

CITY OF LOMPOC

12-kV ELECTRICAL TROUBLESHOOTER

DEFINITION:

Under general supervision, to perform skilled line work in the construction, maintenance, and repair of energized and de-energized electric distribution lines/cables and related equipment/facilities; perform skilled work in all aspects of the electric distribution system, including diagnosing, preventing, and eliminating issues and problems; to assist in the training and directing the work of lower electrical classifications; and to perform other specifically related work as required.

CLASS CHARACTERISTICS:

The **12-kV Electrical Troubleshooter** job class is an advanced journey-level position. Incumbents perform a variety of skilled and semi-skilled work in the construction, maintenance, and repair of energized and de-energized electrical distribution lines/cables and related equipment/facilities, up to 12-kV. Incumbents of this class generally work alone but may occasionally work with an Electrical Utility Technician and may direct the work of an assigned Apprentice Electrical Line Worker, Electrical Line Worker or another Troubleshooter, and will work on Line Crews under the direction of a Lead Line Worker, as needed.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License. Possession of a valid and appropriate 12-kv rubber glove certification verifying incumbent's qualification for 12-kV live-line work is 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 specific additional or different duties from those set forth below to address business needs and changing business practices.

First line troubleshooting and preventative maintenance of Electric Utility Distribution System; performs skilled work to diagnose, locate, and clear trouble on primary and secondary overhead and underground lines and street lighting systems; participates in switching operations of the system and obtains loading data for system studies; runs new services from poles, transformers or service boxes to customer facilities; connects and disconnects services, troubleshoots and tests individual customer services; installs electric meters at customer locations and installs underground service conduits; performs street lighting control and power equipment repair, maintenance and installation; performs many of the above functions on energized systems utilizing appropriate tools and techniques; maintains tools and equipment in a clean and workable condition; inspects overhead and underground systems for conformance with State electrical safety orders (GO 95, 128, and 165), and other applicable rules and regulations; performs a wide variety of record keeping tasks, such as meter set records, service orders, material

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records temporary service records, etc.; and prepares crew daily labor reports, documents inspection logs, and coordinate underground locates with other utilities; works on energized and de-energized overhead and underground circuits and equipment up to 12-kV; climbs poles; works at various heights installing and replacing primary/secondary lines/cables and line equipment, including power poles; sets and guys poles and installs cross arms and brackets and strings lines; installs line equipment, such as transformers, switches, cut-outs, disconnects, lightning arrestors, fault interrupters, fault indicators, insulators, circuit breakers, street light fixtures, meters, and other line apparatus; installs, hooks up and maintains pole-mounted transformer banks serving large industrial customers and residential sections; reconstructs existing primary lines/cables and fittings and transfers wires; phases out and cuts in new circuits; switches load from one primary circuit/lateral to another by closing and opening disconnects and/or overhead and Padmounted switches; tests pole lines and other facilities; trims trees to clear lines; responds to customer complaints; locates primary and secondary cables; instructs and trains Apprentice Electrical Line Workers; may direct the work of an assigned Apprentice Line Worker or another Troubleshooter; works on Line Crews under the direction of a Lead Line Worker, as needed; keeps labor, location and material records; works occasionally with an Electrical Utility Technician; issues circuit no-tests clearance for line crews and operates relays and circuit breakers in Substations during Emergency or after hour situations when an Electric Utility Technician is unavailable; operates City vehicles; and performs other related duties that enable the department and City to meet the diverse needs of its community as required.

PERIPHERAL FUNCTIONS: May perform acetylene and electrical welding.

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: Heavy - Exert force of 50-100 pounds occasionally, or 25-50 pounds frequently, or 10-20 pounds constantly to lift, carry, push, pull, or move objects. Constantly handle, grip, and grasp. Constantly reach above, at, or below shoulder level. Frequently walk, stand, bend, stoop, crouch, push/pull, climb poles, and twist at the waist. Occasionally climb stairs, ladders, and scaffolding; crawl and kneel. Rarely sit. **Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed. **Hearing:** Hearing ability to effectively hear and comprehend oral instructions and communication.

Mental/Psychological: Work cooperatively and interact appropriately with those contacted in the course of work, including the general public and customers under various conditions and is expected to perform in a most courteous and professional manner even under adverse conditions; read/comprehend simple material; utilize simple math skills; utilize simple writing skills; understand, remember and carry out complex job instructions;

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respond quickly to changing situations under emergency pressures; deal with the general public; communicate effectively orally; ability to work under pressure; work within deadlines; train other workers.

ENVIRONMENTAL CONDITIONS:

Constantly work outdoors, occasionally indoors; work around machinery. Frequently performs hazardous work on energized and de-energized overhead electrical distribution lines, underground cable feeders, and equipment/facilities, up to 12-kV, under emergency and all weather conditions. Frequently work at unprotected heights above the ground and underground. Frequently works while distribution primaries are energized. Frequent exposure to dust, fumes, smoke, gases, odors, and high voltage electricity. Frequently drives equipment/vehicles. Occasional exposure to excessive noises, slippery or uneven walking surfaces, chemicals, solvents, grease, or oil. Constantly works alone; rarely works with others. Exposed to large machinery and traffic noise. Rarely uses a computer. Rarely exposed to extreme temperatures, flames, or smoke.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of electrical theory as applied to power systems; transformer and other equipment connections for various applications
- Materials, equipment, tools, and techniques of electrical line construction and maintenance
- Applicable construction and safety codes, General Orders 95 and 128
- Applicable construction rules, such as State Electrical Construction Safety Orders GO 95 and GO 128
- Applicable inspection rules such as GO 165
- Troubleshoot of energized and de-energized overhead electrical distribution lines, underground cable feeders, and related equipment/facilities up to 12-kV
- Safe work practices and procedures including first aid and cardiopulmonary resuscitation (CPR)
- Basic math, and simple record-keeping
- General principles of training
- Appropriate safety precautions and procedures

Ability to:

- Skillfully use and operate line workers' tools and equipment in performing all phases of line construction, operation, maintenance, and repair work
- Climb poles and use aerial buckets in confined areas among energized overhead lines and equipment at a considerable distance above ground

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- Isolate the correct electrical malfunctions
- Perform skilled work in all aspects of the electric distribution system, including diagnosing, preventing, and eliminating issues and problems
- Work with energized underground materials and methods
- Work proficiently with hot-line tools, i.e. sticks, under energized conditions on both overhead and underground systems, at primary and secondary voltages
- Organize and direct the work of apprentice and journey-electrical line workers
- Work in a high and confined area among high voltage energized lines
- Read, write, and perform mathematical calculations at the level required for successful job performance
- Use good judgment and take effective courses of action in emergencies
- Work without direct supervision
- Understand and carry out oral and written instructions
- Communicate clearly, orally and in writing
- Maintain accurate, legible, and precise records
- Read and interpret plans and written instructions
- Maintain good housekeeping in and around the work site
- Respond to work within 30-minutes of a call
- Operate a vehicle observing legal and defensive driving practices
- 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:

Three (3) years journey-level electrical line worker experience in the installation and maintenance of energized/de-energized electrical distribution lines and related equipment/facilities, up to 12-kV.

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ADMINISTRATIVE ANALYST

DEFINITION:

Under direction, to perform a wide variety of professional administrative work and to assist the City Administrator or a department head in the planning, organizing, direction and coordination of work related to City functions, plans, programs, systems, and services; to direct, plan, and organize City functions as assigned; and to perform related work as required.

CLASS CHARACTERISTICS:

The class of Administrative Analyst is part of series specification. This class performs professional-level staff administrative duties.

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.

1. Conducts surveys and studies and makes recommendations to the City Administrator and/or department head
2. Gathers, organizes and analyzes information and develops and recommends solutions
3. Responds to surveys from other governmental and private agencies
4. Prepares and presents written and oral reports
5. Processes complaints and inquiries received by administration by preparing responses
6. Represents or participates with the City Administrator and/or Department Head in meetings with City, governmental, community and business representatives to develop solutions for problems of mutual concern
7. Prepares and verifies information for press releases and informational brochures
8. Assists in the preparation of the City budget; may prepare and administer division or department budget
9. Reviews and evaluates departmental reports, requests, goals and objectives
10. Attends seminars, classes or courses related to public administration
11. Analyzes and interprets, federal and state legislation and makes recommendations for implementation of programs to meet requirements; administers programs resulting from legislative action
12. Evaluates City procedures, policies, programs and services and makes recommendations to improve, alter, and/or eliminate them
13. Reviews or prepares City ordinances and resolutions; makes statistical computations and analyzes results

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14. Reviews, prepares and administers contracts
15. Participates in negotiations for contracts and agreements
16. Reads and reviews articles, periodicals and other publications which pertain to public agency operation
17. May supervise subordinates and provide training as needed
18. Plans, coordinates, schedules, directs and follows up on special projects as assigned
19. May assist in City Clerk responsibilities
20. Serves as staff support to boards and commissions
21. Evaluates and makes recommendations regarding effectiveness of the boards and commissions
22. May participate on management team for certain functions such as labor negotiations and emergency operations
23. 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 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, 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.

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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 and budgeting
- Methods of analyzing, researching, evaluating, and modifying administrative policies and procedures
- City government organization, operations, services, programs, and practices
- Analytic, problem solving, and decision making techniques
- Modern public relations and personnel practices
- Legislative regulations and procedures for City government
- Basic computer programs, e.g., word processing, spreadsheet
- Grant application procedures
- Basic statistics

Ability to:

- Plan, organize, and implement programs, projects and major studies
- Collect, organize and analyze information and data and develop solutions
- Read, interpret and apply complex written materials and directions and complete complex forms
- Make clear, concise, and comprehensive written and oral reports
- Understand and carry out oral and written instructions
- Write and administer contracts for service
- Negotiate agreements between departments or agencies
- Serve as staff for committees, commissions and task forces
- Develop and implement administrative procedures and operations related to programs and evaluate their efficiency and effectiveness
- Work independently
- Perform mathematical calculations and statistical analysis
- Establish and maintain effective relationships with those contacted in the course of work

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(Administrative Analyst)**

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. Public sector administration experience is highly desirable. The typical qualifying entrance background is the possession of a bachelor's degree in public administration or a related field and three years of increasingly responsible administrative experience in one or more phases of City administration.

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AQUATICS SPECIALIST – LIFEGUARD/SWIM INSTRUCTOR

DEFINITION/CLASS CHARACTERISTICS:

Under general supervision, to maintain safe swimming conditions in the pool, deck, and surrounding areas; to organize and instruct swim classes; create a safe and positive atmosphere that promotes safety in accordance with the Lompoc Aquatic Center regulations, policies, and procedures; ensure the safety of facility patrons by preventing and responding to emergencies; provide direct leadership, instruction, and motivation for students in swim classes; and perform related work as required.

Incumbents work a flexible schedule, including some evenings, weekends, and holidays as necessary. Incumbent receives direction from and is responsible to the assigned Recreation Supervisor for day-to-day operations.

LICENSE/CERTIFICATIONS REQUIRED:

Current possession of the following certifications:

- Current and valid California Driver's License
- High School Diploma or its equivalent (GED)
- Basic Life Support (Professional Rescuer CPR/AED)
- First Aid
- First Aid for Public Safety Personnel (Title 22)
- YMCA Lifeguard or American Red Cross Lifeguard or equivalent
- YMCA Lifeguard Supervisor course or American Red Cross Lifeguard Management course or equivalent
- Lompoc Aquatic Center Swim Instructor training or YMCA Swim Instructor or American Red Cross Water Safety Instructor certification or be able to obtain certification within the first six months of hire
- YMCA Lifeguard or American Red Cross Lifeguard Instructor or equivalent (preferred)

ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES:

The following duties are typical of this position. 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. Maintains active surveillance of the pool area.
2. Knows and reviews all emergency procedures and recognizes and responds to emergency situations immediately in accordance with facility regulations, policies, and procedures; completes related reports as required.
3. Knows, understands, and consistently applies safety rules, policies, and guidelines for the pool and aquatic area.
4. Maintains accurate records and completes reports as required by the Aquatic Center and/or the state health department code.

