

CITY OF LOMPOC**BUDGET ANALYST****DEFINITION:**

Under general supervision, assists in developing and coordinating the annual and two-year operating and capital budgets for the City; provide analysis, projections and recommendations on revenues, expenditures and financial policies; monitor, analyze and report on State legislation that could impact the City; develops, recommends, establishes, and assist with implementing Citywide budget policies and strategies, administers cost allocation and fee studies, and special projects; provide technical and analytical staff support for deposit tracking and invoicing; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

This class performs the full range of professional level administrative duties. The Budget Analyst receives only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department/division. This class may serve as a technical resource to lower level accounting staff.

LICENSE REQUIRED:

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

ESSENTIAL FUNCTIONS:

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

1. Assists in developing the annual and two-year operating and capital budgets for assigned City departments; prepares budget documents in coordination with higher level staff for staff reports and the budget book; participates in the budget approval process.
2. Performs budget analyses and reporting functions; tracks and projects current revenues including property, sales taxes, transient occupancy tax, permit, charges for services fees, grant awards, Federal aid, and State shared revenue; reviews and recommends adjustments to fee schedules.
3. Identifies and advises on budget overruns, revenue shortfalls, and other financial problems; recommends options and solutions; works with management to resolve problems.
4. Prepare a variety of financial and statistical reports, researches and compiles information, determines the proper format for finished reports, analyzes

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accounts, and presents results, including monthly/quarterly financial reports for all major City funds; assists with the preparation of various reports related to the state controller, financial and funding forecasts, and ad-hoc reports.

5. Analyzes, reviews and evaluates program carryover and budget submittals for departments and associated funds; ensures compliance with prescribed budget procedures and instructions; makes recommendations regarding budget proposals and cost allocations.
6. Responds to inquiries and requests from management and other departments regarding budget/financial issues, various reports, and analyses.
7. Participates in the development and implementation of enforcement programs for City collected revenue sources, such as transient occupancy tax and business license-related fees.
8. Participates in the development and management of various database programs in order to support budgeting, tracking, analysis, and financial and performance reporting.
9. Provides training and support to staff regarding the use of the City's financial system.
10. Assists in the development, collection, and reporting of performance measures.
11. Assists departments in the preparation of the operating and capital budgets, analysis of expenditure and revenue trends, use of appropriate revenue and expenditure coding, and the use of the City's financial system and other informational databases.
12. Prepares and presents staff reports and other necessary correspondence.
13. Designs and develops a variety of queries, macros, and complex spreadsheets from downloaded data.
14. Tracks and analyzes vehicle and equipment replacement and capital assets; assists with year-end schedules and audit support;
15. Manages the City's cost allocation plan and fee study updates, including reviewing and approving updates and reports, guiding departments on labor-hours and cost estimates and assumptions.
16. Assists City staff regarding financial and budgetary matters; researches and analyzes technical data; provides contract management support, deposit account support, and invoice payments; makes process improvement

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recommendations.

17. Provides staff coverage as needed.
18. Performs other duties as assigned.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:

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

Physical:

Strength category: Light Work - Lifting, carrying and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds. May involve significant standing, walking, pushing and/or pulling. Frequent sitting and typing. Occasional standing, walking, bending, twisting at the waist, handling, gripping, grasping, reaching at, above and below shoulder level, extending neck side to side. On rare occasions stoops, crouches, kneels, climbs stairs, ladders, extends neck upward and downward. **Vision:** visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed. **Hearing:** ability to effectively hear/comprehend oral instructions and communication.

Mental/Psychological:

Understand, remember and carry out detailed job instructions; utilize complex reading, writing, and math skills; work cooperatively and interact appropriately with those contacted in the course of work, including the general public; respond appropriately to criticism from a supervisor; respond quickly to changing priorities; communicate effectively orally; perform effective multi-tasking; work under pressure; work within deadlines.

