perform work in confined spaces, following required confined space entry procedures.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12^{th}) grade.

Utility Mechanic I: Two (2) years of experience in the maintenance and repair of mechanical and electrical machinery.

Utility Mechanic II: Three (3) years of experience in the maintenance and repair of mechanical and electrical machinery including one (1) year of experience in a Water or Wastewater Treatment Plant facility with specific knowledge of hydraulic pump repair.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

Utility Mechanic I:
- Possession of California Water Environment Association Mechanical Technologist Grade I certification is required within two (2) years of employment.
- Possession of a Grade I Water Distribution Operator certificate issued by the State Water Resources Control Board is desirable.

Utility Mechanic II:

- Possession of California Water Environment Association Mechanical Technologist Grade II certification is required at time of application.
- Possession of a Grade I Water Distribution Operator certificate issued by the State Water Resources Control Board is required at time of application.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 5404
Bargaining Unit: Teamsters

UTILITY OPERATOR

DEFINITION

Under general supervision, performs a variety of operations, control, and preventative maintenance functions in support of the City's water and wastewater treatment plants; demonstrates a full understanding of all applicable policies and work methods associated with assigned duties; operates and maintains plant equipment; conducts basic laboratory testing and sample collection; and performs other related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the Utility Operator series. Positions at this level perform the full range of duties as assigned, working independently, exercising judgment and initiative, and designation as a Shift Operator. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the division's operating procedures and policies and have met the conditions of the division's Cross-Training program which requires dual certification. Work is normally reviewed upon completion and for overall results.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Operates the City's water and wastewater treatment plant facilities using electronic and computer control systems (SCADA); revises equipment settings as appropriate; monitors and interprets gauges, meters, charts, and graphs; operates pumps, valves, gates, motors, and related equipment.
- Coordinates plant operations activities in a variety of areas, including influent facilities, digesters, primary and secondary clarifiers, generators, chlorine, coagulation, and ammonia, processes, chemical storage, media filters, trickling filters, and holding ponds.
- Makes daily rounds of the plant performing a variety of duties pertaining to water treatment or wastewater treatment; inspects plant equipment; notifies the supervisor of unusual situations or corrects system problems as necessary; records failures and problems with equipment and create related work orders.
- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards to determine processing requirements; adjusts equipment as needed to optimize efficiency and/or change pumping rates.
- Performs preventive maintenance to treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, air compressors, emergency systems, pressure and flow regulators, analyzers, filters, chemical feed systems, digesters, bar screens, and blowers; reports and creates work

orders for repairs to equipment, machinery, and electrical and electronic systems.
- Makes minor repairs to equipment; assists utility maintenance staff with minor repair work, including changing or tightening pumps.
- Cleans tanks, screens, filters, drying beds, pipes, clarifiers, and pumps.
- Interprets and may perform laboratory and process tests to optimize plant performance, checks the results, and makes appropriate changes.
- Performs calculations to determine proper dosage of chemicals; performs proper usage and handling of chemicals according to industry standards; collects samples and performs water quality analysis, such as chlorine, turbidity, and pH to the water throughout the treatment process to confirm the proper chemical dosages and compliance with regulations. changes chemical containers as required; monitors chemical supplies.
- Monitors the transmission and distribution system, including the production wells advises mechanics of potential problems and alarms; coordinates maintenance activities with mechanics.
- Maintains accurate records, including calculating flow rates and the daily use of chemicals, gauge and meter readings, and completing required monthly reports.
- Uses a variety of hand and power tools and testing equipment.
- Performs a variety of custodial and grounds duties, including sweeping and cleaning in the plant facilities.
- Provides direction and training to less experienced staff related to plant operations.
- Participates in emergency response related to water treatment spills, overflows, and equipment failures.
- Answers inquiries and respond to complaints; conducts plant tours.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, equipment, material, and tools used in the operation, cleaning and preventive maintenance of water and wastewater treatment facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of water, wastewater, sludge, and related materials.
- SCADA operating systems and other computer applications related to the work.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mechanical, electrical, and hydraulic principles.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Recordkeeping principles and procedures.
- Principles and practices of mathematics.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language sufficient to effectively perform the assignment.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Operate, maintain, and make minor repairs on a variety of water and wastewater treatment and disposal facilities equipment.

- Read and interpret gauges and other recording devices reflecting water and wastewater treatment plant operations and make operating adjustments based upon recorded data.
- Recognize and correct or report unusual, inefficient or dangerous operating conditions.
- Conduct standard chemical and physical tests of water, wastewater, sludge, and related materials.
- Use and maintain the tools and equipment of the work skillfully, and safely.
- Handle hazardous chemicals in a safe manner.
- Maintain both manual and automated logs, records, reports, and charts.
- Make basic arithmetic computations.
- Provide training to less experienced staff.
- Identify and take appropriate action when operating problems occur.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12^{th}) grade and two (2) year of experience performing duties in both a water treatment or wastewater treatment plant.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession and maintenance of California State Water Resources Control Board (SWRCB) Wastewater Treatment Plant Operator Grade III certification is required.
- Possession and maintenance of California SWRCB Water Treatment Plant Grade III certification is required.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard water and wastewater treatment plant and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work around machines and to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with assistance and/or with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

- May be required to work various shifts or emergencies on evenings, weekends, and holidays.
- Incumbents in this class are required to participate in the City's Shave-on-Demand policy when required to wear respiratory protection or other safety equipment.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Exempt
Class Code: 3422
Bargaining Unit: TMMBU

WASTEWATER OPERATIONS SUPERINTENDENT

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations in support of the City's wastewater treatment plant, including SCADA; oversees the operation of wastewater treatment plant equipment; ensures that wastewater operations functions meet all applicable laws, regulations, and City policies; provides complex and responsible support to the Utilities Director in areas of expertise; functions as liaison with intergovernmental and regulatory agencies related to operations of the treatment and collections systems: and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating staff, operations, programs, projects, and activities of the City's wastewater treatment plant. The incumbent is the designated Chief Plant Operator as defined under the California State Water Resources Control Board (SWRCB) certification regulations. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Utilities Director in that the latter oversees all utilities operations and maintenance programs and projects of the Utilities Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the wastewater treatment plant within the Utilities Department.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the wastewater treatment plant; recommends within policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of operating and capital improvement program (CIP) budgets for the wastewater treatment plant; determines funding needed for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Participates in developing and planning and manages preventative and long-term maintenance and safety programs.
- Serves as the City Representative for inspections and interaction with the California Regional Water Quality Control Board; compiles, reviews, and submits required reports to regulatory agencies.
- Performs periodic inspections of all phases of the wastewater treatment process to ensure balanced and proper operation of all systems; recommends alterations and changes in operating procedures as necessary.
- Exercises authority over wastewater treatment plant process control matters in accordance with direction provided from the Utilities Director.
- Prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, boards, and City Council.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments and outside agencies.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of wastewater operations; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, budget development and administration, and contract administration and management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, practices, equipment, material and tools used in the operation and cleaning, and preventive maintenance of wastewater treatment and disposal facilities and equipment.
- The operation of piping systems, including pipes, valves, and related appurtenances.
- Basic standard chemical and physical tests of wastewater, sludge, and related materials.
- Principles and techniques of capital improvement construction, inspection, and funding.
- Applicable Federal and State laws, City, department, and division regulations, codes, policies, and procedures related to the operations of the wastewater treatment plant.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Intermediate mathematics and computer skills including SCADA operating systems.
- Recordkeeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction for the wastewater treatment plant and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Analyze and interpret plans and specifications in accordance with design requirements and applicable standards and regulations.
- Independently conduct studies and research projects, evaluate alternatives, make sound recommendations, and prepare effective staff and technical reports; present technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals, governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in wastewater technology, laboratory, chemistry, or related field and six (6) years of increasingly responsible experience in wastewater treatment plant operations,, including two (2) years of supervisory responsibility.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession and maintenance of a California State Water Resources Control Board (SWRCB) Wastewater Treatment Plant Operator Grade V certification is required.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in standard wastewater treatment plant and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Respond to emergencies on an on-call basis, 24 hours per day, 7 days per week.

DISASTER SERVICE WORKER

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

January 2021
FLSA: Non-Exempt
Class Code: 5405/5506/5407
Bargaining Unit: Teamsters

WASTEWATER TREATMENT PLANT OPERATOR I/II/III

DEFINITION

Under direct or general supervision, learns and performs a variety of operations, control, and preventative maintenance functions in support of the City's wastewater treatment plant, including SCADA; regulates influent and effluent flows within the system; demonstrates a full understanding of all applicable policies and work methods associated with assigned duties; assists with basic laboratory testing and sample collection; and performs other related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Wastewater Treatment Plant Operator I /II/III
Receives direct (Wastewater Treatment Plant Operator (WWTPO) I) I and general (WWTPO II/III) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Wastewater Treatment Plant Operator I: This is the entry-level classification in the WWTPO series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Wastewater Treatment Plant Operator II: This is the first experienced-level classification in the WWTPO series. Positions at this level are distinguished from the I-level by the performance of a broader range of duties as assigned, working with greater independence, and exercising greater judgment and initiative. Work is usually supervised while in progress and fits an established structure or pattern. This class is distinguished from WWTPO III in that the latter performs the full range of wastewater plant operations and maintenance duties at a greater level of independence not expected of this class level and may be assigned as the designated Shift Operator.

Wastewater Treatment Plant Operator III: This is the full journey-level classification in the WWTPO series. Positions at this level are distinguished from the II-level by the performance of the full range of duties as assigned, working independently, exercising judgment and initiative, and designation as the Shift Operator. 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 upon completion and for overall results.

Positions in the WWTPO series are flexibly staffed and positions at the II- and III-levels are normally filled by advancement from the I- and II-levels after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Operates wastewater treatment facilities to control flow and processing of wastewater, sludge, and effluent; monitors the operation of a variety of wastewater treatment plant pumps, motors, digesters, biosolids, and other equipment; read gauges, dials and other instruments that record plant operations including SCADA, off-site pumps, and storage facilities.
- Ensures compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and inspecting and monitoring all equipment daily.
- Operates valves, pumps, and automated controls to regulate the flow of wastewater through plants.
- Operates and assists in preventive maintenance on a variety of treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, air compressors, emergency systems, power generation systems, pressure and flow regulators, analyzers, filters, chemical feed systems, digesters, bar screens, and blowers.
- Coordinates plant operation activities in a variety of areas including digesters, primary and secondary clarifiers, generators, chlorine, sulfur dioxide, and ammonia processes; chemical storage, trickling filters, and holding ponds.
- Cleans process tanks and equipment related to wastewater treatment.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Interprets and may perform laboratory and process tests to optimize plant performance, checks the results, and makes appropriate changes.
- Maintains accurate records, including calculating flow rates and the daily use of chemicals, gauge and meter readings, and completing required monthly reports.
- Uses a variety of hand and power tools and testing equipment.
- Performs a variety of custodial duties, including sweeping and cleaning in the plant facilities.
- Provides direction and training to less experienced staff related to plant operations.
- Participates in emergency response related to wastewater treatment spills, overflows, and equipment failures.
- Performs other related duties as assigned.

QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) and first experienced (II) level in a learning capacity:

Knowledge of:

- Principles, practices, equipment, material, and tools used in the operation, cleaning and preventive maintenance of wastewater treatment facilities and equipment.
- The operation of piping systems, including pipes, valves, and related appurtenances.
- Basic standard chemical and physical tests of wastewater, sludge, and related materials.
- SCADA operating systems and other computer applications related to the work.
- The operation of a variety of hand and power tools, vehicles, and power equipment.
- Basic mechanical, electrical, and hydraulic principles.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Recordkeeping principles and procedures.
- Basic shop arithmetic.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language sufficient to effectively perform the assignment.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Operate a variety of wastewater treatment and disposal facilities equipment.
- Read and interpret gauges and other recording devices reflecting wastewater treatment plant operations and make operating adjustments based upon recorded data.
- Recognize and correct or report unusual, inefficient or dangerous operating conditions.
- Conduct standard chemical and physical tests of wastewater, sludge, and related materials.
- Use the tools and equipment of the work skillfully, and safely.
- Handle hazardous chemicals in a safe manner.
- Maintain both manual and automated logs, records, reports, and charts.
- Make basic arithmetic computations.
- Provide training to less experienced staff.
- Identify and take appropriate action when operating problems occur.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural
- guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12^{th}) grade. College level course work or trade school training in mechanical repair, wastewater treatment technology, or a related field is highly desirable.

Wastewater Treatment Plant Operator I: One (1) year of responsible work experience in mechanical maintenance working with pumps, electric motors, and other mechanical equipment.

Wastewater Treatment Plant Operator II: Two (2) years of responsible work experience comparable to that of a WWTPO I with the City of Tracy.