5. Performs equipment checks and ensures appropriate equipment is available as needed.
6. Checks the pool for hazardous conditions when arriving.
7. Performs chemical testing when not lifeguarding, as required, and takes appropriate action.
8. Instructs swimming lessons in accordance with the Aquatic Center guidelines, having prepared lesson plans accordingly, and supports program participants in achieving their goals.
9. Maintains a level of professionalism and develops positive relationships with program participants and colleagues; encourages parent, guardian, or caregiver involvement.
10. Conveys information on aquatics programs and schedules and as appropriate refers program participants and families to other programs offered at the facility.
11. Maintains records as required (i.e. attendance, progress reports).
12. Prepares and puts away appropriate equipment for each class; keeps equipment organized; reports damaged equipment to supervisor.
13. Assists Recreation Supervisor in scheduling part-time lifeguard, slide dispatcher, swim Instructor, pool clerk staff.
14. Assists in training and developing, and directing lifeguard, slide dispatcher, swim instructor, and pool clerk staff. Performs the duties of a Head Lifeguard, as needed.
15. Assists other aquatic staff in emergency situations.
16. Attends all staff meetings and in-service trainings. Assists the Recreation Supervisor and Head Lifeguards in conducting in-service trainings.
17. Assists in performing cleaning services of the pool and other assigned areas.
18. Maintains a level of professionalism and models customer service skills when interacting with patrons and program participants.
19. Assists in Parks and Recreation Division activities and special events.
20. 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: Heavy Work - Lifting, carrying, and/or pushing 100 pounds with frequent lifting and/or carrying of objects weighing 50 pounds. May involve significant standing, 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, crouching, and kneeling. **Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed; specific vision abilities required by this job include close vision, distance vision, and the ability to adjust. **Hearing:** Effectively hear/comprehend oral instructions and communication; and hear noises and distress signals in the aquatic environment, including in the water and anywhere around the zone of responsibility.

Mental/Psychological: Works cooperatively and interacts appropriately with those

contacted in the course of work, including the general public; responds quickly to changing priorities; communicates effectively orally; performs effective multi-tasking; understands, remembers, and carries out job instructions; knows, understands, and consistently applies safety rules, policies, and guidelines; and works under pressure; works within deadlines.

- Remain alert with no lapses of consciousness.
- Ability to instruct and observe participants in proper stroke techniques.
- Maintain calm and practice good judgment in stressful and emergency situations.
- Model professionalism and relationship-building/customer service skills in all interactions.
- Effectively communicate with patrons, city and facility staff using authority, diplomacy, and sensitivity.

MINIMUM QUALIFICATIONS:

Minimum Age: Must be at least 18 years of age.

Knowledge of: Lifesaving and swimming principles and practices; First Aid principles and practices, appropriate safety precautions and procedures; beginning through advanced swim strokes; swimming and water safety principles and practices; simple recordkeeping; and safety rules, policies, and guidelines for the Aquatic Center.

Ability to: Lead and train personnel; maintain certification-level physical and mental readiness; and understand and administer Aquatic Center rules, regulations, policies, procedures, and program schedules; teach swimming, water safety, and lifesavings, organize and conduct a variety of aquatic programs; maintain accurate records and prepare reports; demonstrate lifeguard and swim instructor skills in accordance with the Lompoc Aquatic Center, YMCA, or American Red Cross standards.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience which would provide the required knowledge, skills, and abilities.

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ASSISTANT CITY MANAGER

DEFINITION:

Under administrative direction of the City Manager, serves in the capacity of Assistant City Manager for the City. Duties will include assisting in implementation of municipal policy as established by the City Council, 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; ensures required regulatory compliance of personnel policies and procedures, represents the City Manager in their absence and to assist the City Council; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Assistant City Manager is an at-will position and exempt from FLSA that functions as the assistant chief administrative officer; monitors City activities, and balances a multitude of priorities and projects to ensure timely coordination and completion. Responsibilities include to manage and oversee the complex and varied functions of the department. The position may be assigned direct responsibility for the completion of special projects. The incumbent is recognized as the Chief Administrative Officer in the absence of the City Manager, and receives direction from, and is responsible to the City Manager for day-to-day operations.

LICENSE REQUIRED:

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

EXAMPLES OF DUTIES:

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 the City Manager and the City Council in developing the City's short and long-range strategic goals.
2. Directs and participates in the development and implementation of organizational goals, objectives, and policies.
3. Serves as Acting City Manager in City Manager's absence; assumes a direct line authority over all departments and activities of the City and attends City Council meetings in the City Manager's stead.
4. Develops and reviews staff reports related to departmental issues and presents reports to the City Council and other Commissions and Committees.

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5. Participates as a member of the City's executive management team and
6. engages in decision-making involving strategic planning, policy options, programs, and services.
7. Prepares the department operating and capital improvement program budgets; assists in the oversight and preparation of the biennial budget; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administers approved budget.
8. 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
9. May act as the City Manager's designee in grievance hearings; reviews and approves travel requests; makes recommendations for organizational changes; may perform special assignments involving the temporary supervision of City functions and services/departments.
10. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of public administration and personnel management, budget preparation and administration, municipal government administration, and public relations.
- Principles and effective techniques of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local rules, laws, regulations, and ordinances.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Modern office practices, methods, and computer equipment and applications related to work.
- English usage, spelling, grammar, vocabulary, 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.
- Conduct complex research projects on a wide variety of topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff

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reports.

- Prepare clear, accurate, and comprehensive reports, policies, procedures, and other written materials.
- Supervise, train, and evaluate assigned personnel.
- Communicate clearly and concisely, both verbally and in writing.
- Ensure compliance with Federal, State, and local rules, laws, and regulations.
- Read, understand, interpret, and apply complex written material including federal and state regulations.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- 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 the 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; Experience in a California full-service municipality with a demonstrated track record in a management role is preferred.

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.

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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 and the general public. 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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COMMUNICATIONS SUPERVISOR

DEFINITION:

Under general direction, the Communications Supervisor is responsible for the oversight of a 24-hour per day, seven days per week wide area network (WAN) including wireless Internet Access Service. Provide oversight to the development, construction, operation, maintenance, monitoring, contracts, and customer service activities of the network; maintain central telephony system including voicemail and fax service; supervise staff involved in installation, maintenance, and retrieval of video technology (including cameras) in facilities and in the field; supervise PEG staff; and performs related work as required.

CLASS CHARACTERISTICS:

The class of Communications Supervisor is a one-person, mixed job class, which includes technical and program oversight functions of the wide area network (including wireless Internet Access Service) and PEG service.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License is 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. Plans, organizes, develops, coordinates, and directs the contracts, technical operations, administrative activities, development of strategic plans and goals, engineering, field installation, construction, repairs and maintenance/improvements activities of the city wide area network to include fiber, ISP circuits and wireless internet access services Oversees customer services, billing, reporting, and contracted services of wireless internet access
2. Acts as contact for Cell Tower contracts and maintenance
3. Assures reliable operation of all communication services including phone system (PBX), cell phone management and phone services via provider
4. Prepares reports and documents required for the wide area network operation, including background information for budgets, City Council actions, and other reporting requirements
5. Resolves conflicts involving the wireless Internet Access Service operation
6. Oversees audio/visual planning, installation, and maintenance throughout the city including City Hall (council chambers/Lobby/office) and street/facility cameras
7. Oversees the maintenance, updates, and configuration of hardware and software related to cameras

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8. Oversees Public, Education, and Government (PEG) cable access programming staff, operations and support; ensures the City is in compliance with all appropriate local, regional, State, and Federal standards and regulations
9. Meets with and speaks to community organizations and groups, and governing and advisory Boards
10. Coordinates with Information Technology Manager to develop projects and create a budget; Oversees credit card use and reconciliation
11. Performs other 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: 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, sitting, and typing, depending on the day's duties. Occasional bending, stooping, crouching, kneeling, pushing, pulling, twisting at the waist, handling, gripping, grasping, fingering, typing, climbing stairs and ladders, reaching at, above and below shoulder level, extending neck upward, downward and side to side. On rare occasion, crawling, climbing scaffolding. **Visual:** visual acuity sufficient to perform the essential functions of the position; average depth perception needed. **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. Utilize complex reading, math and writing skills; understand, remember and carry out complex job instructions; respond quickly to changing priorities; communicate effectively orally; work under pressure; work within deadlines; train other workers.

ENVIRONMENTAL CONDITIONS:

Frequently works both indoors and outdoors. Frequently uses a computer, drives motorized equipment/vehicles. Frequently works both alone and with others. On rare occasion: is exposed to extreme temperatures, works at unprotected heights. works around machinery; is exposed to dust, fumes, smoke, gases, odors, chemicals, excessive noises, electrical energy, solvents, grease or oil, slippery or uneven walking surfaces.

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MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

- Principles, practices, methods, and procedures of high-speed data, information technology, and customer service systems and operations;
- Principles, practices, methods, and procedures of managing contracts, and technical operations, including engineering, design, procurement, construction, and maintenance;
- Supervisory/management principles and practices of work planning, organizing, directing, assigning, evaluating, and training of employees;
- Appropriate occupational hazards of the work and safety precautions and procedures common in the work;
- Principles and practices of organization and budget development, cost estimating, project management, project evaluation, and contract administration in a public agency setting;
- Principles, practices, methods, and procedures of customer service management, including customer relations, price administration, and communication;
- Recent developments, current literature, and informational resources regarding broadband system theory and principles, and system development and operations;
- Laws, codes, standards, and regulations applicable to municipal broadband service operations.

ABILITY:

- Communicate effectively both orally and in writing;
- Plan, organize, direct, and coordinate contracts, technical operations, engineering, construction, and maintenance activities of a wide area network (including a wireless Internet access system) and communication services;
- Establish and implement goals, objectives, procedures, and priorities for the wide area network;
- Develop and implement state-of-the-art upgrades and enhancements to the wireless mesh network, based on an operational understanding of its functions;
- Analyze and effectively resolve complex technical communication problems while maintaining a flexible and creative approach to issues;
- Respond timely to situations occurring outside of normal operating hours;
- Prepare and present statistical and descriptive reports as they relate to communications, wide area network and wireless services;
- Use common office and technical operations equipment related to communications and networking;
- Select, supervise, train, and evaluate subordinate professional, technical, and clerical staff;
- Develop and monitor complex capital and operating budgets related to communications and wide area network;
- Resolve problems, and handle conflicts when dealing face-to-face with the public.

**CITY OF LOMPOC
(Communications Supervisor)**

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience which demonstrates the ability to perform all the duties of the position. The typical qualifying entrance background is a bachelor's degree from an accredited school in a science or engineering field, and four to five years of progressively responsible experience in the wide area networking field (to include Internet services), or in related broadband areas, at least three years of which are supervisory or management experience.

SPECIAL REQUIREMENTS:

Must be available to work on weekend days, on short notice, and on occasions when regular work schedules or system emergencies require.

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HUMAN RESOURCES ANALYST

DEFINITION:

Under general supervision, to perform a variety of journey-level professional, analytical, and advanced technical 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 related work as required.

CLASS CHARACTERISTICS:

The class of Human Resources Analyst is part of series specification. It 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.

1. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful.
2. Coordinate pre-employment for live scan, physical, and psychological exams.
3. Conduct orientations for new employees on City policies, procedures, and benefit programs.
4. Coordinate and maintain the performance evaluation program.
5. Process and maintains annual accrued leave pay, and annual excess vacation.
6. Process reports and/or employee personnel action forms related to employee pay or record.

**CITY OF LOMPOC
(Human Resources Analyst)**

7. Audit, review, analyze, make recommendations, update, and maintain job classifications including salary evaluation.
8. Conduct assigned personnel-related surveys and studies, analyze data, and prepare reports, including recommendations.
9. Formulate or assist in formulating recruitment, examination, and training plans and implement plans by arranging for facilities, equipment, advertising, informational materials, and other details.
10. Develop and administer selection processes, including screening of applications, execution of examinations, briefing of interview panels, participation in the interview process, scoring examinations, and establishing eligibility lists.
11. Analyze examination processes for compliance with state and federal legislation.
12. Counsel applicants, and confer with departments regarding classification and compensation requests.
13. Conduct research and recommend resolutions to salary and budgetary concerns; advise departments on recommendations.
14. Prepare comprehensive reports or written documents.
15. Prepare, review, and interpret personnel rules, policies, and procedures.
16. Respond to requests for information and assistance from employees, management, outside agencies, and the public, both in person and in writing.
17. Assist in rule development for compliance with legal mandates and good personnel practices.
18. Assist in preparing reports or research activities related to labor negotiations, and may assist with drafting contract language; may participate as part of the labor negotiations management team.
19. Coordinate personnel functions with payroll activities; ensures accurate maintenance of personnel transactions and audits.
20. Maintain confidential personnel records.
21. Conduct and participate in a variety of meetings.
22. Provide training to assigned division staff, and provide staff coverage as needed.
23. Perform 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

**CITY OF LOMPOC
(Human Resources Analyst)**

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: Work cooperatively and interact appropriately with those contacted in the course of work, including the general public; utilize advanced and complex reading, writing and math skills; exercise good judgment in following procedures and directions; respond quickly and calmly to changing priorities; communicate effectively orally; work under pressure; work within deadlines; and supervise, train, and review work of others.

