

RESOLUTION NO. 5724(05)

**A Resolution Of The Council Of The City Of Lompoc,
County of Santa Barbara, State of California,
Amending the Personnel Rules Relative to the
Classification Plan (Rule III) and Compensation Plan (Rule IV)
Regarding Various Classification or Compensation Changes
Authorized in Fiscal Year 2005/2007 Budgets**

WHEREAS, Rule III, Section 1 and 2 of the Personnel Rules of the City provide for the adoption, amendment and revision of the Classification Plan; and

WHEREAS, Rule IV, Section 1 and 2 of the Personnel Rules of the City provide for the adoption, amendment, and revision of the Compensation Plan; and

WHEREAS, the City Council desires to amend the Classification and Compensation Plans.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOMPOC RESOLVES THAT:

SECTION 1. The Classification Plan, designated as Exhibit A of Personnel Rule III, Section 1, and the Compensation Plan, designated as Exhibit B of Personnel Rule IV, Section 1 are hereby amended to include the following new and revised class specifications and salary ranges:

Revised Class Specifications Only:

Administrative Aide

Assistant City Administrator

New/Revised Class Specifications	AND/OR	Salary Ranges
Assistant City Attorney II		\$6,690 - \$8,131
Economic Development Coordinator		\$4,659 - \$5,662
Radio Repair Technician I		\$2,866 - \$3,484
Radio Repair Technician II		\$3,153 - \$3,833
Radio Repair Technician III		\$3,468 - \$4,216
Senior Civil Engineer		\$5,242 - \$6,372
Solid Waste Superintendent		\$4,592 - \$5,581
Utility Billing Supervisor		\$3,078 - \$3,741
Wastewater Collection Supervisor		\$3,966 - \$4,820

SECTION 2. Personnel Rule IV, Section 4 "Overtime" is amended to include the following classifications ineligible for overtime, except as may be otherwise provided for under the Fair Labor Standards Act:

Assistant City Attorney I
Assistant City Attorney II
Economic Development Coordinator

SECTION 3. This Resolution shall take effect upon its adoption.

The foregoing Resolution was proposed by Councilmember _____, seconded by Councilmember _____, and passed and adopted by the Council of the City of Lompoc at its duly noticed regular meeting on _____, 2005 by the following electronic vote:

AYE: Councilmember(s):

NOE: Councilmember(s):

ABSENT: Councilmember(s):

Dick DeWees, Mayor
City of Lompoc

ATTEST:

Donna N. Terrones
City Clerk, City of Lompoc

Attachments:

Administrative Aide class specification
Assistant City Administrator class specification
Deputy/Assistant City Attorney series specification
Economic Development Coordinator class specification
Radio Repair Technician series specification

CITY OF LOMPOC

ADMINISTRATIVE AIDE

DEFINITION:

Under general supervision, to perform a variety of entry level professional administrative analysis work related to City functions and services; to conduct studies and surveys and prepare reports; and to perform related work as required.

CLASS CHARACTERISTICS:

Positions in this class perform entry level professional administrative analysis work involving research, review, analysis and preparation of recommendations.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License.

EXAMPLES OF DUTIES:

Assists in conducting surveys and studies relating to City functions and services; gathers, organizes and analyzes information to assist in the development and recommendation of solutions; prepares written reports recommending revisions or solutions to administrative practices, procedures or problems; may assist in the preparation of the City budget by obtaining and compiling data; assists with the preparation and verification of information for press releases; prepares routine correspondence and questionnaires relating to collecting data or answering inquiries; assists with the performance of City functions and services; may assist in City Clerk responsibility; attends seminars, classes or courses relating to public administration; accompanies City staff in meetings with governmental, community and business representatives to develop solutions for problems of mutual concern; makes statistical computations and analyzes results; and performs related work as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of public administration;
- Methods of research, analysis and evaluation;
- Analysis of statistical information;
- English usage, spelling, grammar and punctuation;
- Basic math and statistics;
- Modern office methods and practices.