ENVIRONMENTAL CONDITIONS:

Constantly works indoors; occasionally works outdoors. Frequent use of products and equipment required in a standard office work setting; personal computer, including word processing, database and spreadsheet programs; calculator, telephone, photocopier and telex fax machines, and other standard office equipment; extensive contact with City staff. Works independently and with the public. The noise level in the work environment is usually quiet while in the office, and moderately loud when outdoors.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of budget development, execution and control to assure

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- compliance with state/local regulations and stewardship of public funds
- Quantitative and management analysis techniques
- Methods and research techniques regarding financial and statistical analysis
- Principles and procedures of financial recordkeeping and reporting
- Generally accepted accounting principles
- Operational characteristics of computerized financial reporting programs
- Office practices and procedures, including filing, record-keeping using various computer programs including modern computer software applications
- Report writing techniques
- Effective customer service techniques
- Pertinent Federal, State, and local codes, laws, and regulations
- Basic math and statistics
- English usage, spelling, grammar, and punctuation

Ability to:

- Analyze and solve administrative and budgeting problems
- Assist in developing the annual operating and capital budgets for the City
- Provide analysis, projections, and recommendations on revenues, expenditures, and financial policies
- Prepare clear and concise administrative and financial reports
- Summarize and communicate complex financial information to a variety of audiences
- Communicate effectively, both orally and in writing
- Communicate highly complex and politically sensitive information to a variety of audiences
- Establish and maintain effective working relationships with those contacted in the course of work, and act as a resource for Finance and other department staff

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 with the possession of a Bachelor's degree from an accredited college or university with major course work in accounting or a closely related field with major course work in finance, business administration, accounting, or a related field.

CITY OF LOMPOC

COLLECTION ACCOUNTS COORDINATOR

DEFINITION:

Under general supervision, to perform advanced account recordkeeping pertaining to utility accounts; to discuss and explain utility accounts with customers, particularly delinquent accounts; to prepare and refer accounts to collections; to coordinate collectible accounts with collection agency; and to perform related work as required.

CLASS CHARACTERISTICS:

This is a one person class, performing advanced account recordkeeping pertaining to utility accounts, particularly collections, disconnections, utility assistance payments, and extensions. It is distinguished from the Senior Treasury Clerk by more involved customer problem solving and the responsibility for coordinating the collection of delinquent accounts with the collection agency. Incumbents must be highly skilled in customer relations, advanced problem solving and conflict resolution, particularly, in dealing with upset customers.

LICENSE REQUIRED:

Possession of a valid and appropriate California driver's license may be required.

ESSENTIAL FUNCTIONS:

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

Performs advanced computerized account recordkeeping and analyses of collectible accounts; develops computerized programs to analyze, monitor and follow-up on delinquent and collectible accounts; monitors records to insure timely notification to collection agency; provides appropriate financial information to and maintains contact and follow-up with the collection agency for collectible utility accounts, library fines, fire permits, police towing charges, and returned checks; assists customers in person and over the phone to explain account information and problems to customers; makes payment arrangements with customers whose accounts are delinquent; advises customers of various programs for payment assistance; provides appropriate financial information to, and maintains contact and follow up with the payment assistance agency; maintains and monitors records related to "turn-offs" and "reconnects"; sends notifications to customers and Customer Service Field Technicians for turn-offs and reconnects; Audits meter readings and questions inconsistent readings; audits, turn on and off nighthawk electric meters; audits and verifies meter reads using the NWA meter

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read system; analyze placement of nighthawk meters for safety and access and coordinates with electric supervisor; verify photovoltaic and audits accounts; audits bills and corrects as necessary; participates fully in the work of the unit related to computer file maintenance and bill preparation including closing bills, final notices and monthly bill statements; audits uncollectable accounts for write-off and reports findings to supervisor; may appear in court on behalf of the City regarding uncollected accounts; may serve as acting supervisor as appropriate; and performs related duties as required.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:

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

Physical: Strength category: Light-exert force to 20 pounds occasionally, or 10 pounds frequently, or negligible force constantly. May involve significant standing, walking, pushing, and/or pulling. Frequent typing. Occasional to frequent standing; occasional walking, sitting, bending, stooping, pushing, pulling, handling, gripping, grasping, twisting at the waist, reaching at, above, and below shoulder level, extending neck upward, downward, and side to side, climbing stairs. On rare occasions, climbing ladders, crouching, kneeling. **Vision:** visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed. **Hearing:** ability to effectively hear/comprehend oral instructions and communication.

Mental/Psychological:

Understand, remember and carry out detailed job instructions; utilize complex reading, writing, and math skills; work cooperatively and interact appropriately with those contacted in the course of work, including the general public; respond appropriately to criticism from a supervisor; respond quickly to changing priorities; communicate effectively orally; perform effective multi-tasking; work under pressure; work within deadlines.