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

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(Human Resources Analyst)**

- Business writing skills
- English usage, spelling, grammar, and punctuation
- Basic math, including basic statistics terminology

Ability to:

- Coordinate pre-employment live scan, physical, and psychological exams
- Conduct individual or group employee orientation
- Process reports and/or personnel action forms related to employee pay or record
- Process, organize, and maintain the employee evaluation program
- Coordinate and administer 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 or correspondences
- Read, 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 a variety of office equipment and utilize relevant computer software programs
- Drive safely observing legal and defensive driving practices (may be required)
- 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. Public sector human resources experience is highly desirable. The typical qualifying entrance background is possession of a bachelor's degree or associate degree from an accredited college or university with major course work in human resources management, public administration, business administration, psychology, or a related field **AND** two (2) years (three (3) years for associate) 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

HUMAN RESOURCES STAFF ASSISTANT - CONFIDENTIAL

DEFINITION:

Under general supervision, performs a variety of administrative support activities for the Human Resources department, which may include data entry, organization and retrieval, telephone and counter reception, record keeping, auditing, information processing, report preparation, sorting, and filing; assists technical and professional staff in the administration of recruiting and testing, benefits open enrollment, and workers' compensation; input and process the department's transactions city-wide, including invoices, and personnel action forms related to employee pay, demographics, or status promotions, transfers, merit increases, reclassifications, out-of-class assignments, and separations; acts as confidential secretary to the department head; and performs other related duties as required.

CLASS CHARACTERISTICS:

Incumbents provide intermediate-level administrative support to assist technical and professional staff with functions related to employee relations, workers' compensation, employee orientation, benefits administration, recruitment and testing; assists with revisions and updates of office procedures and recordkeeping systems. Incumbents are expected to understand and correctly apply appropriate rules, procedures, and guidelines - seeking assistance or clarification for non-routine matters.

This class specification is designated as "confidential" under the MYERS-MILIAS-BROWN ACT. Incumbents in this confidential classification may prepare labor negotiation proposals and other documents and/or in the course of duties has access to information relating to the City's administration of employer-employee relations.

LICENSE/CERTIFICATION REQUIRED:

Possession of a valid and appropriate California Driver's License **AND** a typing certificate verifying a minimum of 50 net wpm is required. The typing certificate must have been obtained/dated no more than 12 months prior to submittal.

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 specific additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide exemplary customer service to all individuals in a courteous and respectful manner.
2. Serve as the department's receptionist, providing a high level of customer service to both external and internal customers; receive and screen visitors and

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(Human Resources Staff Assistant - Confidential)

- telephone calls; take or route messages, or direct calls to appropriate staff and/or provide information either in person, via telephone, or electronically regarding City and departmental activities and functions.
3. Conduct transactions with the public and City employees (either in person, via telephone, or electronically) answering questions, providing information, or scheduling appointments.
 4. Respond to verification of employment both orally and in writing; ensure that accurate information is provided.
 5. May process employee personnel action forms related to employee pay or record; work closely with the Finance-Payroll staff.
 6. Prepare correspondence, reports, memoranda, forms, brochures, work orders, certificates, and specialized documents related to the department from drafts, notes, and instructions using computer programs with form and/or graphics; make copies and distribute materials as instructed.
 7. Proofread materials for accuracy, completeness, formatting, and correct English usage including grammar, spelling, and punctuation.
 8. Conduct entry-level recruitments by preparing and updating job announcements, sending screen notices, and attaching required certifications to applicants' profiles in the applicant tracking system); assist applicants with scheduling their interviews or examinations; prepare materials for interviews or examinations; coordinate meals and lodging accommodation for raters; and may assist with proctoring examinations.
 9. Assist with entering workers' compensation claims; update work status information in the incident tracking system.
 10. May conduct new employee orientation that may require the explanation of rules, policies, and procedures.
 11. Provide office support and is responsible for filing and maintaining department files including confidential personnel and medical files, following an established records and/or retention management system; comply with legal requests for copies of files; purge files as required; process and distribute incoming and outgoing mail, invoices, and travel requests for the department.
 12. Maintain confidentiality of personnel records and files; exercise discretion and tact in processing documents and information of a confidential or sensitive nature.
 13. Serve as confidential secretary to the Human Resources Director; relieve department head of routine secretarial/clerical tasks such as compiling information, and may prepare labor relations proposals, contracts, and other documents.
 14. Schedule appointments, meetings, and conference rooms; may serve on a variety of departmental or City-wide project teams or committees; make travel arrangements, and keep records of expenses.
 15. Operate a variety of standard office equipment such as personal computer, data

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(Human Resources Staff Assistant - Confidential)

processing equipment, facsimile, electronic copier, printer, adding machine, calculator, and other modern office equipment.

16. Conduct inventory and orders of the department's office supplies and equipment.
17. Perform basic mathematical computations for record keeping purposes.
18. Assume secretarial/clerical duties of other department employees when necessary; provide staff coverage as needed.
19. Perform other related work 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, sitting, 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 tele 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:

- Modern office practices and procedures
- Customer service techniques

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(Human Resources Staff Assistant - Confidential)

- Appropriate desk and telephone etiquette
- Filing systems and procedures; recordkeeping
- Letter and report styles and formats
- Oral and written communication skills
- Standard office administrative practices and procedures, including the use of standard office equipment
- Modern office procedures, methods, computer equipment, the use of computer programs including Microsoft Office
- Records management principles and practices
- English usage, grammar, spelling, and punctuation
- Basic math, including basic statistics terminology
- Techniques for prioritizing and organizing work
- Techniques for providing a high level of customer service to the public, and employees, in person, by email, and over the telephone

Ability to:

- Perform responsible administrative support duties with accuracy and speed
- Prioritize and organize multiple tasks to meet deadlines
- Work with minimal supervision
- Adapt to changing priorities
- Learn, interpret, and apply departmental and City of Lompoc personnel policies and procedures
- Learn basic federal and state laws related to workers' compensation and benefit administration
- Coordinate and conduct employee orientation
- Learn the benefits open enrollment process
- Maintain confidentiality of records and information
- Establish and maintain accurate records and reports
- Retrieve and prepare statistical data
- Operate a variety of modern office equipment including facsimile, electronic copiers, printers, adding machines, calculator, and utilize relevant computer software programs
- Type at 50 net words per minute
- Learn specialized departmental computer software and navigate web-based applications
- Prepare, proofread, and write a variety of documents such as reports, charts, correspondences, forms, and memoranda
- Understand and adhere to stated oral and written instructions, communications, procedures, rules, and regulations
- Establish and maintain effective working relationships with those contacted in the course of the work
- Perform mathematical calculations
- Drive safely observing legal and defensive driving practices (may be required)

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(Human Resources Staff Assistant - Confidential)**

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 possession of a high school graduation or General Education Diploma (GED) **AND** two years of responsible clerical, administrative support, or human resources staff support experience. Experience in dealing with the public and working in a public sector setting is highly desirable. An associate degree from an accredited college or university in human resources management, business administration, psychology, or a related field is desirable.

CAREER PATH:

Experience gained by incumbents in this position may provide knowledge, skills, and abilities to become eligible for consideration for the position of Human Resources Technician.

Rev. 7/2023

CITY OF LOMPOC

HUMAN RESOURCES TECHNICIAN Series Specification

DEFINITION:

The series specification describes two classes which, under general supervision, performs a variety of para-professional and advanced technical human resources services and programs related to workers' compensation, employee orientation, benefits administration, recruitment and selection, and performs other related work as required.

CLASS TITLES:

Human Resources Technician
Senior Human Resources Technician

CLASS CHARACTERISTICS:

This series specification is designated as "confidential" due to access to and knowledge of the City's employer-employee relations under the MYERS-MILIAS-BROWN ACT. The incumbent prepares reports, correspondences, and assists with administrative decision-making, and assumes responsibility for technical details related to workers' compensation, employee orientation, and benefits administration. The class assists with the recruitment and selection function and revises and updates procedures and recordkeeping systems.

In addition to the above, the **Senior Human Resources Technician** performs complex reports, and conducts special projects involving critical, and/or highly technical work responsibilities that require deep technical skills, extensive practical knowledge, and work background; provides lead direction and work instruction to the assigned 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. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful.
2. Conduct orientations for new employees on City policies, procedures, and benefits programs.
3. Process reports and/or personnel action forms related to employee pay or record
4. Coordinate and conduct the annual open enrollment; enroll employees in benefit

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- programs, implement benefit changes, research inquiries and problems; meet and work closely with benefit providers and insurance brokers, and assist in resolving benefits issues.
5. Coordinate the reporting and processing of industrial injury claims, confer with City's workers' compensation program administrator, maintain records, and prepare workers' compensation reports.
 6. Oversee maintenance of personnel, administrative, and workers' compensation files.
 7. Ensure the technical functions of the department are effectively carried out.
 8. Under general supervision, prepare labor relations documents, conduct or respond to salary and benefits surveys, research issues, and collect data.
 9. Collect data and/or prepare items or documents for staff reports and resolutions for the department.
 10. Assist with the reception of the general public and employees on the telephone and in the office.
 11. Respond to verification of employment both orally and in writing.
 12. Attend meetings, conferences, workshops, and training sessions and review publications and materials to become and remain current on principles, practices, and new developments related to Human Resources functions.
 13. Assume office duties as necessary and perform other duties as assigned.

In addition to the above, the Senior Human Resources Technician:

14. Prepare job recruitment bulletins, and prepare and place job recruitment advertisements.
15. Assist in orientation for oral examinations, administer examinations, score examinations, process applicant notifications, and prepare eligibility lists.
16. Maintain applicant tracking data and run special reports of examination and selection data.
17. Assist in coordinating pre-employment physical examinations.
18. Assist in coordinating the performance evaluation program.
19. Provide training and lead direction and/or work instruction to the assigned staff; may plan, lead, and review the work product of the assigned staff performing entry-level or technical support work.
20. May assist with the preparation of staff reports, resolutions, documents, and City Council reports for the department.
21. Perform 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.

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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:

All Levels:

- Principles and practices of human resources in a public agency setting
- Pertinent Federal, State, and local laws, codes, and regulations related to workers' compensation, the Affordable Care Act, COBRA, and benefits administration
- Methods and techniques of pre-employment and employee orientation
- Standard office administrative practices and procedures, including the use of standard office equipment
- Basic occupational safety and health rules and regulations
- Modern office procedures, methods, computer equipment, the use of computer programs including Microsoft Office
- Basic business writing skills
- English usage, grammar, spelling, and punctuation
- Basic math, including basic statistics terminology
- Principles and practices of excellent customer service

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Senior Human Resources Technician:

- Principles and practices related to recruitment and selection
- Pertinent Federal, State, and local laws, codes, and regulations related to FLSA, leaves, and disability
- Moderate to advance office writing skills
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and employees, in person, by email, and over the telephone

ABILITY TO:

All Levels:

- Read, interpret, and apply moderately complex written materials, including personnel policies and procedures
- Maintain confidentiality of records and information
- Coordinate and conduct employee orientation and benefits open enrollment
- Process reports and/or personnel action forms related to employee pay or record
- Coordinate and proctor various recruitment exams and job interviews
- Prepare, proofread, and write a variety of documents such as reports, charts, correspondences, and forms
- Handle multiple priorities and meet deadlines
- Work with minimal supervision
- Communicate clearly and concisely, both orally and in writing
- Make effective oral presentations
- Operate a variety of office equipment and utilize relevant computer software programs
- Perform mathematical calculations
- Drive safely observing legal and defensive driving practices (may be required)
- Understand and carry out oral and written directions
- Establish and maintain effective working relationships with those contacted in the course of work

Senior Human Resources Technician:

- Independent ability to draft professional written correspondences, flyers, brochures, and reports for the department
- Plan and organize multiple work activities and/or projects to effectively meet deadlines; work effectively as a team member in planning and completing projects
- Train and lead assigned staff
- Perform advanced technical skills related to recruitment and selection, workers' compensation, and benefits program

EDUCATION AND EXPERIENCE: Any combination of training, education, and experience that demonstrates an ability to perform the duties of the position. A

**City of Lompoc
(Human Resources Technician Series)**

bachelor's or associate degree from an accredited college or university in human resources management, public administration, psychology, or a related field is desirable. The typical qualifying entrance background is:

Human Resources Technician: Possession of a high school graduation diploma or General Education Diploma (GED) **AND** two (2) years of responsible office administrative experience or program coordination experience, one (1) year of which includes experience in the City of Lompoc as Human Resources Staff Assistant or equivalent experience in human resources management or a related field.

Senior Human Resources Technician: Possession of a high school graduation diploma or General Education Diploma (GED) **AND** three (3) years of responsible office administrative experience or program coordination experience, one (1) year of which includes experience in the City of Lompoc as Human Resources Technician is required; **OR** four (4) years progressively responsible experience in human resources functions involving processing and coordinating benefits, annual open enrollment, recruitment, and workers' compensation.