Wastewater Treatment Plant Operator III: Two (2) years of responsible work experience comparable to that of a WWTPO II with the City of Tracy.

Licenses and Certifications:

Wastewater Treatment Plant Operator I/II/III:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

Wastewater Treatment Plant Operator I:
- Possession and maintenance of California State Water Resources Control Board (SWRCB) Wastewater Treatment Plant Operator-In-Training certification is required within thirty (30) days of employment.
- Possession and maintenance of California SWRCB Wastewater Treatment Plant Operator Grade I certification is required within twenty-four (24) months of employment.

Wastewater Treatment Plant Operator II:
- Possession and maintenance of California SWRCB Wastewater Treatment Plant Operator Grade II certification is required.
- Possession and maintenance of California SWRCB Wastewater Treatment Plant Operator Grade III certification is required within twenty-four (24) months of employment.

Wastewater Treatment Plant Operator III:
- Possession and maintenance of California SWRCB Wastewater Treatment Plant Operator Grade III certification is required.

PHYSICAL DEMANDS

Must possess mobility to work in standard wastewater treatment plant and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes.

WORKING CONDITIONS

Incumbents in this class are required to participate in the City's Shave-on-Demand policy when required to wear respiratory protection or other safety equipment.

DISASTER SERVICE WORKER

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recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

January 2021
FLSA: Exempt
Class Code: 3421
Bargaining Unit: TMMBU

WATER OPERATIONS SUPERINTENDENT

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations in support of the City's water treatment plant, including using coagulation, flocculation, sedimentation, filtration, disinfection, and chlorination to treat water; oversees the operation of the City well, water transmission, and pressure systems; oversees the operation and maintenance of water treatment plant equipment; ensures that water operations and maintenance functions meet all applicable laws, regulations, and City policies; functions as the liaison with intergovernmental and regulatory agencies related to operations of the treatment and distribution systems; provides complex and responsible support to the Director of Utilities in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management staff. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating staff, operations, programs, projects, and activities of the City's water treatment plant. The incumbent is the designated Chief Plant Operator as defined under the California State Water Resources Control Board (SWRCB) certification regulations. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Director of Utilities in that the latter oversees all utilities operations and maintenance programs and projects of the Utilities Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the water treatment plant and the City well system within the Utilities Department.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the water treatment plant; recommends within policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of operating and capital improvement program (CIP) budgets for the water treatment plant; determines funding needed for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and

monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Participates in developing and planning and manages preventative and long-term maintenance and safety programs.
- Serves as the City representative for inspections and interaction with the California State Water Resources Control Board (SWRCB) ; compiles, reviews, and submits required reports to regulatory agencies.
- Performs periodic inspections of all phases of the water treatment process to ensure balanced and proper operation of all systems; recommends alterations and changes in operating procedures as necessary.
- Exercises authority over water treatment plant process control matters in accordance with direction provided from the Director of Utilities.
- Functions as a liaison and coordinates the provision of treated potable water from the South San Joaquin Irrigation District's Water Treatment Plant and of untreated water from the U.S. Bureau of Reclamation via the Delta-Mendota Canal.
- Prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, boards, and City Council.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Serves as a liaison for assigned functions with other City departments and outside agencies including the SWRCB.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water maintenance and operations; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, budget development and administration, and contract administration and management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, practices, equipment, material and tools used in the operation, cleaning, and preventive maintenance of water treatment and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of water and related materials.
- Principles and techniques of capital improvement construction, inspection, funding, and long-term maintenance.

- Applicable Federal and State laws, City, department, and division regulations, codes, policies, and procedures related to the operations and maintenance of the water treatment plant.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Intermediate mathematics and computer skills including SCADA operating systems.
- Recordkeeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction for the water treatment plant and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Analyze and interpret plans and specifications in accordance with design requirements and applicable standards and regulations.
- Independently conduct studies and research projects, evaluate alternatives, make sound recommendations, and present technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals, governmental agencies; community groups; various business, professional, and regulatory organizations.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree and five (5) years of increasingly responsible experience in water treatment plant operations, including two (2) years of supervisory responsibility. A bachelor's degree is highly desirable.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession and maintenance of a California SWRCB Water Treatment Plant Operator Grade V certification is required.
- Possession and maintenance of a California SWRCB Water Distribution Grade I certification is required at time of application.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in standard water treatment plant and related facilities; strength, stamina, and mobility to perform light to medium physical work, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Respond to emergencies on an on-call basis, 24 hours per day, 7 days per week.

DISASTER SERVICE WORKER

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

August 2020
FLSA: Exempt
Bargaining Unit: TMMBU
Class Code: 3415

WATER RESOURCES AND COMPLIANCE MANAGER

DEFINITION

Under general direction, manages, supervises and coordinates the activities and operations related to Water Resources and Compliance programs, including water supply and assessment, storm water management and water conservation and efficiencies; sets priorities and directs the work of assigned staff on a project or day-to-day basis; coordinates related activities with other departments, divisions, outside agencies, and the general public; provides responsible, specialized, and complex professional support to department staff regarding division activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management staff. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the activities and operations of the Water Resources and Compliance programs. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, program evaluation and compliance with mandated federal, state, and local laws and as determined by the City. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for assigned services and activities related to assigned programs, including water supply and assessment, stormwater management, and water conservation and efficiency programs.
- Plans, develops, coordinates, organizes, and participates in the assessment, permitting, monitoring, inspection, enforcement, pollution prevention, and data management activities of the assigned programs in compliance with federal, state, and local mandates.
- Plans, schedules, prioritizes and reviews the work of assigned staff; assists in the selection, hiring, and promotion of staff; supervises staff including provision of timely performance evaluations; provides staff development; recommends and implements disciplinary actions.
- Trains employees in work principles, practices, methods, policies, procedures, and applicable federal, state, and local laws, rules, and regulations; trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Recommends, develops, administers, and implements division goals, objectives, policies and procedures, work standards, and administrative control systems.

- Assesses service delivery and communicates findings to upper management; implements changes to improve efficiency and service quality; maximizes effectiveness of program operations and ensures alignment with the department's mission.
- Evaluates and interprets technical reports, documents, manifests, applications, and permits related to environmental and water supply regulations and compliance with federal, state, and local regulations.
- Coordinates the investigation of complaints and violations of assigned division programs; develops corrective recommendations for identified problems; informs and recommends action to effect compliance.
- Reviews planning, development, and construction plans and projects to identify compliance with storm water management practices (structural and non-structural), water conservation, water efficiency, and water quality protection; conducts inspections of public and private active construction sites pursuant to permit requirements and County ordinances; gathers field data for projects to prioritize and track compliance and program effectiveness.
- Maintains and updates various database, filing, and recordkeeping systems for assigned program; participates in researching and collecting data and information for inclusion into database and recordkeeping systems; conducts surveys; analyzes and interprets data collected.
- Develops and designs operational procedures for assigned programs that meet all requirements of various regulatory agencies having jurisdiction.
- Prepares a variety of administrative and technical reports, as well business correspondence and presentations; presents reports to internal and external stakeholders; conducts outreach presentations to community and advocacy groups.
- Prepares consultant requests for proposal for services, and the advertising and instructions for the bid processes, including responding to questions; evaluates proposals and recommends project award; prepares submittal packages for legal review; administers the contract, which includes coordinating and reviewing the work of outside consultants and contractors.
- Provides annual recommendations on budgets and funding needs for the maintenance of and enhancement of division programs; researches, prepares and administers grants; purchases materials and supplies.
- Provides responsible staff assistance, training, education, and technical and administrative support to management staff, advisory groups, and committees; conducts and represents the City at various meetings; and makes presentations to public interest groups, City personnel, and others as directed.
- Keeps current with federal, state, and local regulations and their impacts to assigned programs.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Permitting, legal, regulatory, and technical requirements of assigned division programs.
- Modern principles and practices of chemistry, biology, microbiology, or environmental protection applicable to environmental compliance and water quality.
- Principles and practices of employee supervision, including planning and assigning work, performance review and evaluation, discipline, and the training of staff in work procedures.
- Applicable federal, state and local laws, regulatory codes, ordinances and procedures relevant to assigned programs including but not limited to the California Water Code, Porter-Cologne, the Clean Water Act, the NPDES permit, and the Sacramento San Joaquin Rivers Basin Plan.
- Inspection, investigation, or code enforcement principles and practices.
- Proper use of monitoring, sampling, and basic testing equipment.
- Principles and practices of complex recordkeeping and documentation.

- Principles, practices, terminology, and service delivery needs of water supplies in relation to assessment of conservation and efficiency mandates.
- Basic principles and practices of program administration, including budgeting, purchasing, and personnel management.
- Occupational hazards and standard safety procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Plan, supervise, coordinate review and evaluate assigned programs.
- Oversee and participate in the management of comprehensive projects, studies, and programs.
- Recommend and implement goals, objectives, policies, and procedures for providing assigned program services and activities.
- Conduct accurate and thorough research, and prepare clear, complete, accurate, and concise analysis, reports, and recommendations.
- Apply procedures and techniques involved in the investigation, documentation, and enforcement of codes and regulations.
- Assemble data, prepare reports and notices, and maintain records of testing and findings.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with a major in physical or biological sciences, environmental studies, or business administration with course work in physical, biological, or environmental sciences and five (5) years of responsible work experience related to storm water management, NPDES permit compliance, or other environmental compliance programs, including one (1) year of lead experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a certificate as a Qualified SWPPP Developer (QSD) and Qualified Storm Water Pollution Plan Practitioner (QSP) is required.
- Possession of Water Use Efficiency Practitioner (WUEP) Grade I certificate, issued by the American Water Works Association (AWWA) is desirable.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A.

DISASTER SERVICE WORKER

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

"Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

January 2021
FLSA: Non-Exempt
Class Code: 5401/5402/5403
Bargaining Unit: Teamsters

WATER TREATMENT PLANT OPERATOR I/II/III

DEFINITION

Under direct or general supervision, learns and performs a variety of operations, control, and preventative maintenance functions in support of the City's water treatment plant, including using coagulation, flocculation, sedimentation, filtration, disinfection, and chlorination to treat water; performs routine water quality laboratory analysis and adjusts chemicals to comply with Federal, State, and local laws and regulations; operates and maintains plant equipment including pumps, motors, valves, chemical feed systems, and filters to maintain adequate production and reserves; assists with preventive maintenance and makes repairs to plant facilities and equipment; and performs other related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Water Treatment Plant Operator I/II
Receives direct Water Treatment Plant Operator (WTPO) I and general (WTPO II/III) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

Water Treatment Plant Operator III
Exercises limited functional direction over WTPO I/II levels during the assigned shift.

CLASS CHARACTERISTICS

Water Treatment Plant Operator I: This is the entry-level classification in the WTPO series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Water Treatment Plant Operator II: This is the first experienced-level classification in the WTPO series. Positions at this level are distinguished from the I-level by the performance of a broader range of duties as assigned, working with greater independence, and exercising greater judgment and initiative. Work is usually supervised while in progress and fits an established structure or pattern. This class is distinguished from WTPO III in that the latter performs the full range of water plant operations and maintenance duties at a greater level of independence not expected of this class level and is assigned as the designated Shift Operator.

Water Treatment Plant Operator III: This is the full journey-level classification in the WTPO series. Positions at this level are distinguished from the II-level by the performance of the full range of duties as assigned, working independently, exercising judgment and initiative, and designation as the Shift Operator. 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 upon completion and for overall results. This class is distinguished from the Senior

WTPO in that the latter provides technical and functional direction to lower-level staff and is responsible for coordinating work performed by the unit.

Positions in the WTPO series are flexibly staffed and positions at the II- and III-levels are normally filled by advancement from the I- and II-levels after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Operates the City's water treatment facility using electronic and computer control systems (SCADA) and revises equipment settings as appropriate; monitors and interprets gauges, meters, charts, and graphs; operates pumps, valves, motors, and related equipment.
- Makes daily rounds of the plant performing a variety of duties pertaining to water treatment; inspects plant equipment; notifies the supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards to determine processing requirements; adjusts equipment as needed to optimize efficiency and/or change pumping rates.
- Performs preventive maintenance to the water treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, air compressors, emergency systems, power generation systems, pressure and flow regulators, analyzers, filters, chemical feed systems, digesters, bar screens, and blowers; reports and creates work orders for repairs to equipment, machinery, and electrical and electronic systems.
- Makes minor repairs to equipment; assists utility systems maintenance staff with major repair work.
- Performs calculations to determine proper dosage of chemicals; performs proper usage and handling of chemicals according to industry standards; collects samples and performs water quality analysis, such as chlorine, turbidity, and pH to the water throughout the treatment process to confirm the proper chemical dosages and compliance with regulations. changes chemical containers as required; monitors chemical supplies.
- Calibrates and/or repairs water analyzing instrumentation to ensure proper operation.
- Monitors the transmission and distribution system; advises mechanics of potential problems and alarms; coordinates maintenance activities with mechanics.
- Inspects water treatment filters; analyzes and measures filter media to determine compliance with design specifications.
- Performs a variety of custodial and grounds maintenance duties, including sweeping and cleaning in the plant facilities.
- Maintains accurate records, including calculating flow rates and the daily use of chemicals, gauge and meter readings, and completing required monthly reports.
- Provides direction and training to less experienced staff related to plant operations.
- Answers inquiries and respond to complaints; conducts plant tours.
- Participates in emergency response related to water treatment spills, overflows, and equipment failures.
- Performs other related duties as assigned.

QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) and first experienced (II) level in a learning capacity:

Knowledge of:

- Principles, practices, equipment, material, and tools used in the operation, cleaning, and preventive maintenance of water treatment facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of water and related materials.
- SCADA operating systems and other computer applications related to the work.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mechanical, electrical, and hydraulic principles.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Recordkeeping principles and procedures.
- Basic shop arithmetic.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Operate, maintain and repair a variety of water treatment equipment.
- Read and interpret gauges and other recording devices reflecting water treatment plant operations and make operating adjustments based upon recorded data.
- Recognize and correct or report unusual, inefficient or dangerous operating conditions.
- Conduct standard chemical and physical tests of water and related materials.
- Use and maintain the tools and equipment of the work skillfully, and safely.
- Handle hazardous chemicals in a safe manner.
- Maintain both manual and automated logs, records, reports, and charts.
- Make basic arithmetic computations.
- Provide training to less experienced staff.
- Identify and take appropriate action when operating problems occur.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12^{th}) grade. College level course work or trade school training in water treatment technology or a related field is highly desirable.

Water Treatment Plant Operator I: One (1) year of responsible experience working with pumps, electric motors, and other mechanical equipment.

Water Treatment Plant Operator II: Two (2) years of responsible work experience comparable to that of a WTPO I with the City of Tracy.

Water Treatment Plant Operator III: Three (3) years of responsible work experience comparable to that of a WTPO II with the City of Tracy.

Licenses and Certifications:

Water Treatment Plant Operator I/II/III:
- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training.

Water Treatment Plant Operator I:
- Possession and maintenance of California SWRCB Water Treatment Plant Grade I certification is required at time of application.

Water Treatment Plant Operator II:
- Possession and maintenance of California SWRCB Water Treatment Plant Grade II certification is required.
- Possession and maintenance of California SWRCB Water Treatment Plant Grade III certification is required within twenty-four (24) months of employment.

Water Treatment Plant Operator III:
- Possession and maintenance of California SWRCB Water Treatment Plant Grade III certification is required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard water treatment plant and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work around machines, to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with assistance and/or with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Incumbents in this class are required to participate in the City's Shave-on-Demand policy when required to wear respiratory protection or other safety equipment.
May be required to work various shifts or emergencies on evenings, weekends and holidays.

DISASTER SERVICE WORKER

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

EXHIBIT C

City of Tracy
Master Salary Schedule

Effective 02-14-2021

Class Code	Position Title	Unit		Semi-Mon Salary	Bi-Weekly Salary	Monthly Salary	Annual Salary	Hourly Rate
3106	Accountant*	TMMBU	A		3,225.70	6,989.02	83,868.20	40.3213
			B		3,386.98	7,338.46	88,061.48	42.3373
			C		3,556.33	7,705.39	92,464.58	44.4541
			D		3,734.14	8,090.64	97,087.64	46.6768
			E		3,920.84	8,495.16	101,941.84	49.0105
4112	Account Clerk	TTSSEA	A		2,051.65	4,445.25	53,342.90	25.6456
			B		2,154.24	4,667.52	56,010.24	26.9280
			C		2,261.95	4,900.90	58,810.70	28.2744
			D		2,375.05	5,145.95	61,751.30	29.6881
			E		2,493.81	5,403.26	64,839.06	31.1726
2520	Accounting Manager*	CONF	A		4,663.26	10,103.73	121,244.76	58.2908
			B		4,896.42	10,608.91	127,306.92	61.2053
			C		5,141.25	11,139.38	133,672.50	64.2656
			D		5,398.31	11,696.34	140,356.06	67.4789
			E		5,668.24	12,281.19	147,374.24	70.8530
4201	Accounting Technician	TTSSEA	A		2,523.14	5,466.81	65,601.64	31.5393
			B		2,649.31	5,740.18	68,882.06	33.1164
			C		2,781.76	6,027.15	72,325.76	34.7720
			D		2,920.86	6,328.53	75,942.36	36.5108
			E		3,066.91	6,644.98	79,739.66	38.3364
4102	Administrative Assistant	TTSSEA	A		2,042.58	4,425.59	53,107.08	25.5323
			B		2,144.70	4,646.85	55,762.20	26.8088
			C		2,251.94	4,879.21	58,550.44	28.1493
			D		2,364.53	5,123.15	61,477.78	29.5566
			E		2,482.75	5,379.30	64,551.50	31.0344
8102	Administrative Assistant -Confidential	CONF	A		2,093.23	4,535.34	54,423.98	26.1654
			B		2,197.88	4,762.08	57,144.88	27.4735
			C		2,307.78	5,000.19	60,002.28	28.8473
			D		2,423.17	5,250.21	63,002.42	30.2896
			E		2,544.33	5,512.72	66,152.58	31.8041
4107	Administrative Technician	TTSSEA	A		2,523.14	5,466.81	65,601.64	31.5393
			B		2,649.31	5,740.18	68,882.06	33.1164
			C		2,781.76	6,027.15	72,325.76	34.7720
			D		2,920.86	6,328.53	75,942.36	36.5108
			E		3,066.91	6,644.98	79,739.66	38.3364
3510	Airport Manager*	TMMBU	A		3,274.33	7,094.39	85,132.58	40.9291
			B		3,438.03	7,449.07	89,388.78	42.9754
			C		3,609.93	7,821.52	93,858.18	45.1241
			D		3,790.43	8,212.60	98,551.18	47.3804
			E		3,979.94	8,623.21	103,478.44	49.7493
5522	Animal Services Aide	TEAMSTERS	A		1,400.09	3,033.53	36,402.34	17.5011
			B		1,470.09	3,185.20	38,222.34	18.3761
			C		1,543.61	3,344.49	40,133.86	19.2951
			D		1,620.79	3,511.72	42,140.54	20.2599
			E		1,701.82	3,687.28	44,247.32	21.2728

Employees marked with an * (asterisk) are salaried
Employees are paid semi-monthly

City of Tracy
Master Salary Schedule

Effective 02-14-2021

Class Code	Position Title	Unit		Semi-Mon Salary	Bi-Weekly Salary	Monthly Salary	Annual Salary	Hourly Rate
5521	Animal Services Officer I	TEAMSTERS	**A**		1,948.65	4,222.08	50,664.90	24.3581
			B		2,046.06	4,433.13	53,197.56	25.5758
			C		2,148.35	4,654.76	55,857.10	26.8544
			D		2,255.77	4,887.51	58,650.02	28.1971
			E		2,368.57	5,131.91	61,582.82	29.6071
5523	Animal Services Officer II	TEAMSTERS	**A**		2,139.45	4,635.48	55,625.70	26.7431
			B		2,246.42	4,867.25	58,406.92	28.0803
			C		2,358.75	5,110.63	61,327.50	29.4844
			D		2,476.68	5,366.14	64,393.68	30.9585
			E		2,600.53	5,634.49	67,613.78	32.5066
3620	Animal Services Manager*	TMMBU	**A**		3,517.33	7,620.89	91,450.58	32.5781
			B		3,693.20	8,001.94	96,023.20	34.2070
			C		3,877.86	8,402.03	100,824.36	35.9173
			D		4,071.75	8,822.13	105,865.50	37.7131
			E		4,275.34	9,263.24	111,158.84	39.5988
3621	Animal Services Supervisor	TMMBU	**A**		2,606.25	5,646.88	67,762.50	32.5781
		NON EXEMPT	**B**		2,736.56	5,929.22	71,150.56	34.2070
			C		2,873.38	6,225.66	74,707.88	35.9173
			D		3,017.05	6,536.95	78,443.30	37.7131
			E		3,167.90	6,863.79	82,365.40	39.5988
2573	Assistant City Attorney*	CONF	**A**		5,936.54	12,862.51	154,350.04	74.2068
			B		6,233.36	13,505.62	162,067.36	77.9170
			C		6,545.03	14,180.90	170,170.78	81.8129
			D		6,872.28	14,889.94	178,679.28	85.9035
			E		7,215.88	15,634.41	187,612.88	90.1985
1502	Assistant City Manager*	DH	**Min**		8,647.26	18,735.74	224,828.82	108.0908
			Max		9,274.07	20,093.82	241,125.79	115.9259
3302	Assistant Engineer*	TMMBU	**A**		3,372.18	7,306.39	87,676.68	42.1523
			B		3,540.77	7,671.67	92,060.02	44.2596
			C		3,717.82	8,055.28	96,663.32	46.4728
			D		3,903.71	8,458.04	101,496.46	48.7964
			E		4,098.89	8,880.93	106,571.14	51.2361
2682	Assistant Director DES*	CONF	**A**		5,669.76	12,284.48	147,413.76	70.8720
			B		5,953.24	12,898.69	154,784.24	74.4155
			C		6,250.90	13,543.62	162,523.40	78.1363
			D		6,563.44	14,220.79	170,649.44	82.0430
			E		6,891.61	14,931.83	179,181.86	86.1451
2681	Assistant Director DES/City Engineer*	CONF	**A**		5,940.08	12,870.18	154,442.08	74.2510
			B		6,237.08	13,513.68	162,164.08	77.9635
			C		6,548.94	14,189.37	170,272.44	81.8618
			D		6,876.38	14,898.83	178,785.88	85.9548
			E		7,220.22	15,643.81	187,725.72	90.2528
5232	Assistant Planner	TEAMSTERS	**A**		2,799.31	6,065.18	72,782.06	34.9914
			B		2,939.28	6,368.44	76,421.28	36.7410
			C		3,086.24	6,686.86	80,242.24	38.5780
			D		3,240.55	7,021.20	84,254.30	40.5069
			E		3,402.58	7,372.26	88,467.08	42.5323

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Employees are paid semi-monthly

City of Tracy
Master Salary Schedule

Effective 02-14-2021

Class Code	Position Title	Unit		Semi-Mon Salary	Bi-Weekly Salary	Monthly Salary	Annual Salary	Hourly Rate
2580	Assistant to the City Manager*	CONF	A		4,663.26	10,103.73	121,244.76	58.2908
			B		4,896.42	10,608.91	127,306.92	61.2053
			C		5,141.25	11,139.38	133,672.50	64.2656
			D		5,398.31	11,696.34	140,356.06	67.4789
			E		5,668.24	12,281.19	147,374.24	70.8530
3303	Associate Engineer*	TMMBU	A		3,788.30	8,207.99	98,495.80	47.3538
			B		3,977.70	8,618.35	103,420.20	49.7213
			C		4,176.60	9,049.30	108,591.60	52.2075
			D		4,385.42	9,501.75	114,020.92	54.8178
			E		4,604.69	9,976.83	119,721.94	57.5586
3303	Associate Civil Engineer*	TMMBU	A		3,788.30	8,207.99	98,495.80	47.3538
			B		3,977.70	8,618.35	103,420.20	49.7213
			C		4,176.60	9,049.30	108,591.60	52.2075
			D		4,385.42	9,501.75	114,020.92	54.8178
			E		4,604.69	9,976.83	119,721.94	57.5586
3202	Associate Planner*	TMMBU	A		3,205.96	6,946.25	83,354.96	40.0745
			B		3,366.25	7,293.55	87,522.50	42.0781
			C		3,534.56	7,658.22	91,898.56	44.1820
			D		3,711.29	8,041.13	96,493.54	46.3911
			E		3,896.87	8,443.22	101,318.62	48.7109
4451	Box Office Assistant	TTSSEA	A		1,839.75	3,986.13	47,833.50	22.9969
			B		1,931.75	4,185.46	50,225.50	24.1469
			C		2,028.33	4,394.72	52,736.58	25.3541
			D		2,129.74	4,614.44	55,373.24	26.6218
			E		2,236.25	4,845.21	58,142.50	27.9531
4455	Box Office Coordinator	TTSSEA	A		2,432.34	5,270.07	63,240.84	30.4043
			B		2,553.97	5,533.61	66,403.22	31.9246
			C		2,681.66	5,810.27	69,723.16	33.5208
			D		2,815.74	6,100.77	73,209.24	35.1968
			E		2,956.52	6,405.80	76,869.52	36.9565
3104	Budget Officer*	CONF	A		4,307.62	9,333.18	111,998.12	53.8453
			B		4,523.00	9,799.84	117,598.00	56.5375
			C		4,749.15	10,289.83	123,477.90	59.3644
			D		4,986.61	10,804.33	129,651.86	62.3326
			E		5,235.95	11,344.56	136,134.70	65.4494
5211	Building Inspector I	TEAMSTERS	A		2,512.10	5,442.89	65,314.60	31.4013
			B		2,637.70	5,715.02	68,580.20	32.9713
			C		2,769.58	6,000.76	72,009.08	34.6198
			D		2,908.07	6,300.82	75,609.82	36.3509
			E		3,053.47	6,615.86	79,390.22	38.1684
5212	Building Inspector II	TEAMSTERS	A		3,208.36	6,951.45	83,417.36	40.1045
			B		3,368.79	7,299.05	87,588.54	42.1099
			C		3,537.21	7,663.96	91,967.46	44.2151
			D		3,714.08	8,047.18	96,566.08	46.4260
			E		3,899.77	8,449.51	101,394.02	48.7471