ENVIRONMENTAL CONDITIONS:

Constantly works indoors; occasionally works outdoors. Frequent use of products and equipment required in a standard office work setting; personal computer, including word processing, database and spreadsheet programs; calculator, telephone, photocopier and telex fax machines, and other standard office equipment; extensive contact with City staff. Works independently and with the public. The noise level in the work environment is usually quiet while in the office, and moderately loud when outdoors.

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MINIMUM QUALIFICATIONS:

Knowledge of:

- Office equipment, including computer operations
- Business mathematics at the level needed for clerical accounting
- Advanced financial recordkeeping and cash accounting
- Methods and practices of utility service recordkeeping and procedures
- Methods of credit checking and collection
- Programs that can be implemented to deal with problem utility accounts, including payment assistance programs
- Customer relations techniques
- Cashiering

Ability to:

- Make mathematical computations quickly and accurately
- Make change and operate cash register
- Understand and carry out oral and written instructions
- Type accurately
- Work cooperatively with the public and co-workers
- Operate office equipment including a personal computer proficiently
- Maintain comprehensive records utilizing computer equipment
- Interact effectively with upset individuals to explain rules and procedures, and resolve payments and questions
- Interpret and apply difficult regulations and procedures to a wide variety of situations
- Maintain difficult financial records and prepare comprehensive, accurate reports
- Work with considerable independence in completing work and insuring its accuracy
- Make decisions regarding individual accounts
- Coordinate credit checking and collection of accounts through the collection agency
- Develop credit and collection programs
- Perform financial and statistical clerical work
- Communicate clearly and effectively with staff, delegating as necessary

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 three years of financial recordkeeping experience or one year experience as a Senior Treasury Clerk with the City of Lompoc.

CITY OF LOMPOC

EXECUTIVE ASSISTANT

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.

ESSENTIAL FUNCTIONS:

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

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.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:

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

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

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involve significant standing, walking, pushing and/or pulling. Frequent sitting and typing. Occasional standing, walking, bending, twisting at the waist, handling, gripping, grasping, reaching at, above, and below shoulder level, extending neck side to side. On rare occasions stoops, crouches, kneels, climbs stairs, ladders, extends neck upward and downward. **Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed. **Hearing:** Ability to effectively hear/comprehend oral instructions and communication.

Mental/Psychological:

Understand, remember and carry out detailed job instructions; utilize complex reading, writing, and math skills; work cooperatively and interact appropriately with those contacted in the course of work, including the general public; respond appropriately to criticism from a supervisor; respond quickly to changing priorities; communicate effectively orally; perform effective multi-tasking; work under pressure; work within deadlines.

ENVIRONMENTAL CONDITIONS:

Constantly works indoors; occasionally works outdoors. Frequent use of products and equipment required in a standard office work setting; personal computer, including word processing, database and spreadsheet programs; calculator, telephone, photocopier, and telex fax machines, and other standard office equipment; extensive contact with City staff. Works independently and with the public. The noise level in the work environment is usually quiet while in the office, and moderately loud when outdoors.

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

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

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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.

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HUMAN RESOURCES ANALYST

DEFINITION:

Under general supervision, to perform a variety of journey-level professional, technical and analytical human resources functions including pre-employment, employee orientation, employee evaluation, recruitment, testing and selection, classification and compensation, employee relations, and labor relations support; to assist in the development and recommendation of policies, procedures, program budgets, report research including document preparation, presentation and maintenance, and other human resources programs; and to perform other duties as assigned.

CLASS CHARACTERISTICS:

The Human Resources Analyst is a skilled, journey-level professional classification. Incumbents are given a moderate amount of responsibility and are required to be resourceful, work independently with minimal instruction, while learning and performing the functions of the position. Incumbents are responsible for the pre-employment process, employee orientation, employee evaluation program, and the performance of technical and analytical work related to recruitment including testing and selection, classification and compensation, and other human resources programs. Incumbents will provide support to the Human Resources Technician and serve as a backup technician/analyst for matters related to benefits, retirement, and workers' compensation.