CAREER PATH:

Experience gained by incumbents in the Senior Human Resources Technician position may provide knowledge, skills, and abilities to qualify for the position of Human Resources Analyst.

CITY OF LOMPOC

HUMAN RESOURCES DIRECTOR

DEFINITION:

Under administrative direction of the City Manager, to plan, organize, and direct the City's personnel programs, including employee relations, classification and compensation plans, recruitment and selection, employee evaluation, development, and training, employee benefits, workers' compensation, employee safety, and affirmative action; to supervise the Human Resources staff; and to perform other related duties as assigned.

CLASS CHARACTERISTICS:

The Human Resources Director is the executive manager responsible for the activities of the Human Resources Department including long-term planning, development, and administration of departmental policies and procedures. The incumbent receives direction from the City Manager on administrative policy and major projects and is responsible to the City Manager for day-to-day operations.

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.

1. Plans, organizes, and directs a comprehensive personnel management program.
2. Oversees Labor Relations and human resources functions, directs and oversees labor negotiations and contract implementation.
3. Responsible for personnel policy development, interpretation, and implementation to ensure compliance with labor laws.
4. Counsels and assists employees relative to employee benefits and rights.
5. Oversees exit interviews; reviews or prepares summaries, analyses, and reports.
6. Consults with supervisors, department, and division heads relative to personnel matters.
7. Supervises classification studies and class specifications development, reports recommendations and findings, develops allocation standards, allocates positions, and maintains the classification plan.
8. Conducts compensation studies, reports findings, and administers compensation plans.
9. Manages the recruitment and selection processes, and authorizes hiring and

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(Human Resources Director)**

termination of City personnel.

10. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to address deficiencies and implement discipline procedures.
11. Supervises affirmative action programs, employee safety programs, and other personnel programs.
12. Directs employee evaluation, development, and training.
13. Directs workers' compensation program, coordinates the program with workers' compensation claims administrator and attorney, reviews, approves, or makes a recommendation to approve workers' compensation claims settlements.
14. Administers employee benefits program, including but not limited to dental, health, life, and long-term disability insurance and retirement program.
15. Administers employee suggestion programs and supplemental employment programs.
16. Conducts studies of personnel policies, rules, and regulations, and prepares amendments for management review and approval.
17. Prepares reports of findings and recommendations relative to personnel matters, reviews personnel programs, researches current practices, alternative methods, and services, and recommends program improvements; prepares and administers personnel budget.
18. Supervises the maintenance of personnel records and the implementation of personnel transactions.
19. 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 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.

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(Human Resources Director)**

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 and personnel management
- Principles of counseling, classification, compensation, recruitment, selection, training, and personnel recordkeeping
- Principles and effective techniques of supervision, training, and performance evaluation
- Methods of analyzing and evaluating and modifying administrative procedures and policies
- Pertinent Federal, State, and local rules, laws, regulations, and ordinances
- Principles, practices, and techniques of human resources in a public agency setting, including recruitment and selection, equal employment opportunity, and affirmative action; job analysis and classification; compensation analysis and administration; benefits administration, workers' compensation; employee and labor relations, including negotiations and the interpretation of laws, regulations, policies, and procedures
- Methods and techniques for development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures
- Modern office practices, methods, and computer equipment and applications related to work
- English usage, spelling, grammar, vocabulary, and punctuation

Ability to:

- Apply personnel principles, practices, and regulations to City personnel programs

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- Plan, organize, and direct the work of the Human Resources staff
- Work cooperatively with staff from various departments and at various levels
- Read, interpret, and apply complex written material
- Prepare clear, accurate, concise, and comprehensive reports, policies, procedures, and other written materials
- Perform professional level personnel work
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations
- Supervise, train, and evaluate assigned personnel
- Communicate clearly and concisely, both verbally and in writing
- Ensure compliance with Federal, State, and local rules, laws, and regulations
- Read, understand, interpret, and apply complex written material including federal and state regulations
- Operate modern office equipment including computer equipment and specialized software applications programs
- Operate a vehicle observing legal and defensive driving practices
- 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 the completion of a bachelor's degree in public administration, human resources or personnel management, or a related field, and five years of increasingly responsible professional managerial-level personnel management and public administration experience.

CITY OF LOMPOC

POLICE ADMINISTRATIVE AIDE

DEFINITION:

Under general supervision, to perform entry-level professional administrative analysis work and a variety of responsible complex administrative secretarial work which include confidential matters, such as labor relations/negotiation issues; to coordinate and participate in office support functions involving record keeping, financial transactions, information gathering and processing in support of the department's goals and objectives; and to provide information and assistance to the public regarding departmental policies and procedures; acts as confidential secretary to the department head; and performs other specifically related work as required.

CLASS CHARACTERISTICS:

This single position class is distinguished from other clerical support positions by the nature of a public safety department and the consequent demand for a working knowledge of the Police Department and City government. Positions in this class perform a broad range of complex administrative analysis and secretarial related duties that relieve management of administrative and technical details, such as duties ranging from reception, customer service duties, sorting, filing, record keeping, information processing, and administrative analysis; provides assistance to technical and professional staff related to the activities and operations of the Police Department. Employees must have excellent office, supervisory, and interpersonal skills.

This class specification is designated as "confidential" under the MYERS-MILIAS-BROWN ACT. Incumbents in this confidential classification may prepare labor negotiation proposals and other documents and/or in the course of duties have access to information relating to the City's administration of employer-employee relations.

LICENSE/CERTIFICATION REQUIRED:

Possession of a valid and appropriate California Driver's License may be required. Typing certificate verifying a minimum of 50 net wpm is required. The typing certificate must have been obtained/dated no more than 12 months prior to submittal.

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 specific additional or different duties from those set forth below to address business needs and changing business practices.

Performs complex administrative secretarial duties in support of assigned department director; recommends improvements in workflow, procedures and use of equipment and forms; may serve as secretary for labor negotiation discussions; prepares and maintains a variety of labor relations and other confidential materials; routinely handles highly confidential and sensitive information; assists in conducting surveys and studies relating

**CITY OF LOMPOC
(Police Administrative Aide)**

to department 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 department practices, procedures or problems; may assist in the preparation of the department's budget by obtaining and compiling data; processes responsible administrative details; initiates and maintains contact with individuals, groups and agencies; receives and investigate complaints; collects, compiles and analyzes information pertaining to the functions of the department; participates in the duties relating to the administration of a department; participates in preparing comprehensive reports, agendas and minutes of meetings; compiles annual budget requests/documents; makes statistical computations and analyzes results; maintains records concerning purchases, budget accounts and inventory; coordinates payroll procedures, monitoring payroll sheets for accuracy; coordinates performance evaluation schedule with managers and supervisors and types performance evaluations and personnel action forms; makes itineraries/travel arrangements; prepares a wide variety of reports, letters, memoranda and statistical charts, from rough draft or verbal instruction; takes and transcribes dictation as required; composes correspondence related to assigned responsibilities; proofreads materials for clerical accuracy, spelling, syntax, grammar and clarity; assists in the development of department presentations using PowerPoint and other media forms; maintains records and develop reports concerning new or ongoing programs and program effectiveness; maintains records for attendance, facilities usage, service levels, permits and related records; prepare statistical reports as required; maintains a calendar of activities and various events for assigned department; coordinates activities with other City divisions or departments, the public and outside agencies; maintains and coordinates daily calendars and schedules; gathers information regarding upcoming meetings or events; coordinates all details for upcoming events with individuals/organizations; makes facility and refreshment arrangements; screens office and telephone callers; responds to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities; serves as secretary to various committees and commissions, preparing the agenda packet and taking minutes of the meetings; assists committee members and commissioners with questions and requests; maintains personnel files of departmental staff; provides information and forms to the public as needed; applies departmental policies and procedures in determining completeness of applications, forms, records and reports; assists in a variety of department operations; performs special projects and assignments as requested; contacts the public and outside agencies in acquiring and providing information and making referrals; receives, opens, date stamps and screens incoming and outgoing mail/correspondence using broad discretions and knowledge of business operations and arranges in priority order; assembles background information, and prepares responses where appropriate and distributes appropriately; and performs related duties and responsibilities 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.

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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 fingering, 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:** 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; respond quickly to changing priorities; communicate effectively orally; perform effective multi-tasking; utilize complex reading, writing and math skills; understand, remember and carry out complex job instructions; work under pressure; work within deadlines; train other workers; and monitor, coordinate, and supervise the work of others.

ENVIRONMENTAL CONDITIONS:

Constantly works indoors. On rare occasions work outdoors. Frequent use of a computer. Occasionally drives motorized equipment/vehicles. Works both alone and with others.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office methods and practices
- English usage, spelling and punctuation
- Basic math and statistics
- Business letter writing and basic report preparation techniques
- Techniques for prioritizing and organizing work
- Principles and practices of record keeping
- Filing systems and procedures
- Departmental policies and procedures
- Word processing/computer applications and office environment
- Budget and purchasing principles and procedures
- Methods of research, analysis, and evaluation
- Analysis of statistical information
- General principles of supervision and training
- Office management
- General payroll and personnel procedures

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(Police Administrative Aide)

Ability to:

- Independently perform difficult administrative, secretarial, and clerical work involving independent judgment and personal initiative requiring a thorough knowledge of department functions and municipal policies
- Devise or adopt office procedures in response to changing organizational needs
- Initiate, write, and prepare clear and comprehensive reports and keep complex records;
- Comprehend, interpret, explain, adhere, and enforce department policies and procedures
- Keep moderately complex records
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities
- Compose and prepare letters and memoranda using independent judgment in making editorial changes
- Comprehend, explain and adhere to statutes, rules and regulations
- Work independently in the absence of supervision
- Operate and use modern office equipment including a computer
- Work cooperatively with other departments, City officials and outside agencies
- 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
- Communicate clearly and concisely, both orally and in writing
- Exercise discretion in performing tasks
- Operate a variety of office equipment including copiers, facsimile machine, computer effectively and efficiently
- Input and retrieve data and text
- Develop, organize and maintain filing systems for record storage and retrieval
- Work after normal working hours as necessary
- Supervise and train the work of others
- Assign and review the work of others
- Ensure the department director is fully informed of department functions
- Type at 50 words net per minute
- Maintain confidentiality of reports and records
- Establish and maintain effective working relationships with those contacted in the course of work

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(Police Administrative Aide)**

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 completion of college or business school course work in office skills management AND three (3) years of increasingly responsible administrative secretarial experience, which included the use of personal computers and associated software. Some experience performing entry-level analytical work or completion of courses in public administration, accounting or a closely related area is highly desirable.

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CITY OF LOMPOC

POLICE SYSTEMS ADMINISTRATOR

DEFINITION:

Under direction, to perform a wide range of analytical and technical support in the operation of the City's public safety information technology systems; to provide configuration, implementation, integration, maintenance, and upgrades on a variety of computer systems; to administer the network operating system and multiple databases; manage backups; maintain mobile computing devices; monitor links to external resources; and to perform related work as required.

CLASS CHARACTERISTICS:

This single-position class represents a fully skilled technical and professional classification responsible for administering a wide variety of networked systems involving the local area networks, wide area networks, the Internet, and other data communication systems; and provide training and assist Public Safety staff in use of these systems. Incumbent conducts the installation, maintenance, operation, and trouble diagnosis of the City's public safety information technology systems. This class is distinguished from the Systems Administrator in that the incumbent works almost entirely with the hardware and software that forms the public safety information technology system. Incumbent receives direction from and is responsible to the Information Systems Manager for day-to-day operations.

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 additional or different duties from those set forth below to address business needs and changing business practices.

Serves as administrator for network operating systems and public safety systems such as CAD/RMS, 911 systems and camera/security; other data communication systems; provides installation, configuration, maintenance, and administration of a large number of servers; troubleshoots, resolves, and corrects technical system problems related to all local and wide area network computers, wireless connection, server management utilities, database management and data communications; recommends and implements regular back-up, diagnostic and virus protection programs and procedures; develops and maintains an upgrade and replacement schedule for operating systems; provides individual and small group instruction in the use of standard and system-wide applications; coordinates and recommends effective training programs for hardware and software; helps plan and undertakes special IT projects; interacts and confers with product vendors; reviews software bulletins and installs updates and modifications; maintains a variety of records and logs; prepares written reports, instructions,

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(Police Systems Administrator)**

procedures; makes presentations; and performs other related duties as required. May be required to respond to service requests outside of normal business hours as the operation of public safety is 24/7.

PERIPHERAL FUNCTIONS:

Designs printed reports, flow charts and block-diagrams the sequence of steps required; fabricates and installs ethernet cables; assists users as required; monitors numerous systems connected to the public safety network such as e-911 and Live Scan.