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City of Tracy
Master Salary Schedule

Effective 02-14-2021

Class Code	Position Title	Unit		Semi-Mon Salary	Bi-Weekly Salary	Monthly Salary	Annual Salary	Hourly Rate
5320	Building Maintenance Worker I	TEAMSTERS	A		2,132.13	4,619.62	55,435.45	26.6517
			B		2,238.74	4,850.61	58,207.28	27.9842
			C		2,350.68	5,093.14	61,117.68	29.3835
			D		2,468.21	5,347.80	64,173.56	30.8527
			E		2,591.63	5,615.20	67,382.34	32.3954
5321	Building Maintenance Worker II	TEAMSTERS	A		2,244.35	4,862.76	58,353.10	28.0544
			B		2,356.57	5,105.91	61,270.82	29.4571
			C		2,474.40	5,361.20	64,334.40	30.9300
			D		2,598.12	5,629.26	67,551.12	32.4765
			E		2,728.03	5,910.74	70,928.78	34.1004
3341	Building Official*	TMMBU	A		4,859.50	10,528.92	126,347.00	60.7438
			B		5,102.47	11,055.36	132,664.22	63.7809
			C		5,357.60	11,608.14	139,297.60	66.9700
			D		5,625.48	12,188.54	146,262.48	70.3185
			E		5,906.76	12,797.98	153,575.76	73.8345
4501	Building Permit Technician I	TTSSEA	A		2,329.66	5,047.60	60,571.17	29.1208
			B		2,446.16	5,300.01	63,600.08	30.5770
			C		2,568.45	5,564.99	66,779.78	32.1056
			D		2,696.88	5,843.25	70,118.98	33.7111
			E		2,831.73	6,135.42	73,624.99	35.3967
4502	Building Permit Technician II	TTSSEA	A		2,452.27	5,313.26	63,759.12	30.6535
			B		2,574.90	5,578.96	66,947.45	32.1863
			C		2,703.64	5,857.89	70,294.51	33.7954
			D		2,838.83	6,150.79	73,809.45	35.4853
			E		2,980.77	6,458.34	77,499.99	37.2596
1506	City Attorney*	CONTRACT			9,000.00	19,500.00	234,000.00	112.5000
3110	City Clerk*	TMMBU	A		4,317.64	9,354.89	112,258.64	53.9705
			B		4,533.53	9,822.65	117,871.78	56.6691
			C		4,760.20	10,313.77	123,765.20	59.5025
			D		4,998.21	10,829.46	129,953.46	62.4776
			E		5,248.12	11,370.93	136,451.12	65.6015
1102	City Council Member*				432.00	936.00	11,232.00	
1501	City Manager*	CONTRACT			9,800.00	21,233.33	254,800.00	122.5000
1112	City Treasurer*				438.47	950.02	11,400.22	
9107	Clerical	LS	A					14.0000
			B					14.7000
			C					15.4300
			D					16.2100
			E					17.0200
3155	Code Compliance Analyst*	TMMBU	A		3400.57	7,367.91	88,414.82	42.5071
			B		3570.60	7,736.30	92,835.60	44.6325
			C		3749.13	8,123.12	97,477.38	46.8641
			D		3936.59	8,529.28	102,351.34	49.2074
			E		4133.43	8,955.77	107,469.18	51.6679

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City of Tracy
Master Salary Schedule

Effective 02-14-2021

Class Code	Position Title	Unit		Semi-Mon Salary	Bi-Weekly Salary	Monthly Salary	Annual Salary	Hourly Rate
5202	Code Enforcement Officer	TEAMSTERS	A		2,594.96	5,622.42	67,468.96	32.4370
			B		2,724.70	5,903.52	70,842.20	34.0588
			C		2,860.94	6,198.71	74,384.44	35.7618
			D		3,003.98	6,508.63	78,103.48	37.5498
			E		3,154.18	6,834.06	82,008.68	39.4273
3315	Community Preservation Manager*	TMMBU	A		3,788.30	8,207.99	98,495.80	47.3538
			B		3,977.70	8,618.35	103,420.20	49.7213
			C		4,176.60	9,049.30	108,591.60	52.2075
			D		4,385.42	9,501.75	114,020.92	54.8178
			E		4,604.69	9,976.83	119,721.94	57.5586
5513	Community Services Officer	TEAMSTERS	A		2,265.89	4,909.43	58,913.14	28.3236
			B		2,379.19	5,154.92	61,858.94	29.7399
			C		2,498.13	5,412.62	64,951.38	31.2266
			D		2,623.05	5,683.28	68,199.30	32.7881
			E		2,754.21	5,967.46	71,609.46	34.4276
5222	Construction Inspector I	TEAMSTERS	A		2,911.99	6,309.32	75,711.74	36.3999
			B		3,057.61	6,624.83	79,497.86	38.2201
			C		3,210.48	6,956.04	83,472.48	40.1310
			D		3,371.00	7,303.84	87,646.00	42.1375
			E		3,539.57	7,669.07	92,028.82	44.2446
5223	Construction Inspector II	TEAMSTERS	A		3,057.43	6,624.44	79,493.18	38.2179
			B		3,210.29	6,955.63	83,467.54	40.1286
			C		3,370.81	7,303.43	87,641.06	42.1351
			D		3,539.37	7,668.64	92,023.62	44.2421
			E		3,716.33	8,052.05	96,624.58	46.4541
4605	Crime Analyst	TTSSEA	A		2,752.79	5,964.38	71,572.54	34.4099
			B		2,890.43	6,262.60	75,151.18	36.1304
			C		3,034.96	6,575.75	78,908.96	37.9370
			D		3,186.71	6,904.54	82,854.46	39.8339
			E		3,346.03	7,249.74	86,996.78	41.8254
5514	Crime Prevention Specialist	TEAMSTERS	A		2,347.12	5,085.43	61,025.12	29.3390
			B		2,464.50	5,339.75	64,077.00	30.8063
			C		2,587.73	5,606.75	67,280.98	32.3466
			D		2,717.09	5,887.03	70,644.34	33.9636
			E		2,852.94	6,181.37	74,176.44	35.6618
5517	Crime Scene Technician	TEAMSTERS	A		2,541.92	5,507.50	66,089.92	31.7740
			B		2,669.00	5,782.84	69,394.00	33.3625
			C		2,802.46	6,072.00	72,863.96	35.0308
			D		2,942.58	6,375.59	76,507.08	36.7823
			E		3,089.72	6,694.40	80,332.72	38.6215
3622	Crime Scene Property Unit Supervisor	TMMBU	A		2,666.55	5,777.53	69,330.30	33.3319
		NON EXEMPT	B		2,799.87	6,066.39	72,796.62	34.9984
			C		2,939.85	6,369.68	76,436.10	36.7481
			D		3,086.84	6,688.16	80,257.84	38.5855
			E		3,241.18	7,022.56	84,270.68	40.5148
1108	Cultural Arts Commissioner			Stipend $50.00 per meeting				

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City of Tracy
Master Salary Schedule

Effective 02-14-2021

Class Code	Position Title	Unit		Semi-Mon Salary	Bi-Weekly Salary	Monthly Salary	Annual Salary	Hourly Rate
3162	Cultural Arts Division Manager	TMMBU	A		4,550.42	9,859.25	118,310.92	56.8803
			B		4,777.94	10,352.21	124,226.44	59.7243
			C		5,016.84	10,869.82	130,437.84	62.7105
			D		5,267.67	11,413.29	136,959.42	65.8459
			E		5,531.05	11,983.95	143,807.30	69.1381
3524	Cultural Arts Supervisor*	TMMBU	A		3,517.33	7,620.89	91,450.58	43.9666
			B		3,693.20	8,001.94	96,023.20	46.1650
			C		3,877.86	8,402.03	100,824.36	48.4733
			D		4,071.75	8,822.13	105,865.50	50.8969
			E		4,275.34	9,263.24	111,158.84	53.4418
4461	Cultural Arts Technical Coordinator	TTSSEA	A		2042.58	4,425.59	53,107.08	25.5323
			B		2144.70	4,646.85	55,762.20	26.8088
			C		2251.94	4,879.21	58,550.44	28.1493
			D		2364.53	5,123.15	61,477.78	29.5566
			E		2482.75	5,379.30	64,551.50	31.0344
3523	Cultural Arts Technical Supervisor*	TMMBU	A		2919.91	6,326.48	75,917.66	36.4989
			B		3065.92	6,642.83	79,713.92	38.3240
			C		3219.21	6,974.96	83,699.46	40.2401
			D		3380.17	7,323.71	87,884.42	42.2521
			E		3549.19	7,689.92	92,278.94	44.3649
9552	D.A.R.E Officer	LS	A					35.3100
			B					37.0700
			C					38.9300
			D					40.8800
			E					42.9200
2571	Deputy City Attorney I*	CONF	A		4,660.93	10,098.69	121,184.18	58.2616
			B		4,893.98	10,603.63	127,243.48	61.1748
			C		5,138.68	11,133.81	133,605.68	64.2335
			D		5,395.62	11,690.51	140,286.12	67.4453
			E		5,665.39	12,275.02	147,300.14	70.8174
2572	Deputy City Attorney II*	CONF	A		5,127.03	11,108.57	133,302.78	64.0879
			B		5,383.39	11,664.02	139,968.14	67.2924
			C		5,652.56	12,247.22	146,966.56	70.6570
			D		5,935.19	12,859.58	154,314.94	74.1899
			E		6,231.94	13,502.54	162,030.44	77.8993
4116	Deputy City Clerk	TTSSEA	A		2,710.15	5,872.00	70,463.90	33.8769
			B		2,845.66	6,165.60	73,987.16	35.5708
			C		2,987.93	6,473.85	77,686.18	37.3491
			D		3,137.35	6,797.60	81,571.10	39.2169
			E		3,294.20	7,137.44	85,649.20	41.1775
1515	Director of Development Services *	DH	Min		6,937.39	15,031.02	180372.19	86.7174
			Max		8,430.97	18,267.11	219205.26	105.3871
1522	Director of Finance*	DH	Min		6,472.60	14,023.97	168287.60	80.9075
			Max		7,861.15	17,032.50	204389.89	98.2644
1518	Director of Human Resources*	DH	Min		6472.60	14,023.97	168287.60	80.9075
			Max		7861.15	17,032.49	204389.84	98.2644

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City of Tracy
Master Salary Schedule