**CITY OF LOMPOC
(Administrative Aide)**

Ability to:

Apply analytical and statistical principles and procedures;
Perform research with accuracy and develop objective recommendations;
Prepare clear and concise reports;
Perform statistical and administrative analysis;
Read, understand, interpret and apply specific requirements, procedures and policies;
Operate a vehicle observing legal and defensive driving practices;
Understand and carry out oral and written instructions;
Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is some experience performing entry-level analytical work or completion of courses in public administration, accounting or a closely related area.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Strength: Light Work - Lifting, carrying and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

07/05

CITY OF LOMPOC

ASSISTANT CITY ADMINISTRATOR

DEFINITION:

Under administrative direction, acts as the primary staff assistant to the City Administrator; plans, directs, supervises and coordinates assigned operational functions and special projects; coordinates, monitors and provides professional assistance to departments on a variety of programs and projects; assumes duties of the City Administrator in his/her absence; and, performs related duties as assigned.

CLASS CHARACTERISTICS:

The Assistant City Administrator functions as operations manager for the City Administrator, monitoring City activities and projects to ensure timely coordination and completion. The position may be assigned direct responsibility for the completion of special projects. The incumbent is recognized as the chief executive position in the absence of the City Administrator.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License is required.

EXAMPLES OF DUTIES:

Assists the City Administrator in the oversight and resolution of administration, management, and policy issues; negotiates contracts for the City involving the sale, acquisition, or leasing of real property; supervises assigned professional and administrative staff on projects and interdepartmental teams on special projects, as assigned; identifies real or potential operating problems on a Citywide basis, and works with departments to resolve conflicts; performs special studies and investigations; assists in the oversight and preparation of the biennial budget; may act as the City Administrator's designee in grievance hearings; may assist in the negotiation of labor agreements; reviews and approves travel requests; makes recommendations for organizational changes; may perform special assignments involving the temporary supervision of City functions and services/departments; represents the City Administrator and/or participates with him/her at meetings of the City Council; assumes duties of the City Administrator in his/her absence; and, performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of public administration and management, finance and budgeting, labor relations, and public relations;
- Effective techniques of supervision;
- City government organization and control;
- Computer usage and applications;

(Assistant City Administrator)

English usage, spelling, grammar, and punctuation.

Ability to:

Communicate effectively with City Council, media, and the general public;
Work cooperatively with staff from various departments and at various levels;
Analyze complex budgetary, management, and/or operational problems;
Interact effectively with the public, representatives of business, industry, or other governmental agencies;
Manage major projects and programs;
Prepare clear, accurate and comprehensive reports;
Supervise, train, and evaluate assigned staff;
Speak and write effectively;
Read, understand, interpret, and apply complex written material including federal and state regulations;

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is completion of a bachelor's degree in public administration, political science, or related field, and five years, increasingly responsible professional managerial-level administrative and project management experience. A master's degree in a related field is highly desirable.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Strength: Light Work - Lifting, carrying and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects up to 25 pounds.

07/05

CITY OF LOMPOC

DEPUTY/ASSISTANT CITY ATTORNEY Series Specification

DEFINITION:

Under direction of the City Attorney, renders a wide range of professional legal advice and services to all City departments, administrative officers, and various boards and commissions; and performs related work as required.

CLASS TITLES:

Deputy City Attorney
Senior Deputy City Attorney
Assistant City Attorney I and II

CLASS CHARACTERISTICS:

Deputy City Attorney: This is the entry-level class in the legal series. Attorneys in this class are generally assigned to more routine professional legal tasks. Receives general supervision and specific direction from the City Attorney.

Senior Deputy City Attorney: This is the advanced journey level class in the legal series, requiring that the incumbent perform the more complex professional legal tasks involving a wide variety of municipal legal subjects with only occasional instruction or assistance. Positions at this level are distinguished from the entry-level class by their broad discretionary and decision-making responsibilities and requirements to perform difficult and complex legal work with very little supervision. Employees perform difficult and responsible types of duties in this class, including duties involving higher levels of City administration, elected officials, and local agency representatives. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility. Receives general direction from the City Attorney. May exercise technical supervision over clerical and support staff.

Assistant City Attorney I and II: This class is expected to undertake and perform the most difficult, complex, and widely varied assignments. Exercises supervision over clerical and professional staff.

LICENSE AND CERTIFICATES REQUIRED:

Possession of a valid and appropriate California Driver's License. Active membership in the California Bar Association.