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. Constant fingering, typing. Frequent sitting. Occasional standing, walking, bending, stooping, crouching, pushing, pulling, handling, gripping, grasping, twisting at the waist, reaching at, above and below shoulder level, extending neck upward, downward and side to side. On rare occasions, kneels, climbs stairs and ladders. **Vision:** visual acuity sufficient to perform the essential functions of the position; average depth perception needed. **Hearing:** effectively hear/comprehend oral instructions and communication.

Mental/Psychological:

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

ENVIRONMENTAL CONDITIONS:

Work is performed indoors. Constantly uses a computer. Frequently drives motorized equipment/vehicles. Occasionally works around machinery and is exposed to excessive noises. On rare occasions exposed to slippery or uneven walking surfaces, dust, fumes, gases, or odors. Works both alone and with others.

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(Police Systems Administrator)

SPECIAL REQUIREMENTS:

Must be available to work weekends and be on call, as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic math to develop simple equations in programming applications
- Windows operating systems utilities
- Communications hardware installation, troubleshooting and maintenance
- Uses and limitations of data processing applications
- Current developments in data processing
- Principles of information entry, storage, and retrieval

Ability to:

- Write instructions and procedures
- Write programming documentation
- Prepare clear and concise memos and written reports
- Identify and take corrective actions to solve problems in programs
- Apply advanced programming languages and programming tools
- Set up Windows users
- Operate PC computer equipment and peripherals
- Communicate on technical issues with individuals with varying degrees of computer familiarity
- Train computer users in operation of equipment and applications
- Read and interpret complex instructions used for such tasks as installing operating systems
- Understand and carry out oral and written instructions
- Organize work and set priorities to meet deadlines
- Work within prescribed time constraints
- 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 background is a bachelor's degree in computer science or a related field **AND** three years of increasingly responsible experience in a networked environment operating, installing, and maintaining operating systems and servers, including providing technical support and assistance to users.

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Substitution: In lieu of college coursework, qualifying experience may be substituted on a year-for-year basis. Formalized technical training programs and/or certifications, such as those conducted by commercial training organizations and university extensions, and/or training programs covering principles and methods of computer programming and information technology may be considered toward college coursework requirements.

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PRINCIPAL HUMAN RESOURCES ANALYST

DEFINITION:

Under direction, supervises and administers a major program area or division of the Human Resources Department; supports the ongoing development and management of the City's human resources program; provides professional support to the Human Resources Director; acts for the Human Resources Director during periods of absences or as directed; and performs related work as required.

CLASS CHARACTERISTICS:

The class of Principal Human Resources Analyst is part of series specification. This classification has considerable latitude for independent judgment and action, and is responsible for the management of a major functional area of the Human Resources Department including protected leave administration, and benefits administration; Incumbents typically supervises technical and office staff, or other analysts; assume more complex and specialized assignments, independently acts as the resident expert and responsible for major human resources projects, including contract review, analysis, and administration. In addition, incumbents in this classification perform labor negotiation activities and participate as part of the management team.

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.

1. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful, and to actively participate in maintaining a positive customer service environment.
2. Confer with managers, supervisors, and employees to understand needs and problems; review laws, policies, procedures, and rules to determine limitations and flexibility; develop and recommend human resources management systems, programs, and procedures to effectively enhance City operations.
3. Plan, organize, and manage the department's daily activities and long-term projects to meet deadlines; develop comprehensive project management plans, specifying methods, deliverables, timelines, measures of success, and staffing and resources required for accomplishing each phase; provide updates to management regarding project status; facilitate staff meetings; incorporate suggestions to improve human resources processes.
4. Conduct research, analyzes, and prepare recommendations to managers and supervisors concerning technical matters; provide relevant investigative, factual, and

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(Principal Human Resources Analyst)

- analytical information as needed.
5. Develop standard measures of performance for major human resources processes; make recommendations on process changes based on measures.
 6. Oversee the implementation and monitoring of a variety of regulations; ensure compliance with federal, state, and local laws associated with workplace discrimination, wage and hour, employee benefits, immigration, workplace safety, disability, and leaves.
 7. Assist managers and supervisors in resolving human resources performance management problems, often of a sensitive or confidential nature, by facilitating the resolution of differences, providing conflict resolution tools, and recommending fair and acceptable solutions.
 8. Attend meetings, hearings, conferences, and workshops; make presentations to a variety of audiences and groups regarding human resources activities and procedures; may serve on a variety of committees or teams related to City-wide issues.
 9. Prepare staff reports, resolutions, and appropriate exhibits.
 10. Oversee and review the work of other analysts, technical, and office staff related to recruitment, testing and selection, classification and compensation study, pre-employment process, employee evaluation program, worker's compensation, annual open enrollment, benefits administration including medical, dental, vision, disability, leaves, retirement, deferred compensation, employee assistance program, and COBRA; provide training and policy guidance and interpretation to staff; may directly supervise other analysts, technical, and office staff.
 11. Administer and oversee employee leave programs, including FMLA/CFRA, California Pregnancy Leave, and Affordable Care Act (ACA) required reporting, and employee notifications; ensure accuracy of the information, and meet the federal deadline for submittal.
 12. May coordinate and conduct interactive accommodation meetings.
 13. Prepare and analyze detailed and complex reports and/or spreadsheets, and other written materials.
 14. Review and process personnel transactions, employment contracts, and other legal agreements for City employees.
 15. Review and analyze contracts for provider's services.
 16. Assist in the preparation of responses to inquiries from the California Civil Rights Department and the Equal Employment Opportunity Commission.
 17. Assist with internal investigations and may prepare responses to grievances.
 18. Under direction, may exercise judgment regarding employee discipline, and conduct termination or dismissal of employees.
 19. Assist in the preparation of the departmental budget; may monitor and approve expenditures.
 20. Perform other related work as assigned.

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(Principal Human Resources Analyst)

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: Work cooperatively and interact appropriately with those contacted in the course of work, including the general public; utilize advanced and complex reading, writing and math skills; exercise good judgment in following procedures and directions; respond quickly and calmly to changing priorities; communicate effectively orally; work under pressure; work within deadlines; and supervise, train, and review work of others.

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, methods, practices, and techniques of public human resources management and administration, including recruitment, testing and selection, job analysis, statistical analysis, classification and compensation, equal employment opportunity, training, employee relations, benefits administration, employee evaluation, and industrial safety
- Occupational safety and health rules and regulations
- Principles and practices of labor relations, employee relations, and the meet-and-confer process in the public sector
- Personnel rules and procedures

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(Principal Human Resources Analyst)

- Pertinent Federal, State, and local laws, codes, and regulations related to workers' compensation, disability, FLSA, FMLA, CFRA, ACA, EEO, COBRA, and benefits administration
- Techniques for providing high-level customer service to City staff, representatives or other agencies, and the general public, in person, and over the phone
- Basic to advanced project management, budgeting, and supervisory principles, practices, and techniques
- Principles and methods of supervision and management, conflict resolution, and performance management
- Techniques for effectively facilitating and managing meetings
- Standard office practices and procedures, including records management
- Modern office procedures, methods, computer equipment, the use of computer programs including Microsoft Office
- English usage, spelling, grammar, and punctuation

Ability to:

- Define problem areas, collect, interpret and evaluate data
- Perform a variety of professional, technical, and analytical human resources functions
- Communicate and project consequences of decisions and recommendations; communicate clearly and concisely, both orally and in writing
- Plan, initiate, and coordinate action for implementation of recommendations
- Negotiate agreements and adjust grievances and appeals
- Write clear, accurate, and comprehensive reports
- Read, interpret and apply complex written materials
- Make effective oral presentations
- Handle multiple priorities and meet deadlines; work with minimal supervision
- Gain the confidence and cooperation of policymakers, managers, employees, and employee representatives
- Train, direct, and supervise other analysts, technical, and clerical staff
- Prepare the department budget
- Conduct complex research, analysis, and administrative studies
- Establish and maintain effective relations with those contacted in the course of the work
- Represent the department with tact and diplomacy
- Resolve conflict, exercise objectivity, and independent judgment
- Perform mathematical calculations including statistics
- Understand and carry out oral and written instructions
- Drive safely observing legal and defensive driving practices (may be required)

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(Principal Human Resources Analyst)**

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that demonstrates an ability to perform the duties of the position. Public sector human resources experience is highly desirable. The typical qualifying entrance background is:

- Bachelor's degree from an accredited college or university in public administration, business administration, human resources, communication, psychology, or a closely related field **AND** three (3) years of professional experience in human resources management; **OR,**
- Associate degree in public administration, business administration, human resources, communication, psychology, or a closely related field **AND** five (5) years of professional experience in human resources management.

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REGULATORY COMPLIANCE SPECIALIST I/II (Series Specification)

DEFINITION:

This series specification describes two classes which, under direct or general supervision, plan, coordinate, and oversee regulatory compliance programs, pertaining to mandated National Pollutant Discharge Elimination Systems (NPDES) environmental compliance programs; to provide compliance assistance at commercial, industrial and residential discharges; to collect samples and ensure compliance with discharge permits and requirements; to conduct on-going monitoring, compliance tracking, data collection and analysis, and reporting; and to conduct educational outreach to the community. The incumbents in this classification perform investigation of wastewater discharges to ensure compliance with city, state, and federal wastewater and sewer regulations. The Regulatory Compliance Specialist will also learn to perform a small number of analytical laboratory tests.

CLASS TITLES:

Regulatory Compliance Specialist Trainee
Regulatory Compliance Specialist I
Regulatory Compliance Specialist II

CLASS CHARACTERISTICS:

Regulatory Compliance Specialist Trainee: Under close supervision learn to perform fieldwork, learn about City, State, and Federal pre-treatment regulations for commercial, industrial, and residential discharges, and learn how to conduct inspections of permitted businesses. Learn basic analytical techniques in the Laboratory.

Regulatory Compliance Specialist I: This is the entry-level position in the Regulatory Compliance Specialist series. Incumbents learn to perform fieldwork, learn about City, State, and Federal pre-treatment regulations for commercial, industrial, and residential discharges, and learn how to conduct inspections of permitted businesses. Learn basic analytical techniques in the Laboratory.

Regulatory Compliance Specialist II: This is the journey-level class in the Regulatory Compliance Specialist series and is distinguished from the I level by the assignment of the full range of duties. Incumbents at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

LICENSE AND CERTIFICATIONS REQUIRED:

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

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(Regulatory Compliance Specialist Series)**

CERTIFICATIONS:

Regulatory Compliance Specialist I: Possession of or ability to obtain Grade I Environmental Compliance Inspector Certification issued by the California Water Environment Association within 6 months of appointment or promotion and continued maintenance of a valid certification. Possession of or ability to obtain a Grade I Laboratory Analyst Certificate issued by the California Water Environment Association within the first year of appointment or promotion and continued maintenance of a valid certification.

Regulatory Compliance Specialist II: Possession of a Grade II Environmental Compliance Inspector Certificate issued by the California Water Environment Association and continued maintenance of a valid certification. Possession of or ability to obtain a Grade I Laboratory Analyst Certificate issued by the California Water Environment Association within the first year of appointment or promotion and continued maintenance of a valid certification.

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 specific additional or different duties from those set forth below to address business needs and changing business practices.

All Levels: Inspects, samples, and permits industrial and commercial facilities according to Federal, State, and local wastewater discharge regulations and requirements; collects samples of industrial and commercial discharged wastewater from sanitary sewer manholes, sumps, wet wells and vaults, as well as other locations; monitors and collects samples from various industries and commercial facilities; installs, operates and maintains equipment used for monitoring parameters of wastewater; investigates sources of illegal and undesirable discharges into the sanitary sewer through inspections, sampling, interviewing witnesses and reviewing sewer line drawings; writes, issues, and updates wastewater discharge permits; enforces compliance with the City's Wastewater Discharge Ordinance; issues verbal and written responses, Notice of Violations and/or Cease and Desist Orders as required; reviews new construction and remodel blueprints for industrial and commercial facilities to ensure all pretreatment requirements are met (plan check); provides comments to applicable building department staff or project manager on compliance issues; reviews new and modified Federal, State, and local regulations for applicability to existing and new industrial and commercial sewer discharges in the City service area; assembles, records, and analyzes some test data; assists the Wastewater Manager/Wastewater Operations Supervisor with generating regulatory reports; maintains accurate records and files for work performed; communicates with industrial and commercial representatives, vendors and other regulators, and the public regarding wastewater discharge requirements and issues; provides good customer service to all individuals by demonstrating a willingness to be attentive, understanding, courteous, and respectful;

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(Regulatory Compliance Specialist Series)**

effectively communicate with colleagues and customers while maintaining a positive attitude; prepares various reports and meets deadlines; performs other related work as required.