Effective 02-14-2021

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1516	Director of Parks and Recreation*	DH	**Min**		6472.60	14,023.96	168,287.50	80.9075
			Max		7861.15	17,032.50	204,389.89	98.2644
1512	Director of Public Works*	DH	**Min**		6472.60	14,023.96	168287.50	80.9075
			Max		7861.15	17,032.50	204389.89	98.2644
1520	Director of Utilities*	DH	**Min**		6937.39	15,031.02	180372.19	86.7174
			Max		8430.97	18,267.11	219205.26	105.3871
2751	Division Fire Chief*	CONF	**A**		5669.61	12,284.16	147,409.86	70.8701
			B		5953.08	12,898.34	154,780.08	74.4135
			C		6250.75	13,543.30	162,519.50	78.1344
			D		6563.29	14,220.47	170,645.54	82.0411
			E		6891.46	14,931.50	179,177.96	86.1433
3208	Economic Development Mgmt Analyst I*	TMMBU	**A**		2957.10	6,407.05	76,884.60	36.9638
			B		3104.94	6,727.37	80,728.44	38.8118
			C		3260.19	7,063.75	84,764.94	40.7524
			D		3423.19	7,416.92	89,002.94	42.7899
			E		3594.36	7,787.78	93,453.36	44.9295
3209	Economic Development Mgmt Analyst II*	TMMBU	**A**		3,400.57	7,367.91	88,414.82	42.5071
			B		3,570.60	7,736.30	92,835.60	44.6325
			C		3,749.13	8,123.12	97,477.38	46.8641
			D		3,936.59	8,529.28	102,351.34	49.2074
			E		4,133.43	8,955.77	107,469.18	51.6679
3207	Economic Development Manager*	TMMBU	**A**		4,203.39	9,107.35	109,288.14	52.5424
			B		4,413.55	9,562.70	114,752.30	55.1694
			C		4,634.23	10,040.84	120,489.98	57.9279
			D		4,865.94	10,542.87	126,514.44	60.8243
			E		5,109.23	11,070.00	132,839.98	63.8654
5325	Electrician	TEAMSTERS	**A**		3220.76	6,978.32	83,739.76	40.2595
			B		3381.81	7,327.26	87,927.06	42.2726
			C		3550.91	7,693.64	92,323.66	44.3864
			D		3728.44	8,078.29	96,939.44	46.6055
			E		3914.86	8,482.20	101,786.36	48.9358
3711	Emergency Medical Services Manager*	TMMBU	**A**		3,787.56	8,206.38	98,476.56	47.3445
			B		3,976.93	8,616.69	103,400.18	49.7116
			C		4,175.78	9,047.53	108,570.28	52.1973
			D		4,384.58	9,499.93	113,999.08	54.8073
			E		4,603.79	9,974.88	119,698.54	57.5474
5221	Engineering Technician I	TEAMSTERS	**A**		2,563.42	5,554.08	66,648.92	32.0428
			B		2,691.58	5,831.76	69,981.08	33.6448
			C		2,826.16	6,123.35	73,480.16	35.3270
			D		2,967.47	6,429.52	77,154.22	37.0934
			E		3,115.85	6,751.01	81,012.10	38.9481
5225	Engineering Technician II	TEAMSTERS	**A**		2,691.59	5,831.78	69,981.34	33.6449
			B		2,826.17	6,123.37	73,480.42	35.3271
			C		2,967.49	6,429.57	77,154.74	37.0936
			D		3,115.88	6,751.08	81,012.88	38.9485
			E		3,271.64	7,088.56	85,062.64	40.8955

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City of Tracy
Master Salary Schedule

Effective 02-14-2021

Class Code	Position Title	Unit		Semi-Mon Salary	Bi-Weekly Salary	Monthly Salary	Annual Salary	Hourly Rate
3412	Environmental Compliance Analyst	TMMBU	A		2957.10	6,407.05	76,884.60	36.9638
		Non-Exempt	B		3104.94	6,727.37	80,728.44	38.8118
			C		3260.19	7,063.75	84,764.94	40.7524
			D		3423.19	7,416.92	89,002.94	42.7899
			E		3594.36	7,787.78	93,453.36	44.9295
5424	Environmental Compliance Technician	TEAMSTERS	A		2,133.74	4,623.11	55,477.24	26.6718
			B		2,240.44	4,854.29	58,251.44	28.0055
			C		2,352.44	5,096.96	61,163.44	29.4055
			D		2,470.06	5,351.80	64,221.56	30.8758
			E		2,593.59	5,619.45	67,433.34	32.4199
5313	Equipment Mechanic I	TEAMSTERS	A		2,355.85	5,104.35	61,252.10	29.4481
			B		2,473.64	5,359.56	64,314.64	30.9205
			C		2,597.32	5,627.53	67,530.32	32.4665
			D		2,727.18	5,908.89	70,906.68	34.0898
			E		2,863.54	6,204.34	74,452.04	35.7943
5314	Equipment Mechanic II	TEAMSTERS	A		2,473.63	5,359.54	64,314.38	30.9204
			B		2,597.32	5,627.53	67,530.32	32.4665
			C		2,727.17	5,908.87	70,906.42	34.0896
			D		2,863.54	6,204.34	74,452.04	35.7943
			E		3,006.71	6,514.54	78,174.46	37.5839
4108	Executive Assistant	TTSSEA	A		2,484.71	5,383.54	64,602.46	31.0589
			B		2,608.94	5,652.71	67,832.44	32.6118
			C		2,739.39	5,935.35	71,224.14	34.2424
			D		2,876.37	6,232.14	74,785.62	35.9546
			E		3,020.18	6,543.73	78,524.68	37.7523
8108	Executive Assistant - Confidential	CONF	A		2,546.33	5,517.05	66,204.58	31.8291
			B		2,673.65	5,792.91	69,514.90	33.4206
			C		2,807.33	6,082.55	72,990.58	35.0916
			D		2,947.69	6,386.67	76,639.94	36.8461
			E		3,095.08	6,706.01	80,472.08	38.6885
2581	Executive Assistant to City Manager	CONF	A		2,908.08	6,300.84	75,610.08	36.3510
			B		3,053.48	6,615.88	79,390.48	38.1685
			C		3,206.15	6,946.66	83,359.90	40.0769
			D		3,366.47	7,294.02	87,528.22	42.0809
			E		3,534.78	7,658.69	91,904.28	44.1848
9635	Facility Attendant	LS	A					18.4800
			B					19.4000
			C					20.3700
			D					21.3900
			E					22.4600
3715	Fire Battalion Chief*	SCFCOA	A		4,731.38	10,251.33	123,015.88	42.2445
			B		4,967.93	10,763.85	129,166.18	44.3565
			C		5,216.33	11,302.05	135,624.58	46.5744
			D		5,477.15	11,867.16	142,405.90	48.9031
			E		5,751.01	12,460.53	149,526.26	51.3483

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City of Tracy
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7105	Fire Captain	TFFA	A		3,600.44	7,800.96	93,611.44	32.1468
			B		3,780.58	8,191.26	98,295.08	33.7552
			C		3,969.49	8,600.57	103,206.74	35.4419
			D		4,167.96	9,030.58	108,366.96	37.2139
			E		4,376.36	9,482.12	113,785.36	39.0746
1514	Fire Chief*	DH	Min		6937.39	15,031.02	180372.19	86.7174
			Max		8430.97	18,267.11	219205.26	105.3871
7103	Fire Engineer	TFFA	A		3168.79	6,865.72	82,388.54	28.2928
			B		3327.20	7,208.94	86,507.20	29.7071
			C		3493.58	7,569.43	90,833.08	31.1927
			D		3668.26	7,947.90	95,374.76	32.7523
			E		3851.68	8,345.31	100,143.68	34.3900
5213	Fire Inspector	TEAMSTERS	A		3055.57	6,620.41	79,444.82	38.1946
			B		3208.36	6,951.45	83,417.36	40.1045
			C		3368.79	7,299.05	87,588.54	42.1099
			D		3537.21	7,663.96	91,967.46	44.2151
			E		3714.08	8,047.18	96,566.08	46.4260
2752	Fire Marshal*	CONF	A		4980.03	10,790.07	129,480.78	62.2504
			B		5229.02	11,329.55	135,954.52	65.3628
			C		5490.48	11,896.04	142,752.48	68.6310
			D		5765.01	12,490.86	149,890.26	72.0626
			E		6053.25	13,115.38	157,384.50	75.6656
9563	Fire Reserve	LS	A					14.0000
								14.7000
								15.4300
								16.2100
								17.0200
7102	Firefighter	TFFA	A		2807.31	6,082.51	72,990.06	25.0653
			B		2947.65	6,386.58	76,638.90	26.3183
			C		3095.05	6,705.95	80,471.30	27.6344
			D		3249.79	7,041.22	84,494.54	29.0160
			E		3412.28	7,393.28	88,719.28	30.4668
					426.54	Paramedic Pay (per pay period)		
9565	Firefighter Trainee	LS	A					24.5600
					(70% OF STEP A, FIREFIGHTER)			
7108	Firefighter/Paramedic	TFFA	A		3158.38	6,843.16	82,117.88	28.1998
			B		3316.30	7,185.32	86,223.80	29.6098
			C		3482.12	7,544.60	90,535.12	31.0904
			D		3656.22	7,921.81	95,061.72	32.6448
			E		3839.04	8,317.92	99,815.04	34.2771
3404	Fleet Supervisor*	TMMBU	A		3274.33	7,094.39	85,132.58	40.9291
			B		3438.03	7,449.07	89,388.78	42.9754
			C		3609.93	7,821.52	93,858.18	45.1241
			D		3790.43	8,212.60	98,551.18	47.3804
			E		3979.94	8,623.21	103,478.44	49.7493

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3120	GIS Analyst *	TMMBU	A		3400.57	7,367.91	88,414.82	42.5071
			B		3570.60	7,736.30	92,835.60	44.6325
			C		3749.13	8,123.12	97,477.38	46.8641
			D		3936.59	8,529.28	102,351.34	49.2074
			E		4133.43	8,955.77	107,469.18	51.6679
4206	GIS Technician	TTSSEA	A		2752.79	5,964.38	71,572.54	34.4099
			B		2890.43	6,262.60	75,151.18	36.1304
			C		3034.96	6,575.75	78,908.96	37.9370
			D		3186.71	6,904.54	82,854.46	39.8339
			E		3346.03	7,249.74	86,996.78	41.8254
2511	Human Resources Analyst I*	CONF	A		3030.44	6,565.96	78,791.44	37.8805
			B		3181.96	6,894.25	82,730.96	39.7745
			C		3341.04	7,238.92	86,867.04	41.7630
			D		3508.10	7,600.89	91,210.60	43.8513
			E		3683.50	7,980.92	95,771.00	46.0438
2512	Human Resources Analyst II*	CONF	A		3484.90	7,550.62	90,607.40	43.5613
			B		3659.15	7,928.16	95,137.90	45.7394
			C		3842.10	8,324.55	99,894.60	48.0263
			D		4034.21	8,740.79	104,889.46	50.4276
			E		4235.93	9,177.85	110,134.18	52.9491
2562	Human Resources Manager*	CONF	A		4663.26	10,103.73	121,244.76	58.2908
			B		4896.42	10,608.91	127,306.92	61.2053
			C		5141.25	11,139.38	133,672.50	64.2656
			D		5398.31	11,696.34	140,356.06	67.4789
			E		5668.24	12,281.19	147,374.24	70.8530
4301	Human Resources Technician	CONF	A		2585.72	5,602.40	67,228.72	32.3215
			B		2715.01	5,882.53	70,590.26	33.9376
			C		2850.76	6,176.65	74,119.76	35.6345
			D		2993.30	6,485.49	77,825.80	37.4163
			E		3142.96	6,809.75	81,716.96	39.2870
4204	Information Systems Technician I	TTSSEA	A		2393.74	5,186.44	62,237.24	29.9218
			B		2513.43	5,445.77	65,349.18	31.4179
			C		2639.11	5,718.08	68,616.86	32.9889
			D		2771.06	6,003.97	72,047.56	34.6383
			E		2909.61	6,304.16	75,649.86	36.3701
4205	Information Systems Technician II	TTSSEA	A		2752.79	5,964.38	71,572.54	34.4099
			B		2890.43	6,262.60	75,151.18	36.1304
			C		3034.96	6,575.75	78,908.96	37.9370
			D		3186.71	6,904.54	82,854.46	39.8339
			E		3346.03	7,249.74	86,996.78	41.8254
2553	Information Technology Manager*	CONF	A		4663.26	10,103.73	121,244.76	58.2908
			B		4896.42	10,608.91	127,306.92	61.2053
			C		5141.25	11,139.38	133,672.50	64.2656
			D		5398.31	11,696.34	140,356.06	67.4789
			E		5668.24	12,281.19	147,374.24	70.8530

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City of Tracy
Master Salary Schedule