LICENSE REQUIRED:

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

ESSENTIAL FUNCTIONS:

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

Provides exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful; coordinates pre-employment for live scan, physical, and psychological exams; conducts orientations for new employees on City policies, procedures, and benefit programs. Coordinates and maintains the performance evaluation program; processes and maintains annual accrued leave pay ("buybacks"), and annual excess vacation; processes employee's personnel action forms (PAFs). Audits, reviews and analyzes job classifications; makes recommendations, updates and maintains class specifications; conducts salary evaluation, test analysis and construction and making recommendations for job specifications; conducts assigned personnel related surveys and studies, analyzes data and prepares reports, including recommendations; formulates or assists in formulating recruitment, examination and training plans and implements plans by arranging for

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facilities, equipment, advertising, informational materials and other details; develops and administers selection processes, including screening of applications, execution of examinations, briefing of interview panels, participation in the interview process, scoring examinations and establishing eligibility lists; analyzes examination processes for compliance with state and federal legislation; counsels applicants; confers with departments regarding classification and compensation requests; conducts research and recommends resolutions to salary and budgetary concerns; advises departments on recommendations; coordinates the processing of requests; conducts a variety of salary surveys; researches and analyzes data; prepares comprehensive reports; makes recommendations; prepares, reviews, and interprets personnel rules, policies and procedures; responds to requests for information and assistance from employees, management, outside agencies, and the public, both in person and in writing; and assists in rule development for compliance with legal mandates and good personnel practices; provides support for labor negotiations activities and participates as part of the management team; drafts contract language; prepares research activities for salary analysis; analyzes and develops cost analyses of proposed salaries and benefits; coordinates personnel functions with payroll activities; ensures accurate maintenance of personnel transactions and audits; maintains confidential personnel records; works closely with the Finance-Payroll staff; conducts and participates in a variety of meetings; assists in investigating employee complaints and appeals; prepares correspondence and meeting minutes; performs personnel actions related to benefits, separation, and retirement; provides training to lower level division staff; provides staff coverage as needed; and performs other duties as assigned.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:

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

Physical: Strength category: Light Work - Lifting, carrying, and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds. May involve significant standing, walking, pushing, and/or pulling. Essential and marginal functions [may] require maintaining the physical condition necessary for sitting for prolonged periods. Frequent sitting and typing. Occasional standing, walking, bending, twisting at the waist, handling, gripping, grasping, reaching at, above, and below shoulder level, extending neck side to side. On rare occasions stoops, crouches, kneels, climbs stairs, ladders, extends neck upward and downward. **Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed. **Hearing:** Ability to effectively hear/comprehend oral instructions and communication.

Mental/Psychological:

Understand, remember and carry out detailed job instructions; utilize complex reading,

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writing, and math skills; work cooperatively and interact appropriately with those contacted in the course of work, including the general public; respond appropriately to criticism from a supervisor; respond quickly to changing priorities; communicate effectively orally; perform effective multi-tasking; work under pressure; work within deadlines.

ENVIRONMENTAL CONDITIONS:

Constantly works indoors; occasionally works outdoors. Frequent use of products and equipment required in a standard office work setting; personal computer, including word processing, database and spreadsheet programs; calculator, telephone, photocopier, and telex fax machines, and other standard office equipment; extensive contact with City staff. Works independently and with the public. The noise level in the work environment is usually quiet while in the office, and moderately loud when outdoors.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, purposes, functions, policies, and practices of human resources management and administration.
- Methods and techniques of pre-employment and employee orientation.
- Principles and techniques of employee evaluation.
- Principles and techniques of recruitment and selection including job analysis, test construction, interviewing, and laws and regulatory guidelines related to selection.
- Principles and practices related to the management and administration of employee benefit programs.
- Pertinent Federal, State, and local laws, codes, and regulations, including those specifically related to the public sector (FLSA, FMLA, ADA, EEO, COBRA, ACA, etc.).
- Duties performed in a variety of occupational fields.
- Basic principles and practices of industrial safety.
- Techniques, methods, and tools used in the development and administration of position classification and compensation plans.
- Research techniques and sources of reference materials and information regarding personnel administration.
- Methods of basic statistical analysis.
- Modern office procedures, methods, computer equipment, the use of computer programs including Microsoft Office.
- English usage, spelling, grammar, and punctuation.
- Basic math, including basic statistics terminology.