For Laboratory: Learn and perform limited routine laboratory work related to wastewater treatment.

For stormwater: Works with the Senior Environmental Coordinator to stay abreast and interpret complex and diverse requirements to ensure the Wastewater Plant's compliance with the Federal Clean Water Act. Samples from the Wastewater Plant's stormwater discharge point and coordinates with the laboratory to test the samples.

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: All Levels: 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, sitting, and typing, depending on the day's duties. Occasional bending, stooping, crouching, kneeling, pushing, pulling, twisting at the waist, handling, gripping, grasping, fingering (pinching/picking), typing, climbing stairs and ladders, reaching at, above and below shoulder level, extending neck upward, downward and side to side. On rare occasion, crawling, climbing scaffolding.

Visual: visual acuity sufficient to perform the essential functions of the position; average depth perception needed. **Hearing:** effectively hear/comprehend oral instructions and communication.

Mental/Psychological:

All Levels: 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. Utilize complex reading, math and writing skills; understand, remember and carry out complex job instructions; respond quickly to changing priorities; communicate effectively orally; work under pressure; and work within deadlines.

Regulatory Compliance Specialist II: Train other workers.

ENVIRONMENTAL CONDITIONS:

All Levels: Frequently works both indoors and outdoors. Frequently uses a computer, drives motorized equipment/vehicles. Frequently works both alone and with others. On rare occasions: is exposed to extreme temperatures, works at unprotected heights, works

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around machinery; is exposed to dust, fumes, smoke, gases, odors, chemicals, excessive noises, electrical energy, solvents, grease or oil, slippery or uneven walking surfaces.

MINIMUM QUALIFICATIONS (All Levels):

Knowledge of:

- Practices and techniques related to wastewater and/or hazardous materials sampling, sample handling, standard analysis methods, and chain of custody
- Practice and techniques of performing industrial facility and process inspections related to the Pretreatment Program
- Basic principles of chemical, biological, and related sciences
- Basic practices and methods of chemical, biochemical, and bacteriological testing and analysis
- Basic plumbing and construction principles and codes
- Basic operating characteristics of field and laboratory instruments and equipment
- Occupational hazards and standard laboratory and field safety procedures, principles, and practices
- Data collection and report writing principles and practices
- Industrial and commercial facilities within the city's service area
- Pertinent Federal, State, and local laws, codes, ordinances, and regulations pertaining to wastewater discharge
- Recordkeeping principles and procedures
- English usage, grammar, spelling, vocabulary, and punctuation
- Methods and techniques of providing high-level customer service to the public and other employees, either in person, by email, or by telephone

Ability to:

- Learn and apply principles, practices, and programs for the City's wastewater pretreatment program, the industrial waste inspection function, stormwater, and related programs and projects
- Learn and apply pertinent Federal, State, and local laws, codes, ordinances, and regulations pertaining to wastewater discharge
- Properly set up and operate field and laboratory equipment and instruments

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- Research, analyze, and summarize data, and prepare and present accurate and reliable reports containing findings and recommendations
- Read and interpret a variety of meters, gauges, and recording charts as well as construction blueprints
- Make accurate arithmetic and statistical computations
- Prepare clear and concise reports, correspondence, and other written materials
Establish and maintain a variety of filing, recordkeeping, and tracking systems
Understand and follow oral and written instructions
- Organize own work, set priorities, and meet critical time deadlines
- Operate modern office equipment including computer equipment and software programs
- Effectively communicate in person, by telephone, computer, two-way radio, and in writing
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines
- Establish and maintain effective working relationships with those contacted in the course of the work
- Deal with uncomfortable and difficult situations and people encountered in regulatory interactions

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:

Regulatory Compliance Trainee: Possession of a high school graduation diploma or General Education Diploma (GED). No experience is necessary.

Regulatory Compliance Specialist I: Two (2) years of responsible work experience in a related field involving environmental inspection and analysis of wastewater and/or wastewater treatment operations. An Associates Degree in physical or biological sciences, environmental studies, or a closely related field is highly desirable.

Regulatory Compliance Specialist II: Four years (4) of responsible work experience in a related field involving environmental inspection and analysis of wastewater and/or wastewater treatment operations or two (2) years of experience equivalent to Regulatory Compliance Inspector I with the City. A bachelor's degree in physical or biological sciences, environmental sciences, or a closely related field is highly desirable.

CITY OF LOMPOC

SAFETY OFFICER

DEFINITION:

Under general supervision, responsible for the administration and coordination of citywide safety programs including wellness programs, provides assistance and guidance to departments regarding employee safety and public hazardous conditions management; makes inspections and conducts safety training, recommends safety policies, practices, and procedures; facilitates a citywide safety committee with representation from every department; serves a single point of contact for Cal/OSHA inspections and inquiries; processes and settle small claims against the City; and performs other related work as required.

CLASS CHARACTERISTICS:

The class of Safety Officer represents a technical and professional classification involved in the coordination and implementation of citywide safety and wellness programs.

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.

1. Provides exemplary customer service to all individuals in a courteous and respectful manner.
2. Inspects facilities, construction sites, equipment, work practices, and safety devices for conformance with legal requirements.
3. Conducts inventory of federal and state labor law posters; provides updated information to departments; ensures compliance with federal and state laws.
4. Reports findings and recommends changes to establish safer working conditions.
5. Makes follow-up inspections and ensures compliance with federal, state, and local laws and regulations.
6. Meets with employees and managers to study safety problems and develop policies and procedures which will decrease the risk of injury or loss.

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(Safety Officer)**

7. Serves as staff advisor to the City safety committee and serves on other safety-related committees.
8. Develops and administers citywide safety programs including safety incentive programs.
9. Recommends City safety policies and procedures regarding emergency management response planning and workplace safety.
10. Reviews and coordinates department response to federal, state, and local hazardous material handling safety regulations and recommends, with departmental input, policies and procedures to comply with these regulations.
11. Advises management on environmental and safety matters, laws, and regulations affecting the City.
12. Administers the federal DOT program.
13. Develops and provides on-site and classroom training to supervisors and employees on safety practices and policies, accident prevention techniques, and accident reporting.
14. Develops safety and wellness training materials and newsletters.
15. Conducts safety meeting on requirements of federal, state, and local regulations; processes, investigates and negotiates settlements on claims below \$5,000.00 against the City.
16. Coordinates the employee wellness fair; makes arrangements with representatives of other agencies.
17. Operates a variety of standard office equipment such as personal computer, data processing equipment, facsimile, electronic copier, printer, calculator, and other modern office equipment.
18. Conducts inventory and orders safety supplies and equipment.
19. Performs basic mathematical computations for recordkeeping purposes.
20. Performs other related work 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: 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, sitting, and typing, depending on the day's duties. Occasional bending, stooping, crouching, kneeling, pushing, pulling, twisting at the waist, handling, gripping, grasping, fingering (pinching/picking), typing, climbing stairs and ladders, reaching at, above and below shoulder level, extending neck upward,

**CITY OF LOMPOC
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downward and side to side. On rare occasion, crawling, climbing scaffolding. **Visual:** visual acuity sufficient to perform the essential functions of the position; average depth perception needed. **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. Utilize complex reading, math and writing skills; understand, remember and carry out complex job instructions; respond quickly to changing priorities; communicate effectively orally; work under pressure; work within deadlines; train other workers.

ENVIRONMENTAL CONDITIONS:

Frequently works both indoors and outdoors. Frequently uses a computer, drives motorized equipment/vehicles. Frequently works both alone and with others. On rare occasion: is exposed to extreme temperatures, works at unprotected heights. works around machinery; is exposed to dust, fumes, smoke, gases, odors, chemicals, excessive noises, electrical energy, solvents, grease or oil, slippery or uneven walking surfaces.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of industrial safety
- Occupational safety and occupational health procedures, rules, laws, and regulations
- Methods of assessing safety hazards and controls
- Hazardous materials storage and transfer procedures
- Federal DOT program
- Cal/OSHA laws and regulations
- Emergency preparedness activities
- Modern office procedures, methods, computer equipment, the use of computer programs including Microsoft Office.
- English usage, spelling, grammar, and punctuation

Ability to:

- Identify health and safety hazards and determine proper courses of action to mitigate hazards
- Conduct accident investigations and identify unsafe conditions, equipment, and practices
- Analyze situations accurately and adopt timely and effective recommendations

CITY OF LOMPOC (Safety Officer)

- Interpret safety and environmental laws and regulations
- Plan and present safety training programs
- Coordinate employee wellness fair program
- Make effective oral presentations
- Write clear, accurate, and comprehensive reports
- Understand and carry out complex oral or written instructions
- Plan, organize, and complete projects
- Work independently or with minimal supervision
- Operate a personal computer and use relative occupational safety software programs
- Establish and maintain effective working 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 a bachelor's degree with coursework in occupational health and safety, industrial hygiene, environmental engineering, or a related field **AND** two years experience in safety inspection and safety program coordination. Additional experience may substitute on a year-for-year basis for up to a maximum of two years of the required college coursework.

CITY OF LOMPOC

SENIOR ADMINISTRATIVE ANALYST

DEFINITION:

Under general direction, to perform a wide variety of highly responsible administrative, budgetary, organizational, and operational support duties for either the City Administrator's office or an assigned department; to conduct comprehensive administrative and budgetary analyses and major project administration; to prepare reports and recommendations relative to assigned area of responsibility; to direct, plan, and organize City functions as assigned; and to perform other related work as required.

CLASS CHARACTERISTICS:

The class of Administrative Analyst is part of series specification. This advanced journey-level class performs professional-level administrative duties and is not flexibly staffed. Positions in this class require significant prior management and/or administrative experience. This class is distinguished from the Administrative Analyst in that the incumbent exercises a higher level of responsibility for specialized programs, performance of management functions, and by independence of action; and provides recommendations having significant organizational impact for consideration by staff and management. Incumbent may direct, train, and review the work of technical or professional staff and/or consultants. Incumbent receives direction from and is responsible to the City Administrator, Assistant Administrator, or assigned department head for policy and day-to-day operations.

LICENSE REQUIRED:

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

ESSENTIAL FUNCTIONS

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

1. Develops and implements goals, objectives, policies, procedures, work standards, and priorities
2. Conducts surveys and studies and makes recommendations to the City Administrator and/or assigned Department Head
3. Gathers, organizes and analyzes information and develops and recommends solutions
4. Compiles and analyzes data and makes recommendations on staffing changes
5. Performs administrative research and statistical analysis
6. Assists in the implementation of systems and forms of operational use
7. Responds to surveys from other governmental and private agencies
8. Prepares and presents written and oral reports

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(Senior Administrative Analyst)

9. Processes complaints and inquiries and prepares response
10. Represents or participates with the City Administrator and/or Department Head in meetings with City, governmental, community and business representatives to develop solutions for problems of mutual concern
11. Prepares and verifies information for press releases and informational brochures
12. May assist in the preparation of the City and/or assigned department budget
13. May administer division or department budget
14. Reviews and evaluates departmental administrative reports
15. Requests, goals and objectives; attends seminars, classes or courses related to public administration
16. Analyzes and interprets, federal and state legislation and makes recommendations for implementation of programs to meet requirements; administers programs resulting from legislative action
17. Evaluates City procedures, policies, programs and services and makes recommendations to improve, alter, and/or eliminate them
18. Makes statistical computations and analyzes results
19. Reviews, prepares and administers contracts
20. May supervise subordinates and provide training as needed
21. Develops criteria on which to evaluate personnel needs, operating effectiveness, and budgetary requirements
22. Plans, coordinates, schedules, directs and follows up on special projects as assigned Serves as staff support to boards and commissions
23. Evaluates and makes recommendations regarding effectiveness of the boards and commissions
24. May participate on management team for certain functions emergency operations
25. Performs other related duties as required

PERIPHERAL FUNCTIONS:

The incumbent may provide technical and/or functional supervision of work assigned to professional or technical staff and/or consultants on a project basis.

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: Work cooperatively and interact appropriately with those contacted in the course of work, including the general public; utilize advanced and complex reading, writing and math skills; exercise good judgment in following procedures and directions; respond quickly and calmly to changing priorities; communicate effectively orally; work under pressure; work within deadlines; and supervise, train, and review work of others.