Effective 02-14-2021

Class Code	Position Title	Unit		Semi-Mon Salary	Bi-Weekly Salary	Monthly Salary	Annual Salary	Hourly Rate
3111	Information Technology Specialist*	TMMBU	A		3303.36	7,157.28	85,887.36	41.2920
			B		3468.54	7,515.17	90,182.04	43.3568
			C		3641.96	7,890.92	94,690.96	45.5245
			D		3824.05	8,285.45	99,425.30	47.8006
			E		4015.25	8,699.71	104,396.50	50.1906
5413	Instrumentation Technician	TEAMSTERS	A		2990.30	6,478.99	77,747.91	37.3788
			B		3139.82	6,802.95	81,635.35	39.2478
			C		3296.82	7,143.11	85,717.33	41.2102
			D		3461.64	7,500.22	90,002.65	43.2705
			E		3634.73	7,875.26	94,503.03	45.4342
9108	Intern-Generalist	LS	A					19.1800
			B					20.1400
			C					21.1500
			D					22.2000
			E					23.3100
5224	Junior Engineer	TEAMSTERS	A		2960.33	6,414.05	76,968.58	37.0041
			B		3108.34	6,734.74	80,816.84	38.8543
			C		3263.75	7,071.46	84,857.50	40.7969
			D		3426.94	7,425.04	89,100.44	42.8368
			E		3598.29	7,796.30	93,555.54	44.9786
5423	Laboratory Quality Assurance Officer*	TMMBU	A		2747.28	5,952.44	71,429.28	34.3410
			B		2884.66	6,250.10	75,001.16	36.0583
			C		3028.89	6,562.60	78,751.14	37.8611
			D		3180.33	6,890.72	82,688.58	39.7541
			E		3339.35	7,235.26	86,823.10	41.7419
5421	Laboratory Technician I	TEAMSTERS	A		2326.19	5,040.08	60,480.94	29.0774
			B		2442.49	5,292.07	63,504.74	30.5311
			C		2564.63	5,556.70	66,680.38	32.0579
			D		2692.85	5,834.51	70,014.10	33.6606
			E		2827.49	6,126.23	73,514.74	35.3436
5422	Laboratory Technician II	TEAMSTERS	A		2431.11	5,267.41	63,208.86	30.3889
			B		2552.66	5,530.77	66,369.16	31.9083
			C		2680.30	5,807.32	69,687.80	33.5038
			D		2814.31	6,097.68	73,172.06	35.1789
			E		2955.02	6,402.55	76,830.52	36.9378
3508	Landscape Architect*	TMMBU	A		3740.63	8,104.70	97,256.38	46.7579
			B		3927.66	8,509.93	102,119.16	49.0958
			C		4124.04	8,935.42	107,225.04	51.5505
			D		4330.24	9,382.19	112,586.24	54.1280
			E		4546.77	9,851.34	118,216.02	56.8346
4109	Legal Secretary	CONF	A		2777.36	6,017.62	72,211.36	34.7170
			B		2916.22	6,318.48	75,821.72	36.4528
			C		3062.04	6,634.42	79,613.04	38.2755
			D		3215.15	6,966.16	83,593.90	40.1894
			E		3375.90	7,314.45	87,773.40	42.1988

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9636	Lifeguard	LS	**A**					14.0000
			B					14.7000
			C					15.4300
			D					16.2100
			E					17.0200
9303	Maintenance Aide	LS	**A**					15.6800
			B					16.4600
			C					17.2900
			D					18.1500
			E					19.0600
5301	Maintenance Worker I	TEAMSTERS	**A**		1733.98	3,756.96	45,083.48	21.6748
			B		1820.69	3,944.83	47,337.94	22.7586
			C		1911.72	4,142.06	49,704.72	23.8965
			D		2007.30	4,349.15	52,189.80	25.0913
			E		2107.67	4,566.62	54,799.42	26.3459
5303	Maintenance Worker II	TEAMSTERS	**A**		2202.49	4,772.07	57,264.74	27.5311
			B		2312.61	5,010.66	60,127.86	28.9076
			C		2428.23	5,261.17	63,133.98	30.3529
			D		2549.64	5,524.22	66,290.64	31.8705
			E		2677.12	5,800.43	69,605.12	33.4640
3151	Management Analyst I*	TMMBU	**A**		2957.10	6,407.05	76,884.60	36.9638
			B		3104.94	6,727.37	80,728.44	38.8118
			C		3260.19	7,063.75	84,764.94	40.7524
			D		3423.19	7,416.92	89,002.94	42.7899
			E		3594.36	7,787.78	93,453.36	44.9295
3152	Management Analyst II*	TMMBU	**A**		3400.57	7,367.91	88,414.82	42.5071
			B		3570.60	7,736.30	92,835.60	44.6325
			C		3749.13	8,123.12	97,477.38	46.8641
			D		3936.59	8,529.28	102,351.34	49.2074
			E		4133.43	8,955.77	107,469.18	51.6679
1101	Mayor*				478.15	1,036.00	12,432.00	
3527	Media Services Supervisor	TMMBU	**A**		2919.91	6,326.48	75,917.66	36.4989
		Non-Exempt	**B**		3065.92	6,642.83	79,713.92	38.3240
			C		3219.21	6,974.96	83,699.46	40.2401
			D		3380.17	7,323.71	87,884.42	42.2521
			E		3549.19	7,689.92	92,278.94	44.3649
5531	Meter Reader	TEAMSTERS	**A**		1502.47	3,255.36	39,064.22	18.7809
			B		1577.58	3,418.09	41,017.08	19.7198
			C		1656.47	3,589.02	43,068.22	20.7059
			D		1739.28	3,768.44	45,221.28	21.7410
			E		1826.25	3,956.88	47,482.50	22.8281
4105	Office Assistant	TTSSEA	**A**		1672.50	3,623.75	43,485.00	20.9063
			B		1756.12	3,804.93	45,659.12	21.9515
			C		1843.93	3,995.19	47,942.18	23.0491
			D		1936.14	4,194.97	50,339.64	24.2018
			E		2032.94	4,404.71	52,856.44	25.4118

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1107	Parks Commissioner		Stipend of $50.00 per meeting					
3509	Parks Planning & Development Manager*	TMMBU	A		3740.63	8,104.70	97,256.38	46.7579
			B		3927.66	8,509.93	102,119.16	49.0958
			C		4124.04	8,935.42	107,225.04	51.5505
			D		4330.24	9,382.19	112,586.24	54.1280
			E		4546.77	9,851.34	118,216.02	56.8346
3306	Plan Check Engineer*	TMMBU	A		4553.95	9,866.90	118,402.70	56.9244
			B		4781.65	10,360.25	124,322.90	59.7706
			C		5020.74	10,878.27	130,539.24	62.7593
			D		5271.78	11,422.19	137,066.28	65.8973
			E		5535.37	11,993.31	143,919.62	69.1921
5214	Plan Examiner I	TEAMSTERS	A		3131.37	6784.64	81415.65	39.14
			B		3287.97	7123.94	85487.19	41.10
			C		3452.36	7480.11	89761.28	43.15
			D		3624.96	7854.09	94249.03	45.31
			E		3806.23	8246.84	98962.03	47.58
5215	Plan Examiner II	TEAMSTERS	A		3296.18	7,141.73	85,700.68	41.2023
			B		3461.02	7,498.88	89,986.52	43.2628
			C		3634.06	7,873.80	94,485.56	45.4258
			D		3815.75	8,267.46	99,209.50	47.6969
			E		4006.56	8,680.88	104,170.56	50.0820
1106	Planning Commissioner		Stipend of $50.00 per meeting					
4506	Planning Technician	TTSSEA	A		2523.14	5,466.81	65,601.64	31.5393
			B		2649.31	5,740.18	68,882.06	33.1164
			C		2781.76	6,027.15	72,325.76	34.7720
			D		2920.86	6,328.53	75,942.36	36.5108
			E		3066.91	6,644.98	79,739.66	38.3364
6212	Police Captain*	TPMA	A		5731.63	12,418.54	149,022.38	71.6454
			B		6018.22	13,039.48	156,473.72	75.2278
			C		6319.12	13,691.43	164,297.12	78.9890
			D		6635.08	14,376.01	172,512.08	82.9385
			E		6966.86	15,094.87	181,138.36	87.0858
1513	Police Chief*	DH	Min		7369.94	15,968.21	191618.51	92.1243
			Max		8958.24	19,409.53	232914.34	111.9780
6103	Police Corporal	TPOA	A	3,946.48		7,892.96	94,715.52	45.5346
			B	4,143.82		8,287.64	99,451.68	47.8115
			C	4,351.01		8,702.02	104,424.24	50.2020
			D	4,568.57		9,137.14	109,645.68	52.7122
			E	4,796.99		9,593.98	115,127.76	55.3478
9501	Police Intern/Parking Enforcement Officer	LS	A					18.2000
			B					19.1100
			C					20.0700
			D					21.0700
			E					22.1200

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6211	Police Lieutenant*	TPMA	A		4960.59	10,747.95	128,975.34	62.0074
			B		5208.61	11,285.33	135,423.86	65.1076
			C		5469.06	11,849.63	142,195.56	68.3633
			D		5742.50	12,442.09	149,305.00	71.7813
			E		6029.62	13,064.18	156,770.12	75.3703
6102	Police Officer	TPOA	A	3,587.71		7,175.42	86,105.04	41.3951
			B	3,767.10		7,534.20	90,410.40	43.4649
			C	3,955.46		7,910.92	94,931.04	45.6382
			D	4,153.25		8,306.50	99,678.00	47.9203
			E	4,360.90		8,721.80	104,661.60	50.3161
9517	Police Range Master	LS	A					30.2600
			B					31.7700
			C					33.3600
			D					35.0300
			E					36.7800
4103	Police Records Assistant I	TTSSEA	A		2073.33	4,492.22	53,906.58	25.9166
			B		2177.01	4,716.86	56,602.26	27.2126
			C		2285.87	4,952.72	59,432.62	28.5734
			D		2400.15	5,200.33	62,403.90	30.0019
			E		2520.16	5,460.35	65,524.16	31.5020
4104	Police Records Assistant II	TTSSEA	A		2176.98	4,716.79	56,601.48	27.2123
			B		2285.85	4,952.68	59,432.10	28.5731
			C		2400.12	5,200.26	62,403.12	30.0015
			D		2520.13	5,460.29	65,523.38	31.5016
			E		2646.14	5,733.31	68,799.64	33.0768
9551	Police Reserve	LS	A					39.3700
6105	Police Sergeant	TPOA	A	4,323.40		8,646.80	103,761.60	49.8835
			B	4,539.59		9,079.18	108,950.16	52.3779
			C	4,766.58		9,533.16	114,397.92	54.9969
			D	5,004.90		10,009.80	120,117.60	57.7466
			E	5,255.16		10,510.32	126,123.84	60.6341
2712	Police Support Operations Manager*	CONF	A		5278.14	11,435.97	137,231.64	65.9768
			B		5542.05	12,007.78	144,093.30	69.2756
			C		5819.14	12,608.14	151,297.64	72.7393
			D		6110.09	13,238.53	158,862.34	76.3761
			E		6415.60	13,900.47	166,805.60	80.1950
4701	Police Support Services Technician	TTSSEA	A		2523.14	5,466.81	65,601.64	31.5393
			B		2649.31	5,740.18	68,882.06	33.1164
			C		2781.76	6,027.15	72,325.76	34.7720
			D		2920.86	6,328.53	75,942.36	36.5108
			E		3066.91	6,644.98	79,739.66	38.3364
6101	Police Trainee (Non-Sworn)	TPOA	A	3,119.65		6,239.30	74,871.60	35.9946
9638	Pool Manager	LS	A					19.8900
			B					20.8900
			C					21.9300
			D					23.0300
			E					24.1800

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9533	Professional Standards Officer	LS	**A**					50.4400
			B					52.9600
			C					55.6100
			D					58.3900
			E					61.3100
9110	Program Assistant	LS	**Min**					14.0000
			Max					24.1000
9231	Project Specialist I	LS	**Min**					14.0000
			Max					46.6800
9232	Project Specialist II	LS	**Min**					46.6900
			Max					131.5900
5518	Property and Evidence Technician	TEAMSTERS	**A**		2236.01	4,844.69	58,136.26	27.9501
			B		2347.80	5,086.90	61,042.80	29.3475
			C		2465.20	5,341.27	64,095.20	30.8150
			D		2588.47	5,608.36	67,300.22	32.3559
			E		2717.87	5,888.72	70,664.62	33.9734
2585	Public Information Officer*	CONF	**A**		3484.90	7,550.62	90,607.40	43.5613
			B		3659.15	7,928.16	95,137.90	45.7394
			C		3842.10	8,324.55	99,894.60	48.0263
			D		4034.21	8,740.79	104,889.46	50.4276
			E		4235.93	9,177.85	110,134.18	52.9491
5502	Public Safety Dispatcher I	TEAMSTERS	**A**		2583.24	5,597.02	67,164.24	32.2905
			B		2712.39	5,876.85	70,522.14	33.9049
			C		2848.01	6,170.69	74,048.26	35.6001
			D		2990.41	6,479.23	77,750.66	37.3801
			E		3139.95	6,803.23	81,638.70	39.2494
5503	Public Safety Dispatcher II	TEAMSTERS	**A**		2834.02	6,140.38	73,684.52	35.4253
			B		2975.71	6,447.38	77,368.46	37.1964
			C		3124.50	6,769.75	81,237.00	39.0563
			D		3280.73	7,108.25	85,298.98	41.0091
			E		3444.77	7,463.67	89,564.02	43.0596
9512	Public Safety Dispatcher II - Per Diem	LS	**A**					32.1500
			B					33.7600
			C					35.4400
			D					37.2200
			E					39.0800
3623	Public Safety Dispatch Supervisor*	TMMBU	**A**		3,153.76	6,833.15	81,997.76	39.4220
			B		3,311.44	7,174.79	86,097.44	41.3930
			C		3,477.02	7,533.55	90,402.52	43.4628
			D		3,650.86	7,910.20	94,922.36	45.6358
			E		3,833.42	8,305.75	99,668.92	47.9178
3401	Public Works Superintendent*	TMMBU	**A**		3929.74	8,514.44	102,173.24	49.1218
			B		4126.23	8,940.17	107,281.98	51.5779
			C		4332.54	9,387.17	112,646.04	54.1568
			D		4549.17	9,856.54	118,278.42	56.8646
			E		4776.62	10,349.35	124,192.12	59.7078