**CITY OF LOMPOC
(Deputy/Assistant City Attorney)**

EXAMPLES OF DUTIES:

ALL LEVELS:

Confers and advises City departments, officers, officials, boards, and commissions concerning their respective duties, powers, functions, and obligations; performs legal research and prepares written and oral opinions on various legal problems for the City Council, City departments, officers, officials, and various boards and commissions; prepares, drafts, and reviews ordinances, resolutions, contracts, deeds, leases, and other legal documents and instruments; researches and prepares opinions as to legal acceptability when presented to the City for consideration by an outside agent or agency; represents the City in civil litigation and The People in misdemeanor prosecution; investigates claims and complaints against the City and takes or recommends appropriate action; makes tentative decisions concerning advisability to prosecute, compromise, or dismiss litigation and discusses recommendations and problems with City Attorney; assists in or prepares cases for hearings, trials, and other judicial proceedings and represents the City in such proceedings including all phases of pretrial and trial work in municipal, State, and Federal courts; examines and analyzes court rulings and legislation with regard to their effects on municipal government operations; may train and direct the work of subordinate professional and technical staff; may assist in employee selection and performance evaluations; and performs related duties as assigned.

ALLOCATION FACTORS:

Level of difficulty, variety, scope, and complexity of assigned duties; independence of actions and decisions; degree of supervision received; consequences of decisions made.

MINIMUM QUALIFICATIONS:

ALL LEVELS:

Knowledge of:

- Legal principles and practices, including civil, criminal, constitutional, and administrative law and procedures;
- Methods of legal research;
- Tort law and liability insurance litigation;
- Judicial procedures and rules of evidence;
- Federal and State statutes.

**CITY OF LOMPOC
(Deputy/Assistant City Attorney)**

Ability to:

Learn ordinances, statutes, and court decisions relating to municipal corporations;
Learn modern and highly complex principles and practices of municipal law;
Learn organization, procedures, duties, powers, limitations, and authority of the City Attorney's office, City government, and other public agencies;
Learn established precedent and sources of legal reference applicable to municipal and local agency activities;
Represent the City in a wide variety of judicial and administrative proceedings; prepare and present cases in court.
Communicate clearly and concisely, both orally and in writing;
Analyze and prepare a wide variety of legal documents and correspondence;
Organize, interpret, and apply legal principles and knowledge of legal problems;
Apply legal knowledge and principles in court and other formal and informal forums;
Present statements of law, fact, and argument clearly, logically, and effectively;
Research legal problems and prepare sound legal opinions and decisions in accordance with laws, regulations, and policies;
Read, understand, analyze, and interpret complex legal and technical written material;
Receive and appropriately resolve complaints made to the City Attorney's office regarding legal problems involved in municipal affairs;
Establish and maintain cooperative and effective working relationships with the general public, staff, committee members, and public officials.

Senior Deputy City Attorney:

Ability to:

Learn and apply principles of management, supervision, training, and performance evaluation;
Represent the City in a wide variety of complex judicial and administrative proceedings;
Analyze and prepare a wide variety of complex legal documents;
Prepare and present complex cases in court;
Research highly complex legal problems and prepare sound legal opinions;
Learn established precedent and sources of legal reference applicable to highly complex municipal activities;
Interpret statutes and court decisions relating to land use, civil rights, and public labor law;
Perform legal work involving the use of independent judgment.

**CITY OF LOMPOC
(Deputy/Assistant City Attorney)**

Assistant City Attorney I:

Ability to:

Select, supervise, train, and evaluate assigned staff;
Prosecute the most complex and difficult cases.

Assistant City Attorney II:

Ability to:

Select, supervise, train, and evaluate assigned staff;
Prosecute the most complex and difficult cases, including those
involving critical municipal issues.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is:

ALL LEVELS: A Juris Doctorate from an accredited law school and active membership in the California Bar Association.

Deputy City Attorney: Law clerk experience is highly desirable.

Senior Deputy City Attorney: Three years of experience performing duties comparable to those of a Deputy City Attorney described above.

Assistant City Attorney I: Four years of experience performing duties comparable to those of a Senior Deputy City Attorney described above.

Assistant City Attorney II: Two years of experience performing duties comparable to Assistant City Attorney I described above.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Strength: Light work - lifting, carrying, and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

CITY OF LOMPOC

ECONOMIC DEVELOPMENT COORDINATOR

DEFINITION:

Under direction, to design and implement programs that encourage economic development consistent with City policy; to develop strategies to improve the economic strength of the City through business development, retention and expansion, job creation; and to perform related work as assigned.