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Ability to:

- Coordinate pre-employment live scan, physical, and psychological exams.
- Conduct individual or group employee orientation.
- Process personnel action forms (PAFs) related to employee's personnel records.
- Process, organize and maintain the employee evaluation program.
- Coordinate and proctor various recruitment exams and job interviews.
- Apply the principles of job analysis, content validation, test construction, equal employment opportunity law, and guidelines and statistics to the development and evaluation of selection processes.
- Develop research study strategies, collect and evaluate data and prepare clear, concise findings.
- Plan and organize multiple work activities to effectively meet deadlines.
- Write clear, accurate, and comprehensive reports.
- Interpret and apply federal, state, and local laws, codes, regulations, City policies, and procedures.
- Make effective oral presentations.
- Communicate clearly and concisely, both orally and in writing.
- Apply classification principles and techniques, develop allocation standards and allocate positions accurately and consistently.
- Operate modern office equipment.
- Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is with the possession of a Bachelor's degree from an accredited college or university with major course work in human resources management, public administration, business administration, or a related field; two years of professional human resources management experience including some experience in municipal government; and entry-level professional experience, preferably in recruitment, selection, classification, and compensation.

CITY OF LOMPOC

POLICE LIEUTENANT

DEFINITION:

The Lieutenant has broad command responsibility for the Police Department and may be assigned as Officer-in-Charge of the Patrol Section or Support Services; to plan, organize, supervise, manage, coordinates, evaluates, and direct the activities of the patrol watch commanders, supervisory staff for jail, dispatch, and records, detectives, civilian support personnel, and directed and selective patrol details. A Lieutenant may manage the Detective Bureau, Records Unit, and Property Section; may also serve as the Officer-in-Charge of various specialized entities to perform specialized law enforcement and administrative work, and to perform related duties as assigned.

CLASS CHARACTERISTICS:

This is a managerial and administrative class that directs the activities of divisions or subdivisions of the Police Department. Incumbents in this class direct and supervise division personnel and assume responsibility for the efficient administration of assigned programs. Work is performed in accordance with established policies of the Police Department and supervision is received through general administrative review by the Police Captain.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License. Incumbents must obtain a POST Middle Management Certificate within two years of appointment.

ESSENTIAL FUNCTIONS

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

1. Responsible for supervising patrol sergeants, and ensuring that officers carry out day-to-day, routine crime suppression, and investigative functions.
2. Evaluates crime reduction strategies and provide oversight and direction in addressing emerging crime trends.
3. Completes a variety of administrative tasks to include a review of Use of Force Investigations, Pursuit Reports, Administrative, and Personnel investigations as well as audits and administrative projects.
4. Monitors the progress and development of new officers and ensures that officers are current with mandated training and continuously seek opportunities to mentor personnel as well as evaluates best practices for professional growth.
5. Manages and provides oversight on the following support services: Detectives, Records Unit, Property Section, and Dispatch Unit.
6. Monitors the progress of criminal investigations and evaluates investigative practices.
7. Responds to major crime scenes and provides oversight and management during critical incidents.

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8. Determines the need for additional resources and makes timely notifications to the Captain and Chief of Police.
9. Serves as an assistant to the Captain and may act as a Commanding Officer in the Captain's absence.
10. Ensures appropriate and sufficient deployment of officers depending upon crime trends in his/her area of responsibility.
11. Responds to scenes of serious crimes such as an officer-involved shooting, homicide, major robbery, and theft.
12. Reviews and ensures complete and accurate follow-up investigations, and keeps the Captain informed of areas of concern.
13. Performs administrative functions such as review of incoming correspondence and response to Department entities, outside agencies, citizens, supervisor's daily activity reports, and crime and accident reports.
14. Ensures appropriate and timely training of the subordinates, an inspection of personnel, equipment, and facilities to ensure compliance with the Department's policies and procedures.
15. Conducts interviews of sworn and civilian personnel; attends community meetings to promote Department's goals and missions, and community safety programs.
16. May provide training and classes both internally and externally, and performs other related duties as assigned.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS

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

Physical:

Strength: Medium - Exert force of 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. Constantly lift, carry, push, pull, or move objects. Frequently extend neck upwards, downwards, or side to side. Frequently sit, type. Occasionally stand, walk, bend, stoop, crouch, climb stairs, push/pull, twist at the waist, handle, grip, grasp, reach at and below shoulder level. Rarely crawl, kneel, reach above shoulder level, climb ladders. **Note:** When required to respond as Police Officer, strength requirement is: Very Heavy - Exert force over 100 lbs. occasionally, over 50 lbs. frequently, or over 20 lbs. constantly to lift, carry, push, pull, or move objects.

Incumbents must have normal hearing, meet "P.O.S.T." vision and hearing standards, and have excellent general health and physical fitness sufficient to meet the City's medical standards prior to appointment except in case of an emergency or hazardous situation.