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3405	Public Works Supervisor*	TMMBU	A		3274.33	7,094.39	85,132.58	40.9291
			B		3438.03	7,449.07	89,388.78	42.9754
			C		3609.93	7,821.52	93,858.18	45.1241
			D		3790.43	8,212.60	98,551.18	47.3804
			E		3979.94	8,623.21	103,478.44	49.7493
3626	Police Records Supervisor*	TMMBU	A		2971.80	6,438.90	77,266.80	37.1475
			B		3120.40	6,760.87	81,130.40	39.0050
			C		3276.41	7,098.89	85,186.66	40.9551
			D		3440.24	7,453.86	89,446.24	43.0030
			E		3612.23	7,826.50	93,917.98	45.1529
9631	Recreation Leader I	LS	A					14.0000
			B					14.7000
			C					15.4400
			D					16.2000
			E					17.0200
9632	Recreation Leader II	LS	A					17.5400
			B					18.4100
			C					19.3300
			D					20.3000
			E					21.3200
9633	Recreation Leader III	LS	A					19.8900
			B					20.8900
			C					21.9300
			D					23.0300
			E					24.1800
4401	Recreation Program Coordinator	TTSSEA	A		2432.34	5,270.07	63,240.84	30.4043
			B		2553.97	5,533.61	66,403.22	31.9246
			C		2681.66	5,810.27	69,723.16	33.5208
			D		2815.74	6,100.77	73,209.24	35.1968
			E		2956.52	6,405.80	76,869.52	36.9565
3513	Recreation Services Manager*	TMMBU	A		3869.04	8,382.92	100,595.04	48.3630
			B		4062.50	8,802.09	105,625.00	50.7813
			C		4265.62	9,242.18	110,906.12	53.3203
			D		4478.91	9,704.31	116,451.66	55.9864
			E		4702.85	10,189.51	122,274.10	58.7856
3505	Recreation Services Supervisor*	TMMBU	A		3517.32	7,620.86	91,450.32	43.9665
			B		3693.19	8,001.92	96,022.94	46.1649
			C		3877.85	8,402.01	100,824.10	48.4731
			D		4071.74	8,822.11	105,865.24	50.8968
			E		4275.32	9,263.20	111,158.32	53.4415
9626	Recreation Specialized Instructor	LS	Min					14.0000
			Max					49.6600
3105	Senior Accountant*	TMMBU	A		3655.15	7,919.50	95,033.90	45.6894
			B		3837.91	8,315.48	99,785.66	47.9739
			C		4029.81	8,731.26	104,775.06	50.3726
			D		4231.30	9,167.82	110,013.80	52.8913
			E		4442.87	9,626.22	115,514.62	55.5359

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City of Tracy
Master Salary Schedule

Effective 02-14-2021

Class Code	Position Title	Unit		Semi-Mon Salary	Bi-Weekly Salary	Monthly Salary	Annual Salary	Hourly Rate
4113	Senior Account Clerk	TTSSEA	A		2261.39	4,899.68	58,796.14	28.2674
			B		2374.46	5,144.67	61,735.96	29.6808
			C		2493.18	5,401.89	64,822.68	31.1648
			D		2617.85	5,672.01	68,064.10	32.7231
			E		2748.73	5,955.59	71,466.98	34.3591
4202	Senior Accounting Technician	TTSSEA	A		2,932.35	6,353.43	76,241.10	36.6544
			B		3,078.97	6,671.11	80,053.22	38.4871
			C		3,232.93	7,004.69	84,056.18	40.4116
			D		3,394.58	7,354.93	88,259.08	42.4323
			E		3,564.32	7,722.70	92,672.32	44.5540
5323	Senior Building Maintenance Worker	TEAMSTERS	A		2486.09	5,386.53	64,638.34	31.0761
			B		2610.38	5,655.83	67,869.88	32.6298
			C		2740.89	5,938.60	71,263.14	34.2611
			D		2877.95	6,235.56	74,826.70	35.9744
			E		3021.86	6,547.37	78,568.36	37.7733
3304	Senior Civil Engineer*	TMMBU	A		4554.08	9,867.18	118,406.08	56.9260
			B		4781.78	10,360.53	124,326.28	59.7723
			C		5020.87	10,878.56	130,542.62	62.7609
			D		5271.92	11,422.50	137,069.92	65.8990
			E		5535.51	11,993.61	143,923.26	69.1939
5315	Senior Equipment Mechanic	TEAMSTERS	A		2597.33	5,627.55	67,530.58	32.4666
			B		2727.18	5,908.89	70,906.68	34.0898
			C		2863.55	6,204.36	74,452.30	35.7944
			D		3006.72	6,514.56	78,174.72	37.5840
			E		3157.06	6,840.30	82,083.56	39.4633
4410	Senior Police Records Assistant	TTSSEA	A		2394.68	5188.47	62261.63	29.9335
			B		2514.44	5447.95	65375.31	31.4304
			C		2640.13	5720.29	68643.43	33.0017
			D		2772.14	6006.32	72075.72	34.6518
			E		2910.75	6306.64	75679.60	36.3845
5504	Senior Public Safety Dispatcher	TEAMSTERS	A		2975.71	6,447.38	77,368.46	37.1964
			B		3124.50	6,769.75	81,237.00	39.0563
			C		3280.73	7,108.25	85,298.98	41.0091
			D		3444.77	7,463.67	89,564.02	43.0596
			E		3617.02	7,836.88	94,042.52	45.2128
4208	Senior Information Systems Technician	TTSSEA	A		3028.06	6,560.80	78,729.56	37.8508
			B		3179.47	6,888.86	82,666.22	39.7434
			C		3338.45	7,233.31	86,799.70	41.7306
			D		3505.37	7,594.97	91,139.62	43.8171
			E		3680.63	7,974.70	95,696.38	46.0079
9637	Senior Lifeguard	LS	A					17.5400
			B					18.4100
			C					19.3300
			D					20.3000
			E					21.3200

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City of Tracy
Master Salary Schedule

Effective 02-14-2021

Class Code	Position Title	Unit		Semi-Mon Salary	Bi-Weekly Salary	Monthly Salary	Annual Salary	Hourly Rate
5305	Senior Maintenance Worker	TEAMSTERS	A		2424.71	5,253.54	63,042.46	30.3089
			B		2545.92	5,516.16	66,193.92	31.8240
			C		2673.22	5,791.98	69,503.72	33.4153
			D		2806.89	6,081.60	72,979.14	35.0861
			E		2947.22	6,385.65	76,627.72	36.8403
3203	Senior Planner*	TMMBU	A		3903.90	8,458.45	101,501.40	48.7988
			B		4099.10	8,881.39	106,576.60	51.2388
			C		4304.06	9,325.47	111,905.56	53.8008
			D		4519.26	9,791.73	117,500.76	56.4908
			E		4745.22	10,281.31	123,375.72	59.3153
3343	Supervising Building Inspector*	TMMBU	A		3495.11	7,572.74	90,872.86	43.6889
			B		3669.86	7,951.37	95,416.36	45.8733
			C		3853.36	8,348.95	100,187.36	48.1670
			D		4046.03	8,766.40	105,196.78	50.5754
			E		4248.33	9,204.72	110,456.58	53.1041
3345	Supervising Construction Inspector	TMMBU	A		3643.21	7,893.63	94,723.46	45.5401
			B		3825.38	8,288.33	99,459.88	47.8173
			C		4016.65	8,702.75	104,432.90	50.2081
			D		4217.47	9,137.86	109,654.22	52.7184
			E		4428.34	9,594.74	115,136.84	55.3543
3117	System Administrator*	TMMBU	A		3400.57	7,367.91	88,414.82	42.5071
			B		3570.60	7,736.30	92,835.60	44.6325
			C		3749.13	8,123.12	97,477.38	46.8641
			D		3936.59	8,529.28	102,351.34	49.2074
			E		4133.43	8,955.77	107,469.18	51.6679
9361	Theatre Technician	LS	A					28.8400
			B					30.2800
			C					31.8000
			D					33.3900
			E					35.0600
1109	Transportation Commissioner			Stipend $50.00 per meeting				
3424	Utilities Laboratory Superintendent*	TMMBU	A		3929.74	8,514.44	102,173.24	49.1218
			B		4126.23	8,940.17	107,281.98	51.5779
			C		4332.54	9,387.17	112,646.04	54.1568
			D		4549.17	9,856.54	118,278.42	56.8646
			E		4776.62	10,349.35	124,192.12	59.7078
3403	Utility Line Maintenance Superintendent*	TMMBU	A		4003.88	8,675.08	104,100.88	50.0485
			B		4204.06	9,108.80	109,305.56	52.5508
			C		4414.27	9,564.26	114,771.02	55.1784
			D		4634.98	10,042.46	120,509.48	57.9373
			E		4866.73	10,544.59	126,534.98	60.8341
3423	Utility Maintenance Superintendent*	TMMBU	A		4077.99	8,835.65	106,027.74	50.9749
			B		4281.88	9,277.41	111,328.88	53.5235
			C		4495.97	9,741.27	116,895.22	56.1996
			D		4720.78	10,228.36	122,740.28	59.0098
			E		4956.81	10,739.76	128,877.06	61.9601

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City of Tracy
Master Salary Schedule

Effective 02-14-2021

Class Code	Position Title	Unit		Semi-Mon Salary	Bi-Weekly Salary	Monthly Salary	Annual Salary	Hourly Rate
3410	Utility Maintenance Supervisor*	TMMBU	A		3398.31	7,363.01	88,356.06	42.4789
			B		3568.23	7,731.17	92,773.98	44.6029
			C		3746.64	8,117.72	97,412.64	46.8330
			D		3933.98	8,523.63	102,283.48	49.1748
			E		4130.68	8,949.81	107,397.68	51.6335
5411	Utility Mechanic I	TEAMSTERS	A		2723.80	5,901.58	70,818.91	34.0475
			B		2859.99	6,196.64	74,359.63	35.7498
			C		3002.98	6,506.46	78,077.57	37.5373
			D		3153.14	6,831.80	81,981.53	39.4142
			E		3310.79	7,173.38	86,080.57	41.3849
5412	Utility Mechanic II	TEAMSTERS	A		2791.87	6,049.07	72,588.74	34.8985
			B		2931.48	6,351.55	76,218.47	36.6435
			C		3078.05	6,669.12	80,029.42	38.4757
			D		3231.94	7,002.53	84,030.38	40.3992
			E		3393.54	7,352.67	88,232.02	42.4192
5404	Utility Operator	TEAMSTERS	A		3264.21	7,072.46	84,869.46	40.8026
			B		3427.39	7,426.02	89,112.14	42.8424
			C		3598.78	7,797.36	93,568.28	44.9848
			D		3778.72	8,187.23	98,246.72	47.2340
			E		3967.65	8,596.58	103,158.90	49.5956
5350	Utility Worker I	TEAMSTERS	A		1820.00	3,943.33	47,320.00	22.7500
			B		1911.20	4,140.93	49,691.20	23.8900
			C		2006.40	4,347.20	52,166.40	25.0800
			D		2107.20	4,565.60	54,787.20	26.3400
			E		2213.60	4,796.13	57,553.60	27.6700
5353	Utility Worker II	TEAMSTERS	A		2312.00	5,009.33	60,112.00	28.9000
			B		2428.00	5,260.67	63,128.00	30.3500
			C		2548.80	5,522.40	66,268.80	31.8600
			D		2676.80	5,799.73	69,596.80	33.4600
			E		2810.40	6,089.20	73,070.40	35.1300
5356	Senior Utility Worker	TEAMSTERS	A		2546.40	5,517.20	66,206.40	31.8300
			B		2673.60	5,792.80	69,513.60	33.4200
			C		2807.20	6,082.27	72,987.20	35.0900
			D		2948.00	6,387.33	76,648.00	36.8500
			E		3094.40	6,704.93	80,459.10	38.6800
4420	Transit Coordinator		A		2675.59	5,797.12	69,565.34	33.4449
			B		2809.37	6,086.97	73,043.62	35.1171
			C		2949.84	6,391.32	76,695.84	36.8730
			D		3097.33	6,710.89	80,530.58	38.7166
			E		3252.17	7,046.37	84,556.42	40.6521
3515	Transit Manager*		A		3,788.30	8,207.99	98,495.80	47.3538
			B		3,977.70	8,618.35	103,420.20	49.7213
			C		4,176.60	9,049.30	108,591.60	52.2075
			D		4,385.42	9,501.75	114,020.92	54.8178
			E		4,604.69	9,976.83	119,721.94	57.5586