CLASS CHARACTERISTICS:

The Economic Development Coordinator is responsible for planning and coordinating economic development and promotion under direction of the City Administrator or Assistant City Administrator.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License.

EXAMPLES OF DUTIES:

Plans, coordinates and administers a comprehensive program aimed at encouraging viable economic development for the City; reviews and develops policies related to strengthening the City's economy; designs and implements business recruitment, retention and expansion programs; identifies community employment needs and implements recruitment strategies and job creation efforts that match the skills of current residents; communicates the elements of the City's economic development strategy to diverse groups and builds consensus for this strategy; recommends economic development goals and priorities; develops and prepares informational brochures and other materials describing the community; provides information on economic development activities to the City website; contacts businesses interested in locating to the community and initiates recruitment efforts to attract businesses that meet the City's job creation; analyzes job training needs of current and prospective employers and coordinates this effort with local educational institutions; attends meetings, workshops, conferences and seminars on economic development; serves as an advocate for business within the City; coordinates and facilitates major development projects and works closely with other City departments on these projects; provides support for the promotion of tourism; monitors and assists in facilitating permit processing activities; coordinates economic development activities with other City departments and offices; analyzes legislation pertaining to economic development; prepares reports on issues related to economic development and makes presentations to the City Council, business and community organizations; promotes City-owned utilities as an economic development tool; and performs other related work as assigned.

**CITY OF LOMPOC
(Economic Development Coordinator)**

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and practices of economic development and business recruitment, retention and expansion;
Federal, state, and local programs and opportunities to cooperatively develop and enhance the economic strength of the City;
Planning and community development issues and practices related to economic and job development;
Applicable laws, regulations, policy and procedures;
Financing trends, practices and resources in economic development;
Business and administrative computer applications related to the work;
Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, regulatory and legislative organizations; and
Basic program administration techniques.

Ability to:

Plan and administer comprehensive programs aimed at encouraging viable economic development for the City;
Design, develop, and implement targeted business recruitment, retention and expansion programs;
Identify community employment needs and implement recruitment strategies and job creation efforts that match the skills and needs of current residents;
Identify and implement appropriate funding resources and strategies;
Serve as an effective advocate for business within the City;
Monitor and assist in facilitating permit processing activities;
Make effective presentations to the City Council, commissions, and community and business organizations;
Use sound independent judgment within general legal, policy and procedural guidelines;
Prepare accurate and effective reports, policies, procedures, and other written materials;
Establish and maintain effective relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE:

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is completion of a bachelor's degree in public administration, economics, planning, or related field and three years of professional experience in economic development functions. Experience in a public agency setting is desirable.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

**CITY OF LOMPOC
(Economic Development Coordinator)**

Strength: Light Work - Lifting, carrying and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

07/05

CITY OF LOMPOC

**RADIO REPAIR TECHNICIAN
Series Specification**

DEFINITION:

This series specifications describes three classifications which, under supervision, performs a variety of skilled, semi-skilled and unskilled work in the inspection, troubleshooting, installation, removal, servicing and repair of communications systems and related equipment; performs preventive maintenance on communications equipment; and performs related work as required.

CLASS TITLES:

Radio Repair Technician I
Radio Repair Technician II
Radio Repair Technician III

CLASS CHARACTERISTICS:

Positions in these classes perform inspection, troubleshooting, installation, removal, servicing, repair, and preventive maintenance of communications systems and related equipment.

Radio Repair Technician I - The entry level in this series. Performs semi-skilled and skilled work of a technical nature, usually under supervision. Work is usually reviewed upon completion.

Radio Repair Technician II – This intermediate position is assigned more responsible and complex work, performs skilled and specialized communications system and related equipment maintenance; may use independent judgment in making technical decisions.