Mental/Psychological:

Work cooperatively and interact appropriately with those contacted in the course of work, including the general public, without exhibiting extreme responses; respond appropriately to criticism from a supervisor; read/comprehend complex material; understand, interpret and apply laws, ordinances, regulations, codes, directives and police literature; write

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reports; perform simple mathematics calculations; analyze situations and adopt a quick, effective and reasonable course of action; remember facts, names, faces and details of incidents accurately; respond quickly to changing situations under emergency pressures; understand and carry out complex oral and written job instructions; ability to work under pressure; work within deadlines; supervise other workers; train other workers.

ENVIRONMENTAL CONDITIONS

Incumbents must be willing to work assigned shifts in extremely hazardous working conditions. Frequently work outdoors, occasionally work indoors. Frequent use of a computer, drive motorized equipment/vehicles. Rare exposure to extreme temperatures, dust, fumes, smoke, gases, odors, chemicals, excessive noises, electrical energy, solvents, grease, oil, flames, smoke, or slippery or uneven walking surfaces. Rarely work with explosives. Frequently work with others, occasionally work alone.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Federal, State, County, and City departmental policies, procedures, rules, and regulations.
- Principles, practices, and techniques of police administration, organization, and operation.
- Modern law enforcement methods and procedures.
- Technical and administrative phases of crime prevention, law enforcement, and related functions including investigation and identification, patrol, traffic control and safety, laws, ordinances, and regulations affecting work of the Department.
- Specific skills and techniques are used in a variety of law enforcement assignments such as patrol, investigation, training, and administration.
- Laws of rules, arrest, and evidence.
- Personnel management practices and supervisory techniques.

Ability to:

- Plan, organize and supervise patrol watch commanders, supervisory staff for jail, dispatch, and records, and community resources
- Take charge of major crimes and incidents
- Administer and evaluate the uniform, investigation, or administration division programs
- Maintain good public and press relations
- Understand, interpret and apply criminal and civil law and procedures and other complex written materials
- Analyze law enforcement problems and adopt an effective course of action
- Operate a vehicle observing legal and defensive driving practices
- Understand and carry out complex oral and written instructions requiring problem-solving and independent decision-making

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- Meet, interact and mutually problem-solve effectively with public and private officials, the general public, and City staff

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 seven years of varied experience as a sworn law enforcement officer, with a minimum of two years Lompoc Police Department experience preferred, two years of increasingly responsible experience which includes full-time supervision and administration of personnel and functions at a Watch, Bureau, or Division level, including staff studies and formulation of policies and possession of a minimum of 60 college semester units; **or**, six years of varied experience as a sworn law enforcement officer, with a minimum of two years Lompoc Police Department experience preferred, two years of increasingly responsible experience which includes full-time supervision and administration of personnel and functions at a Watch, Bureau, or Division level, including staff studies and formulation of policies and possession of a minimum of 120 college semester units.

WAIVER OF REQUIREMENTS:

The Chief of Police may waive a portion of the requirements if, in his opinion, the best interests of the Department and the City will be served.

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SENIOR NEIGHBORHOOD PRESERVATION OFFICER

DEFINITION:

Under direction, performs the more complex technical inspections, investigative, and compliance work related to municipal code violations; responds to requests and complaints; issues warnings and citations; maintains related reports and records; monitors the City-wide code enforcement plan; assists in the development and implementation of training programs and day-to-day duties relative to training staff; monitors status of complaints and investigations; and perform other related duties as required.

CLASS CHARACTERISTICS:

The class of Senior Neighborhood Preservation Officer serves in a lead capacity. The incumbent is expected to perform the full range of assigned duties and assist other code compliance personnel, with only occasional instruction or assistance. In addition to code compliance investigation duties, the incumbent may train and assign program staff. This classification is distinguished from a Code Enforcement Officer I/II in that the incumbent processes greater breadth of knowledge and experience, and reviews the more complex requests related to violations of City codes and ordinances; may be responsible for day-to-day training or program staff; and has functional charge of code enforcement activities when the supervisor is absent or unavailable.

LICENSE/CERTIFICATES REQUIRED:

Possession of a valid and appropriate California Driver's License. Peace Officers Standards Training (POST) approved Penal Code §832 certificate is highly desirable prior appointment and required as a condition of successful completion of probation. Possession of California Association of Code Enforcement Officers (CACEO) Basic and/or Intermediate certificate required. California Association of Code Enforcement Officers (CACEO) Advanced certificate is required as a condition of successful completion of probation. Possession of ICBO/AACE and/or SCACEO certificate is desirable.