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. 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 and budgeting
- Methods of analyzing, researching, evaluating, and modifying administrative policies and procedures
- City government organization, operations, services, programs, and practices
- Applicable federal, state and local laws and regulations pertaining to local government operations
- Project management techniques
- Professional report writing methods and procedures
- Analytic, problem-solving, and decision-making techniques
- Modern public relations and personnel practices
- Legislative regulations and procedures for City government
- Computer applications related to word processing, budgeting and fiscal reporting, spreadsheets, document sign and layout
- Principles and practices of supervision and management
- Basic City government roles and responsibilities and functions, terminology and practices of the assigned department
- Safety principles, methods and procedures
- Grant application and submittal procedures
- Research and statistical analysis techniques, sources and availability of information

Ability to:

- Plan, organize, and implement programs, projects and major studies
- Collect, organize and analyze information and data and develop solutions
- Read, interpret and apply complex written materials and directions and complete

complex forms

- Property interpret and make decisions in accordance with laws, regulations and policies
- Write and administer contracts for service
- Negotiate agreements between departments or agencies
- Serve as staff for committees, commissions and task forces
- Develop and implement administrative procedures and operations related to programs and evaluate their efficiency and effectiveness
- Make clear, concise, and comprehensive written and oral reports
- Understand and carry out oral and written instructions
- Communicate effectively, both orally and in writing
- Coordinate a project and make sound policy and procedural recommendations
- Perform mathematical calculations and statistical analysis
- 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 the possession of a Bachelor' degree from an accredited college or university with major course work in public administration, business administration, economics, or a related field to the area of assignment AND three years of progressively responsible administrative and management analysis experience in a municipal government setting. A Master's degree in a related field is highly desirable.

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CITY OF LOMPOC

SENIOR HUMAN RESOURCES ANALYST

DEFINITION:

Under direction, performs responsible analytical and advisory duties in support of the human resources functions; designs, develops, implements, and administers one or more human resources activities, including recruitment and selection; classification and compensation; performance management; employer/employee relations activities, including labor negotiations; benefits administration; leaves administration; personnel records management; conducts comprehensive studies and prepares detailed reports and recommendations; provides professional support to the Human Resources Director; may exercise functional and technical supervision to office and technical human resources staff; and performs other related work as required.

CLASS CHARACTERISTICS:

The class of Senior Human Resources Analyst is part of series specification. It represents a fully skilled professional class involved in the performance of responsible work related to labor relations, recruitment and selection, classification, compensation, benefits administration, training, and other human resources programs. Incumbents are given a high level amount of responsibility and are required to be resourceful, and work independently with minimal instruction while learning and performing the functions of the position.

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.

1. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful, and to actively participate in maintaining a positive customer service environment.
2. Provide support for labor negotiations activities and participate as part of the management team; draft contract language; perform research activities for salary analysis; analyze and develop cost analyses of proposed salaries and benefits.
3. Conduct salary and benefits surveys, and other research in preparation for labor negotiations.
4. Analyze data and prepare proposal recommendations, and draft contracts with bargaining units concerning wages, benefits, and terms of employment.

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(Senior Human Resources Analyst)

5. Interpret and apply provisions of labor agreements.
6. Plan and direct the recruitment and testing functions of the department; pre-employment process, employee orientation, and employee evaluation program.
7. Audit positions and analyzes their duties and responsibilities for the purposes of test analysis and construction.
8. Conduct classification studies of individual positions and full classification series, develop allocation standards, classification structure, and job specifications.
9. Conduct a variety of compensation surveys, compile and analyze data, prepare comprehensive reports; make recommendations.
10. Assist with the coordination and monitoring of the City's equal opportunity employment program; may respond to DFEH and EEOC inquiries as instructed.
11. Conduct research and analytical studies pertaining to human resources programs, policies, and issues.
12. Analyze, interpret, and explain personnel policies and procedures.
13. Assist with the administration of workers' compensation claims; employee leave programs including FMLA, CFRA, Pregnancy Leave, and City's leave program; employee benefits programs including medical, dental, vision, disability, retirement, and COBRA.
14. Assist with investigations of employee complaints; may participate in grievance hearings and appeals.
15. Assist in preparing annual budget estimates; may manage the human resources operation in the absence of the Human Resources Director and/or the Principal Human Resources Analyst.
16. May provide technical and/or functional supervision of work assigned to office or technical staff and/or consultants on a project basis.
17. Perform 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.

**CITY OF LOMPOC
(Senior Human Resources Analyst)**

Mental/Psychological: Work cooperatively and interact appropriately with those contacted in the course of work, including the general public; utilize advanced and complex reading, writing and math skills; exercise good judgment in following procedures and directions; respond quickly and calmly to changing priorities; communicate effectively orally; work under pressure; work within deadlines; and supervise, train, and review work of others.

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:

- Modern principles, purposes, functions, policies, and practices of public human resources administration
- Principles and techniques of recruitment and selection of personnel including job analysis, test construction, interview, and laws and regulatory guidelines related to selection
- Principles for job evaluation and analysis
- Principles, methods, and techniques of pre-employment, employee orientation, and employee evaluation
- Principles and practices of benefits administration, and industrial safety
- Occupational safety and health rules and regulations
- Pertinent Federal, State, and local laws, codes, and regulations related to workers' compensation, disability, FLSA, FMLA, CFRA, ACA, EEO, COBRA, and benefits administration
- Public sector labor relations laws
- Techniques, methods, and tools used in the development and administration of position classification and compensation plans
- Research and analysis methods and techniques regarding personnel administration
- Modern office procedures, methods, computer equipment, and the use of computer programs including Microsoft Office.
- Methods of basic statistical analysis
- English usage, spelling, grammar, and punctuation

Ability to:

- Perform a variety of professional, technical, and analytical human resources

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(Senior Human Resources Analyst)

functions

- 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, gather, organize, and analyze statistical data; prepare clear and concise findings
- Interpret and apply City policies, procedures, rules, and regulations
- Negotiate collective bargaining agreements and adjust grievances and appeals
- Communicate and project consequences of decisions; communicate clearly and concisely, both orally and in writing
- Write clear, accurate, and comprehensive reports
- Read, interpret, and apply complex written materials
- Make effective oral presentations
- Handle multiple priorities and organize work to meet deadlines
- Train, lead, and supervise assigned staff
- Work with minimal supervision
- Apply classification principles and techniques, develop allocation standards, and allocate positions accurately and consistently
- Operate a variety of modern office equipment and utilize relevant computer software programs
- Perform mathematical calculations
- Drive safely observing legal and defensive driving practices (may be required)
- Understand and carry out oral and written instructions
- Establish and maintain effective relationships with those contacted in the course of the work

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that demonstrates an ability to perform the duties of the position. Public sector human resources experience is highly desirable. The typical qualifying entrance background is:

- Bachelor's degree from an accredited college or university with major course work in human resources management, public administration, business administration, psychology, or a related field **AND** two (2) years of professional human resources management experience in employee relations, recruitment, testing, classification and compensation including some experience in municipal government; **OR**
- Associate degree from an accredited college or university **AND** three (3) years of journey-level professional experience related to human resources functions and programs including some experience in municipal government.

CITY OF LOMPOC

SOLID WASTE MANAGER

DEFINITION:

Under direction, to plan, assign and supervise the work of personnel engaged in the daily collection of combustible and non-combustible refuse; to perform alley inspections; to investigate all complaints concerning solid waste problems; and to perform related work as required.

CLASS CHARACTERISTICS:

The class of Solid Waste Manager is a first level supervisory position responsible for planning, assigning, and supervising the work of refuse collection crews. Work may be performed under adverse conditions such as inclement weather, foul odor, and other characteristics associated with refuse collection.

LICENSE REQUIRED:

Possession of a valid Class B 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 additional or different duties from those set forth below to address business needs and changing business practices.

1. Schedules, assigns and supervises refuse collection activities.
2. Trains and instructs new employees in safety practices, vehicle operations and route requirements.
3. Makes or recommends decisions regarding hiring, promotions, terminations, discipline or other change in status.
4. Performs inspections of areas required for refuse and recycling collection in residential and commercial zones.
5. Investigates solid waste service complaints.
6. Oversees all collection services in regard to government codes, City ordinances and departmental rules and regulations.
7. Explains ordinance and departmental regulations to the public.
8. Confers with division head on related problems and suggested new methods or procedures.
9. Maintains timecards and other division records.
10. Conducts safety meetings at regular intervals.
11. Performs employee evaluations.
12. Keeps records and prepares reports, requisitions, supplies, and parts.
13. Operates City vehicles.
14. Performs other related work as required.

**CITY OF LOMPOC
(Solid Waste Manager)**

PHYSICAL DEMANDS AND WORKING CONDITIONS:

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: Very heavy-exert force over 100 lbs. occasionally, over 50 lbs. frequently, over 20 lbs. constantly to lift, carry, push pull, or move objects. Occasional standing, walking, sitting, bending, stooping, crouching, crawling, pushing, pulling, handling, gripping, grasping, reaching at, above and below shoulder level, extending neck upward, downward and side to side, fingering, typing. On rare occasions kneels, climbs stairs and ladders. **Vision:** visual acuity sufficient to perform the essential functions of the position; average depth perception needed. **Hearing:** effectively hear/comprehend oral instructions and communication and traffic/equipment noise.

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; utilize complex reading skills; utilize simple math and writing skills; understand, remember and carry out complex job instructions; respond quickly to changing priorities; communicate effectively orally; work under pressure; work within deadlines; supervise other workers; train other workers.

ENVIRONMENTAL CONDITIONS:

Works both indoors and outdoors. Frequently operates refuse equipment and City vehicles. Occasionally works around machinery; occasional exposure to dust fumes, gases and odors, solvents, grease, or oil, slippery or uneven walking surfaces; occasional driving motorized equipment/vehicles, occasional use of a computer. On rare occasions works at unprotected heights; is exposed to excessive noises, chemicals, flames, smoke, and extreme temperatures. Works both alone and with others.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Applicable laws, codes and regulations pertaining to the collection and disposal of solid waste
- Refuse trucks and related equipment
- Record keeping
- Proper methods, materials, tools and equipment used in the sanitation trade
- General principles of supervision and training
- Appropriate safety precautions and procedures.

Ability to:

- Skillfully operate and train others in the operation of refuse trucks and related equipment
- Prepare oral and written reports
- Lay out effective refuse collection routes
- Operate a forklift
- Perform minor maintenance and service to refuse trucks and equipment
- Establish departmental safety standards
- Maintain records
- Plan, assign, organize and supervise the work of others
- 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
- Operate personal computer at basic level

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:

Five (5) years of increasingly responsible experience in refuse collection and disposal. Supervisory or lead experience is preferred.

CITY OF LOMPOC

TRANSIT/AIRPORT ADMINISTRATOR

DEFINITION:

Under direction, to perform a variety of planning, directing, and administrative duties related to airport operations and public transportation services.

CLASS CHARACTERISTICS:

The Transit/Airport Administrator is a one-position class; performs professional level airport and transportation planning and administrative duties and receives direction from the Assistant Public Works Director/City Engineer.

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 additional or different duties from those set forth below to address business needs and changing business practices.

Plans, directs, and administers airport operations and related public transportation services; plans, negotiates, and administers leases, permits, and contractual agreements for the use of airport facilities and transportation services; establishes operating rules and regulations affecting use of airport and transportation services; serves as staff to related commissions; makes recommendations to the Assistant Public Works Director/City Engineer on transportation issues; serves as a liaison to Federal, State, and other local government agencies; prepares operating budgets for airport and transportation facilities; performs long-range planning for growth and expansion of airport and transportation facilities; prepares and executes coordinated disaster control plans and emergency plans; performs related work as required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

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: Light-exert force to 25 pounds occasionally or 10 pounds frequently, or negligible force constantly to lift, carry, push, pull, or move objects. May involve significant standing, walking, pushing, and/or pulling. Frequent sitting. Occasional standing, walking, bending, stopping, climbing stairs, reaching at, above and below shoulder level, extending the neck upward, downward and side to side, pushing, pulling, twisting at the waist, handing, gripping, grasping, fingering, typing. **Vision:** visual acuity sufficient to perform the essential functions of the position; must be able to accurately recognize colors; average depth perception needed. **Hearing:** ability to 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; utilize complex reading, math and writing skills; understand, remember and carry out complex job instructions; respond quickly to changing situations under emergency pressures; maintain mental and emotional control in the face of extremely stressful situations; communicate effectively orally; work under pressure; work within deadlines; supervise other workers; train other workers.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent occasionally works in outside weather conditions. The incumbent is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods of analyzing, evaluating, and modifying airport and transportation policies and procedures
- Modern public relations
- Principles and practices of transportation and airport management
- Budget preparation and administration
- Appropriate safety precautions and procedures

Ability to:

- Plan, negotiate, and administer contractual agreements, leases, permits, etc.
- Establish safety and operating rules and regulations
- Make clear, concise, and comprehensive written and oral reports
- Establish and maintain effective relationships with those contacted in the course of work
- Analyze and solve financial, technical, administrative, and customer/public user problems
- Read, interpret, and apply complex written materials

**CITY OF LOMPOC
(Transit/Airport Administrator)**

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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:

A bachelor's degree in Business Administration, Aviation/Airport Management, Transportation Management, or a closely related field, and responsible administrative experience in transportation management.