Radio Repair Technician III – The journey-level position, work in this class is characterized by the complexity of the assignments and by the independence with which an incumbent performs. Typically, incumbents perform work with minimal supervision and maximum opportunity for planning and exercising judgment. Incumbents may direct the work of assigned helpers; however, supervisory responsibilities are not characteristic in this class.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License

**CITY OF LOMPOC
(Radio Repair Technician – Series Spec)**

EXAMPLES OF DUTIES:

All Levels – Inspect, troubleshoot, and repair all City-owned base stations, mobile radios, portable radios, pagers, and chargers; installs and removes base stations, mobile units, and chargers; installs, inspects, troubleshoots, and repairs all antenna systems and repeaters; installs, removes, troubleshoots, and repairs emergency vehicle warning devices, lights and controls; CCTV and PA systems.

Radio Repair Technician I - Perform unscheduled and preventive maintenance and repair on city radio communications systems and related equipment as listed above; maintain records of repairs and maintain logs on all radio communications systems and related equipment. Work shall be performed under supervision; operates city vehicles and performs related work as required.

Radio Repair Technician II - Install, modify, and repair City-owned radio communications systems and related equipment as listed above; maintain records of repairs and maintain logs on all radio communications and related equipment; conduct tests and periodic inspections to determine how radio communication systems are functioning. Unscheduled and preventive maintenance shall be performed on all city fixed station and mobile radio equipment; operates city vehicles and performs related work as required.

Radio Repair Technician III – Perform complex diagnostics, maintain preventative maintenance records; assist the Fleet Maintenance Supervisor in preparing equipment specifications, maintaining repair stock levels, and procurement of test equipment and tools; performs regular servicing and preventative maintenance on all above listed equipment; works with and assists the Facilities Maintenance Supervisor with City communications systems; assigns and directs work of helpers in the absence of supervisory staff; operates city vehicles and performs related work as required.

ALLOCATION FACTORS:

Positions in this series are allocated to these classes on the basis of the incumbent's education and experience, and therefore the amount of supervision and review of work needed, the independence expected in approaching projects and the level of difficulty of work assignments.

MINIMUM QUALIFICATIONS:

Knowledge of:

All levels –

Shop Math applicable to electronics;
Record keeping;
Appropriate safety precautions and procedures.

Radio Repair Technician I –

Terminology, symbols, and methods of communications maintenance;
Proper methods, materials, tools and equipment used in communications maintenance;
Interpret basic electronic circuitry and specifications.

**CITY OF LOMPOC
(Radio Repair Technician – Series Spec)**

Radio Repair Technician II –

Interpret detailed communications electronic circuitry and specifications;
Methods of servicing and repair of communications and related equipment;
Methods of installing communications, electronic, and emergency warning devices.

Radio Repair Technician III –

Methods of servicing and calibrating electronic diagnostic test equipment;
Train others in assigned specialty.
Work independently and exercise sound technical judgment;
Complex diagnostics;
Electronic circuitry;
Methods of servicing and repair of communications and related equipment.

Ability to:

All Levels:

Read, write, and perform mathematical calculations at the level required for successful job performance;
Maintain records;
Safely operate a vehicle observing legal driving practices;
Understand and carry out oral and written instructions;
Function well under pressure;
Establish safe work habits;
Establish and maintain effective relationships with those contacted in the course of work.

Radio Repair Technician I –

Operate computer;
Use test equipment and related equipment;
Perform troubleshooting, maintenance, and repair of communications and related equipment.

Radio Repair Technician II –

Knowledge of FCC, OSHA, NEC, related regulations;
Recognize and diagnose unsatisfactory equipment performance;
Proper use of sophisticated test equipment and use of related tools;
All skills required for Radio Repair Technician I.

Radio Repair Technician III –

Complete reports related to FCC and other regulations;
Prepare equipment specifications;
Direct work of others;
All skills required for Radio Repair Technician I & II.

**CITY OF LOMPOC
(Radio Repair Technician – Series Spec)**

EDUCATION AND EXPERIENCE:

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying background is:

Radio Repair Technician I - Technical courses and minimum one year experience in troubleshooting, installation, and repair of radio communications systems and related equipment, high school diploma or GED.

Radio Repair Technician II – Two years experience performing radio communications systems and related equipment repair within an organized private industry setting or a government agency, depending upon education.

Radio Repair Technician III – Four or more years experience performing radio communications systems and related equipment repair within an organized private industry setting or a government agency, depending upon education.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Strength: Medium work, frequent lifting and /or carrying objects weighing up to 75 pounds.

Incumbents must perform work in emergencies and in all weather conditions.