ESSENTIAL FUNCTIONS:

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

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Leads and participates in the more complex technical inspections, investigative, and compliance duties related to code violations; receives and responds to citizen inquiries and other complaints related to violations of the City municipal code, including but not limited to building zoning, nuisance, environment, neighborhood enhancement, health and safety ordinance, and weed abatement; interprets and enforces provisions of municipal codes and ordinances, state and federal laws and/or regulations pertaining to code enforcement; investigates alleged violations and citizen complaints; conducts field checks to uncover/respond to alleged violations; issues notices of violation and citations; issues warning and compliance letters; attempts to gain compliance; performs follow-up investigations to ensure compliance; initiates legal action when required; testifies when necessary; compiles and monitors statistical information on permits and inspections; issues permits; assists in collecting, compiling and analyzing data; investigates and resolves problems; monitors the City-wide code enforcement plan; provides information to the public and other City departments; assists City departments with municipal code enforcement activities; trains staff; prepares correspondence and reports; prepares cases including history, facts, photos and other needed information; carries out preventative enforcement; maintains code enforcement reports, files and documents; patrols assigned areas of the City to locate and observe violations; photographs violations for the purpose of evidence and identification; coordinates inspections and dispositions of cases with other city departments and outside agencies; conducts property searches for legal descriptions and corrects property owner; may be required to assume full responsibility of code enforcement activities in absence of supervisor; and performs other duties as assigned.

PERIPHERAL FUNCTIONS:

Use and operate computers and various office equipment; database software; small hand tools; motor vehicle; portable radio and cellular telephone.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS

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

Physical:

Strength Category: Medium-exert force of 20-50 pounds occasionally, 10-25 pounds frequently or up to 10 pounds constantly to lift, carry, push, pull or move objects. Frequent walking, standing, bending, stooping and sitting. Occasional fingering, typing, crouching, climbing stairs, ladders and scaffolding, reaching at, above, and below shoulder level, extending neck upward, downward and side-to-side, pushing, pulling, and twisting at the waist. On rare occasion crawls, kneels, handles, grips and grasps.

Vision: visual acuity sufficient to perform the essential functions of the position.

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Hearing: effectively hear/comprehend oral instructions and communication.

Mental/Psychological:

Work cooperatively and interact appropriately with those contacted in the course of work, including the general public, without exhibiting extreme responses; respond appropriately to criticism from supervisor; read/comprehend complex material; utilize complex math skills; utilize complex writing skills; understand, remember and carry out complex, detailed job instructions; communicate effectively orally and in writing; respond quickly to changing priorities; work under pressure; and work within deadlines.

ENVIRONMENTAL CONDITIONS:

Works outdoors frequently and indoors occasionally. Frequently works alone, occasionally works with others. Noise level in the work environment is usually quiet in the office, and moderate to loud in the field. Frequently exposed to slippery or uneven walking surfaces, and drives City vehicle. Occasional use of computer, working at unprotected heights, around machinery, and exposure to dust and fumes. On rare occasion exposed to gases and odors, excessive noises, electrical energy, solvents, grease or oil, flames/smoke, and extreme temperatures.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of inspection and investigation
- Principles, practices, methods and techniques of ordinance enforcement
- General principles of supervision and training
- Methods and techniques of conflict resolution
- Research and report writing techniques
- Research methodology and data collection techniques
- Principles and practices of exemplary customer service
- Computer terminology and processes
- Database programs and designated software packages
- Standard and accepted records management practices
- Safety and efficient work practices relative to code enforcement
- Standard and accepted English grammar, spelling, punctuation, and usage
- Organization, procedures, and operating details of the assigned area of code enforcement and City's code enforcement plan
- Applicable City, State, and Federal codes, ordinances, and regulations related to assigned area of code enforcement and related activities
- General City services and the municipal organizational structure as they relate to

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- ordinance enforcement;
- Regulations and requirements of court evidence;
- Municipal code administrative fine procedures.