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City of Tracy
Master Salary Schedule

Effective 02-14-2021

Class Code	Position Title	Unit		Semi-Mon Salary	Bi-Weekly Salary	Monthly Salary	Annual Salary	Hourly Rate
3415	Water Resources and Compliance Manager*		A		3788.30	8,207.99	98,495.80	47.3538
			B		3977.70	8,618.35	103,420.20	49.7213
			C		4176.60	9,049.30	108,591.60	52.2075
			D		4385.42	9,501.75	114,020.92	54.8178
			E		4604.69	9,976.83	119,721.94	57.5586
5405	Wastewater Treatment Plant Operator I	TEAMSTERS	A		2581.49	5593.23	67118.82	32.2687
			B		2710.54	5872.85	70474.08	33.8817
			C		2846.08	6166.51	73998.05	35.5760
			D		2988.39	6474.86	77698.25	37.3549
			E		3137.82	6798.61	81583.35	39.2227
5406	Wastewater Treatment Plant Operator II	TEAMSTERS	A		2717.36	5887.62	70651.39	33.9671
			B		2853.20	6181.94	74183.24	35.6650
			C		2995.87	6491.07	77892.69	37.4484
			D		3145.68	6815.64	81787.63	39.3210
			E		3302.97	7156.44	85877.21	41.2871
5407	Wastewater Treatment Plant Operator III	TEAMSTERS	A		2860.38	6,197.49	74,369.88	35.7548
			B		3003.37	6,507.31	78,087.62	37.5421
			C		3153.55	6,832.70	81,992.30	39.4194
			D		3311.24	7,174.36	86,092.24	41.3905
			E		3476.81	7,533.09	90,397.06	43.4601
3422	Wastewater Operations Superintendent*	TMMBU	A		4077.99	8,835.65	106,027.74	50.9749
			B		4281.88	9,277.41	111,328.88	53.5235
			C		4495.97	9,741.27	116,895.22	56.1996
			D		4720.78	10,228.36	122,740.28	59.0098
			E		4956.81	10,739.76	128,877.06	61.9601
9351	Water Patrol Aide	LS	A					16.5200
			B					17.3500
			C					18.2100
			D					19.1200
			E					20.0800
3421	Water Operations Superintendent*	TMMBU	A		4003.88	8,675.08	104,100.88	50.0485
			B		4204.06	9,108.80	109,305.56	52.5508
			C		4414.27	9,564.26	114,771.02	55.1784
			D		4634.98	10,042.46	120,509.48	57.9373
			E		4866.73	10,544.59	126,534.98	60.8341
5401	Water Treatment Plant Operator I	TEAMSTERS	A		2750.37	5959.14	71509.59	34.3797
			B		2887.89	6257.10	75085.18	36.0986
			C		3032.29	6569.97	78839.58	37.9036
			D		3183.90	6898.46	82781.47	39.7988
			E		3343.09	7243.37	86920.46	41.7887
5402	Water Treatment Plant Operator II	TEAMSTERS	A		2895.13	6272.77	75273.25	36.1891
			B		3039.89	6586.43	79037.04	37.9986
			C		3191.89	6915.75	82989.04	39.8986
			D		3351.48	7261.53	87138.39	41.8935
			E		3519.05	7624.61	91495.22	43.9881
5403	Water Treatment Plant Operator III	TEAMSTERS	A		3047.50	6,602.92	79,235.00	38.0938
			B		3199.88	6,933.08	83,196.88	39.9985
			C		3359.88	7,279.74	87,356.88	41.9985

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City of Tracy
Master Salary Schedule

Effective 02-14-2021

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		D		3527.87	7,643.72	91,724.62	44.0984
		E		3704.26	8,025.90	96,310.76	46.3033

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RESOLUTION 2021-_____

APPROVE NEW CLASSIFICATION SPECIFICATIONS AND SALARY RANGES FOR SEVERAL CLASSIFICATIONS AND AUTHORIZE AMENDMENTS TO VARIOUS DOCUMENTS TO IMPLEMENT THESE CHANGES

WHEREAS, The City has established Classification and Compensation Plans, and

WHEREAS, A classification study was conducted resulting in modifications to existing classification specifications and the creation of new classifications to accurately reflect the duties and responsibilities of classifications, and

WHEREAS, It is necessary to amend the City's Classification and Compensation Plans and Master Salary Schedule to reflect the changes to include the Utilities Worker series and those outlined in the Final Classification Report, and

WHEREAS, It is necessary to amend the City's position control roster; and

WHEREAS, There is sufficient funds budgeted for these amendments scheduled to take effect on February 14, 2021, and

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Tracy hereby authorizes the Human Resources Director or designee to amend the Master Salary Schedule and City's Classification Plan, and approves the new classifications and salary ranges for various classification specifications effective February 14, 2021.

NOW, BE IT FURTHER RESOLVED, That the City Council of the City of Tracy hereby authorizes the Budget Officer to amend the City's position control roster to implement updates.

* *

The Tracy City Council adopted the foregoing Resolution 2021- _____ on the 2nd day of February 2021, by the following votes:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

_____
MAYOR

ATTEST:

_____
CITY CLERK

February 2, 2021

AGENDA ITEM 3.F

REQUEST

PROVIDE UPDATE ON EAST BAY COMMUNITY ENERGY PUBLIC OUTREACH AND IMPLEMENTATION PLAN

EXECUTIVE SUMMARY

Tracy's City Council voted unanimously to participate in the EBCE Community Choice Aggregation Program on August 20, 2019 and subsequently voted unanimously to adopt an ordinance joining EBCE's joint powers authority on October 1, 2019. In April 2021, all Tracy residents, business owners, and municipal electricity customer accounts will automatically begin receiving EBCE electricity. Customers may choose to continue to purchase power directly from PG&E by opting out of EBCE or select different EBCE service levels. EBCE has developed a public outreach and implementation plan to partner with the City and raise public awareness during the transition.

DISCUSSION

Background

Pacific Gas & Electric (PG&E) has been providing electric energy services to consumers in the City of Tracy under the existing Franchise Agreement. With few exceptions, PG&E has been the sole source for the City's electric needs. The City has been exploring possibilities for its residents and businesses to purchase electricity from other sources rather than traditional utility companies. Assembly Bill (AB) 117 authorizes any California city or county to combine electrical needs of its residents and businesses in a community-wide electricity aggregate program known as Community Choice Aggregation (CCA). CCAs operate as a partnership with PG&E wherein the CCA procures and/or generates electricity on behalf of its customers, while PG&E continues to deliver power to homes and businesses, handles customer billing, and maintains the grid.

CCAs also enable local jurisdictions to procure electricity on behalf of customers within its borders. The goals of the program are to promote renewable energy, reduce greenhouse gas emissions, and provide energy at lower rates. In addition to offering customers an alternative energy choice and competitive electrical rates, CCA programs provide an opportunity for cities to achieve climate action plan goals through significant reductions in greenhouse gas emissions and help facilitate local economic development through jobs creation associated with the development of local power and new energy programs in the region. There are 23 operational CCAs serving more than 10 million people in California, including Marin Clean Energy (MCE), Sonoma Clean Power, CleanPowerSF (San Francisco), Lancaster Choice Energy, Central Coast Community Energy (formerly Monterey Bay Community Power), and Peninsula Clean Energy (San Mateo). In 2019, CCAs served over 40% of the electricity load within PG&E's service area, while EBCE served about 10% of that load.

On August 20, 2019, East Bay Community Energy Authority (EBCE) made a presentation to Council explaining its services. Formed in 2016, EBCE provides

alternate electric generation services to consumers under a joint powers authority agreement with Alameda County and all eligible cities within the County. EBCE procures electricity and works with PG&E, who delivers the power, maintains the grid and bills customer accounts. EBCE customer accounts are still entitled to PG&E's low-income and medical discount programs, efficiency programs, and rebates. EBCE has been interested in exploring potential services to the City of Tracy as well as further east in San Joaquin County.

Tracy's City Council voted unanimously to participate in the EBCE Community Choice Aggregation Program on August 20, 2019 and subsequently voted unanimously to adopt an ordinance joining EBCE's joint powers authority on October 1, 2019.

EBCE Plan Offers in Tracy

EBCE's plan options are designed to offer more choices, more renewables, and potential cost savings. With a default energy product, *Bright Choice*, priced below PG&E and set to be more renewable, customers can save money and assist climate action goals. Additionally, those that want to choose a cleaner product have the ability to do so. EBCE customers are also able to participate in EBCE programs in addition to PG&E programs. Each plan is described below.

- *Bright Choice* – default enrollment for most customers in Tracy, designed to include at least 5% more renewable energy than PG&E's standard mix at a 1% discount to PG&E's rate.
- *Brilliant 100* – 100% carbon-free power at the same price as PG&E. While this service option may close in January 2022, it will be available in the meantime to Tracy customers who enroll before the closeout.
- *Renewable 100* – 100% renewable California solar and wind power at slightly higher rates ($0.01 per kWh more than PG&E's standard rate).

EBCE will begin serving residential, business, and municipal electricity customers throughout Tracy in April 2021. Service will begin upon the customer's April meter read date, and billing (via PG&E) for that service will commence the following month. Per AB 117, electricity customers are automatically enrolled into the EBCE default plan as of April 2021, but can change their service plan within EBCE or opt out of EBCE and continue receiving PG&E electric generation service.

EBCE Marketing, Education, and Outreach Plan for Tracy

While most customers will not notice any impact on their electric service or bill, EBCE wants to raise awareness and ensure that customers are informed about the transition. EBCE, working closely with City staff, plans to engage with the community regarding the transition to EBCE this spring. EBCE has created a marketing, education and outreach plan for Tracy, as outlined below and plans to send out four mailers to all residential, commercial, and industrial account holders explaining what EBCE is, the transition to EBCE, and their options to opt up or opt out. These mailers will go out in the two months prior to Tracy's transition to EBCE, and the two months after the transition. City

staff will bolster EBCE's outreach efforts with additional information to the community through the City's social media accounts and newsletters.

	Jan	Feb	March	April	May	June
Municipal collaboration	X	X	X	X	X	X
Customer notification		X	X	X	X	
Advertising	X	X	X	X	X	X
Social media	X	X	X	X	X	X
Web landing page	X					
Partner messaging		X		X	X	
NextDoor		X		X	X	
Virtual events			X		X	
Key account outreach	X	X	X	X	X	X

- **Municipal collaboration:** EBCE is available to present to Tracy City Council and/or appropriate committee(s) to inform local constituents on the program. EBCE is also working with Economic Development Division, PIO, Communications staff, and other staff as identified to best leverage the existing relationships and communication channels that the city employs.
- **Customer notification**: EBCE is required to send each customer two pre-enrollment and two post-enrollment notices. These will occur monthly over a four-month period. EBCE will send notices by email to those with an email address on file with PG&E, and will mail hard copies to other customers.
- **Advertising**: Digital and print advertising will appear prior to, during, and following the enrollment period. Digital ads will include banner, social media, and video pre-roll. Print ads will appear in the Tracy Press.
- **Social media**: EBCE manages accounts on Facebook, Twitter, Instagram, and LinkedIn. Social media will include organic content as well as geo-targeted advertising. The City's communications team will share these posts as well as new city-specific content and designs prepared by EBCE.
- **Web landing page**: The landing page of ebce.org/Tracy will contain information catered to residents and businesses in Tracy.
- **Partner messaging**: EBCE will prepare content for emails, newsletters, and social media that will be suitable for sharing by the City, the Chamber of Commerce, and community organizations. These can be prepared in multiple languages.
- **NextDoor**: EBCE is obtaining an Agency account on NextDoor that will allow EBCE to post messages to NextDoor members in all neighborhoods in Tracy.
- **Virtual events**: EBCE recommends hosting a presentation at a City Council meeting, an EBCE 101 presentation pre-launch, and a session on Understand Your Bill in May.

- **Key account outreach**: EBCE's staff will contact the largest energy users and largest employers in Tracy to ensure that they are aware of the launch of EBCE service. EBCE will coordinate with the Chamber of Commerce and city economic development department.

FISCAL IMPACT

In some communities that have moved to East Bay Community Energy, customers have experienced a reduction in their overall electricity costs. The fiscal impact will vary per customer based on their selection of energy options available from the EBCE. Similarly, the City may experience some reductions in electricity costs.

STRATEGIC PLAN

This agenda item does not align with a strategic priority.

RECOMMENDATION

Staff requests Council receive the update on East Bay Community Energy public outreach and implementation plan.

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