Ability to:

- Lead and train staff
- Interpret and enforce City Codes, Ordinances and laws pertaining to building, land use, zoning, nuisance, health, safety and welfare
- Conduct field survey and notification for weed abatement on an annual basis
- Geography of the City
- Understand and interpret legal descriptions and boundary maps of real property
- Gather data and evidence
- Analyze and compile technical information on investigations and violations
- Apply investigative techniques useful in insuring compliance with appropriate codes and ordinances
- Maintain and update records, logs land reports
- Prepare clear and concise reports
- Communicate clearly and concisely, both orally and in writing
- Operate a computer and City vehicle/equipment
- Demonstrate strong interpersonal skills
- Take a proactive approach to problem solving
- Use good judgment and make sound recommendations
- Work independently
- Establish and maintain cooperative working 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: education must be equivalent to a high school diploma. Must possess four years code enforcement and/or building inspection experience, which included significant public contact; of which three years experience is with the City of Lompoc, OR equivalent professional experience with a California municipality. Bachelor's degree in a closely related field is highly desirable.

CITY OF LOMPOC

SOLID WASTE PROGRAM TECHNICIAN

DEFINITION:

Under general supervision, to provide technical assistance to the Solid Waste Superintendent on a variety of solid waste issues; to collect, compile, and analyze data and prepare reports; to provide public education and promotional activities; and to perform related work as required.

CLASS CHARACTERISTICS:

Positions in this class perform technical level work involving collection, research, review, and analysis of data, and preparation of recommendations.

LICENSE REQUIRED:

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

ESSENTIAL FUNCTIONS:

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

Assists the Solid Waste Division in conforming to federal and state mandated programs by conducting in-depth studies, analyzing data and providing recommendations for new or improved programs; collects information and data from existing programs from various agencies and analyzes such data for the cost effectiveness of those programs; completes related reports, including statistical data and narrative portions; compiles data from the Lompoc Landfill, recycling operators and collection activities, and summarizes information in reports; prepares and implements community education and promotional activities including recycling presentations, newsletters, brochures, advertisements, press releases, and web content; implements projects to increase landfill diversion rates of various materials (single-stream recyclables, organics, etc.); engages with stakeholders to develop solutions to diversion challenges; conducts customer waste audits to ensure compliance with applicable ordinances and recycling mandates; oversees and updates collection route lists, container database, and communicates with Sanitation Division; provides excellent customer service to residents and businesses; provides phone/radio backup to Office Staff Assistant; provides budget tracking/preparation, contract oversight, invoice processing, and assists with Requests for Proposals in assigned program areas; and prepares and implements grant and payment programs (Used Oil, Beverage Container Recycling, etc.).

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:

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

Strength: Light Work - Lifting, carrying and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds. May involve significant standing, walking, pushing and/or pulling. Frequent typing. Occasional to frequent standing; occasional walking, sitting, bending, stooping, pushing, pulling, handling, gripping, grasping, twisting at the waist, reaching at, above and below shoulder level, extending neck upward, downward and side to side, climbing stairs. On rare occasion, climbing ladders, crouching, kneeling. **Vision:** visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed. **Hearing:** ability to effectively hear/comprehend oral instructions and communication.

Mental/Psychological:

Understand, remember and carry out detailed job instructions; utilize complex reading, writing and math skills; work cooperatively and interact appropriately with those contacted in the course of work, including the general public; respond appropriately to criticism from a supervisor; respond quickly to changing priorities; communicate effectively orally; perform effective multi-tasking; work under pressure; work within deadlines.

ENVIRONMENTAL CONDITIONS:

Consistently works indoors. Occasionally outdoor work is required. Frequent use of a computer. Occasionally drives motorized equipment/vehicles. Works both alone and with others.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, practices and trends of solid waste programs and planning
- Methods of research, analysis and evaluation
- Analysis of statistical information
- English usage, spelling, grammar and punctuation
- Business math and statistics
- Modern office methods and practices

Ability to:

- Perform research with accuracy and develop objective recommendations;
- Prepare clear, concise and comprehensive written and oral reports;
- Perform statistical and administrative analysis:
- Read, understand, interpret and apply pertinent local, state and federal 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.

Preferred Qualifications:

- Bilingual: Spanish (read, write, speak)
- Familiarity with various diversion activities and CalRecycle mandates (AB 939, AB 341, AB 1826, SB 1383)
- Experience in public education and promotion (presentations, web content, flyers, advertisements, etc.)

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 one year experience conducting Solid Waste studies and completion of substantial college level course work in environmental studies or a related field. Relevant work experience can be substituted for educational experience.

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