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CITY OF LOMPOC

TRANSIT / AIRPORT ANALYST I/II

DEFINITION:

Under direction, to perform a wide variety of professional administrative and analytical work and to assist the Transit / Airport Administrator or division head in the planning, organizing, direction and coordination of work related to Division functions, plans, programs, systems, and services; to direct, plan, and organize Division functions as assigned; and to perform other related work as required.

CLASS CHARACTERISTICS:

Transit / Airport Analyst I: This entry-level class is distinguished from the journey-level by the performance of less complex duties and by not performing with the same independence of direction and judgment on matters allocated to the journey level. Incumbents work under general supervision while performing duties.

Transit / Airport Analyst II: This journey-level class is distinguished from the entry (I) level by the assignment of the full range of duties, including more complex duties, and the requirement to work more independently and appropriately exercise judgment throughout that work. Incumbents at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry (I) level.

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.

All Levels: Builds and maintains positive working relationships with everyone contacted during work; utilizes good judgment; proactively completes assigned work and fulfills other division needs identified as best serves the City; properly handles issues, interacts with others appropriately, and demonstrates and encourages leadership and responsibility; understands, remembers, and carries out detailed direction; responds quickly to changing priorities; communicates effectively orally and in writing; works under pressure and meets deadlines; learns and utilizes the knowledge and skills necessary to complete the work as best serves the City; oversees funding needs, laws, requirements, reporting, and ensures the City Transit and Airport divisions' compliance with applicable laws and requirements; develops grant applications, manages grant awards, ensures compliance with grant requirements; conducts surveys, evaluations, and studies and makes recommendations to the Transit/Airport Administrator or division head; gathers, organizes and analyzes

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(Transit/Airport Analyst I/II)**

information and develops and recommends solutions; responds to surveys from other governmental and private agencies; prepares and presents written and oral reports and presentations; processes complaints and inquiries received by the divisions including preparing and delivering responses as appropriate; represents or participates with the Transit/Airport Administrator and/or Division or Department Heads in meetings with City, governmental, community and business representatives to develop solutions for problems of mutual concern; prepares and verifies information for press releases and informational brochures; assists in the preparation of the Division budget; may prepare and administer division or department budget; reviews and evaluates departmental reports, requests, goals and objectives; attends seminars, classes or courses related to Transit/Airport administration; analyzes and interprets, federal and state legislation and makes recommendations for implementation of programs to meet requirements; administers programs resulting from legislative action; evaluates City Transit and Airport procedures, policies, programs and services and makes recommendations to improve, alter, and/or eliminate them; reviews or prepares City ordinances and resolutions; makes statistical computations and analyzes results; reviews, prepares and administers contracts; participates in negotiations for contracts and agreements; reads and reviews articles, periodicals and other publications which pertain to division operations and services; may supervise subordinates and provide training as needed; plans, coordinates, schedules, directs and follows up on special projects as assigned;; serves as staff support to Airport commission; may participate on management team for certain functions such as emergency operations; 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 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:

Work cooperatively and interact appropriately with those contacted in the course of work,

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(Transit/Airport Analyst I/II)**

including the general public; utilize advanced and complex reading, writing and math skills; exercise good judgment in following procedures and directions; respond quickly and calmly to changing priorities; communicate effectively orally; work under pressure; work within deadlines; and supervise, train, and review work of others.

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 (All Levels):

- Principles and practices of public transportation, transit, administration and budgeting
- Methods of analyzing, researching, evaluating, and modifying administrative policies and procedures
- City government organization, operations, services, programs, and practices
- Analytic, problem solving, and decision making techniques
- Modern public relations and personnel practices
- Legislative regulations and procedures for City government
- Modern office procedures, methods, computer equipment, and the use of computer programs including Microsoft Office
- Methods of basic statistical analysis
- Grant application procedures
- English usage, spelling, grammar, and punctuation

In addition to the above, Transit / Airport Analyst II:

- Pertinent local, State and Federal laws, ordinances and rules related to transit and airport operations
- Principles and practices of advanced program and project management
- Practices of budget preparation and administration

Ability to (All Levels):

- Plan, organize, and implement programs, projects and major studies
- Collect, organize and analyze information and data and develop solutions
- Read, interpret and apply complex written materials and directions and complete complex forms
- Make clear, concise, and comprehensive written and oral reports

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(Transit/Airport Analyst I/II)**

- Understand and carry out oral and written instructions
- Write and administer grants and contracts for service
- Participate in Negotiations for agreements
- Serve as staff for committees, commissions and task forces
- Develop and implement administrative procedures and operations related to programs and evaluate their efficiency and effectiveness
- Work independently
- Perform mathematical calculations and statistical analysis
- Drive safely observing legal and defensive driving practices (may be required)
- Establish and maintain effective relationships with those contacted in the course of work
- Exercise independent sound judgment throughout the course of performing work duties

In addition to the above, Transit / Airport Analyst II:

- Independently perform professional work related to the implementation and monitoring of transit operations
- Evaluate and respond to comments or reports submitted by governmental agencies, various groups, and the general public
- Develop recommendations in response to issues and complaints and monitor implementation of program/service changes
- Ensure compliance with laws, regulations and policies as they relate to transit operations

EDUCATION AND EXPERIENCE:

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

Transit / Airport Analyst I: Possession of a bachelor's degree in public administration, transportation planning, or a related field **AND** three (3) years of increasingly responsible administrative experience in municipal or other government administration, or transit or airport administration.

Transit / Airport Analyst II: Possession of a bachelor's in public administration, transportation planning, or a related field **AND** two (2) years of professional experience proficiently performing duties similar to that of a Transit/Airport Analyst I with the City of Lompoc.

CITY OF LOMPOC

TREASURY COORDINATOR

DEFINITION:

Under general supervision, to perform advanced account recordkeeping pertaining to utility accounts and Treasury services, and to perform related work as required.

CLASS CHARACTERISTICS:

This is a one-person class, performing advanced account recordkeeping pertaining to utility accounts and Treasury services. It is distinguished from the Senior Treasury Clerk by more complex problem-solving and the responsibility for coordinating Treasury services with other departments. Incumbents must be highly skilled in customer relations, conflict resolution, and advanced problem-solving, 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/differential duties from those set forth below to address business needs and changing business practices.

1. Direct day-to-day operations in the Supervisor's absence.
2. Monitor, organize, coach, and provide leadership for Treasury Services team on a daily basis.
3. Mentor new staff members.
4. Assist the supervisor as needed with training and evaluating staff and ensuring minimum staffing levels are maintained.
5. Assist with escalated issues making sound judgment calls and give recommendations to employees and/or supervisor.
6. Convey complex situations in written and verbal form effectively.
7. Assist customers with any question or issue regarding their account and initiate any necessary action.
8. Perform the duties of "Primary Cashier", such as wire transfers, morning update process, overseeing petty cash, preparing daily bank deposits, etc.
9. Oversee opening and closing of cash drawers.

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(Treasury Coordinator)

10. Research returned checks, credit card chargebacks and in-depth customer payment inquiries.
11. Maintain and update treasury forms.
12. Perform other 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.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Office equipment, including computer operations and POS operations
- Business mathematics at the level needed for clerical accounting
- Methods and practices of utility service recordkeeping and procedures related to customer payments

CITY OF LOMPOC
(Treasury Coordinator)

- 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
- Lead and encourage team members
- Work cooperatively with internal and external customers
- Operate office equipment including a personal computer proficiently
- Maintain comprehensive records utilizing computer equipment
- Interact effectively with upset individuals to explain and apply rules and procedures to a wide variety of situations
- Maintain detailed financial records, and prepare comprehensive and accurate reports
- Work with considerable independence in completing work and ensuring its accuracy
- Make decisions regarding individual accounts
- 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

UTILITY ENGINEER

DEFINITION:

Under general direction, design, manage, oversee, and review the work of consultants, and staff responsible for professional and technical engineering operations of the Utility Department capital improvement program; to perform and oversee the preparation of complex project management, engineering designs, plans, specifications, and reports; and to perform a variety of technical tasks relative to assigned areas of responsibility.

CLASS CHARACTERISTICS:

The Utility Engineer exercises independent decision-making authority performing specialized engineering work and providing direction to a variety of private and public projects. Incumbents work at an advanced professional level on complex and specialized engineering projects and programs. The incumbent receives direction from the Utility Director or designee on policy and day-to-day operations. Performs related work as required.

LICENSE/CERTIFICATION REQUIRED:

Possession of a valid and appropriate California Driver's License. Possession of a valid Certificate of Registration as a Civil Engineer issued by the State of California Department of Consumer Affairs is required.

ESSENTIAL FUNCTIONS

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

1. Develops and implements capital improvement projects.
2. Oversees the design, construction management, and inspection of projects.
3. Serves as project manager on projects; develops and designs projects.
4. Acquires and monitors the services of consultants.
5. Pursues funding sources.
6. Provides technical support for Utility operations including but not limited to, electric, solid waste, water, and wastewater.
7. Negotiates change orders.
8. Manages project budgets.
9. Facilitates solutions to construction issues.
10. Negotiates with other departments, agencies, and contractors regarding issues and necessary coordination
11. Assists with preparation of the Utility Department budget, and with portions of the

**CITY OF LOMPOC
(Utility Engineer)**

City budget covering capital projects.

12. Performs other 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-exert force to 20 lbs. occasionally, or 10 lbs. frequently, or negligible force constantly to lift, carry, push, pull or move objects. May involve significant standing, walking, pushing, pulling sitting, and/or 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 occasion stoops, crouches, kneels, climbs stairs, ladders, scaffolding, 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:** 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; utilize advanced and complex reading, writing and math skills; exercise good judgment in following procedures and directions; respond quickly and calmly to changing priorities; communicate effectively orally; 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. 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 civil engineering
- Municipal public works administration, planning and design
- Engineering math
- English usage, spelling, grammar and punctuation
- Principles of supervision and training
- Geographic based information system management

**CITY OF LOMPOC
(Utility Engineer)**

Ability to:

- Plan, organize, and manage the engineering services of the City
- Supervise, train, and evaluate the work of professional, technical, and support staff
- Prepare comprehensive engineering and administrative staff reports
- Prepare and evaluate proposals, cost estimates and specifications
- Administer contracts
- Communicate clearly and concisely orally and in writing
- Maintain a big picture view and teamwork approach
- Be service oriented and have excellent communication skills
- Be an adept negotiator
- Work independently with minimum supervision
- 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 a bachelor's degree in civil engineering or related field **AND** six (6) years of increasingly responsible professional civil engineering experience.

CITY OF LOMPOC

WASTEWATER MANAGER

DEFINITION:

Under general direction, to plan, organize, supervise and direct the activities of the Wastewater Division; and to perform related work as required.

CLASS CHARACTERISTICS:

The class of Wastewater Manager is responsible for the management of the wastewater treatment facility and the wastewater collection system. This position may represent the City on various boards or commissions dealing with wastewater issues.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License. Possession of a valid and appropriate California Wastewater Treatment Plant Operator certification.

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.

Plans and directs the operation and maintenance of wastewater treatment plant, pumping stations and sewer mains; ensures the wastewater treatment plant is operated in conformity with discharge requirements; directs the maintenance of treatment plant buildings, grounds and equipment and the installation of new equipment and facilities; inspects, measures and tests sewer mains and manholes, lift stations and construction for conformance with approved plans and specifications; directs the balling, rodding and flushing of sewer mains; conducts divisional in-service safety training classes related to work assignments and ensures that supervisors enforce safety practices; maintains records of sewage treatment activities and sewer mains maintenance; prepares and submits annual budget estimates and supervises expenditures from approved budget; prepares and presents staff reports for the City Council, boards and commissions; review applications and eligibility list of applicants for employment and selects personnel; maintains records and submits payroll data; prepares annual, monthly and special reports as required; operates City vehicles; and performs related work as required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

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 Work - Lifting, carrying and/or pushing 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds. Occasional standing, walking, sitting, bending, stooping, crouching, crawling, pushing, pulling, handling, gripping, grasping, reaching at, above and below shoulder level, extending neck upward,

**CITY OF LOMPOC
(Wastewater Manager)**

downward and side to side, fingering, typing. On rare occasions kneels, climbs stairs and ladders. **Vision:** visual acuity sufficient to perform the essential functions of the position; average depth perception needed. **Hearing:** effectively hear/comprehend oral instructions and communication and traffic/equipment noise.

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; utilize complex reading skills; utilize simple math and writing skills; understand, remember and carry out complex job instructions; respond quickly to changing priorities; communicate effectively orally; work under pressure; work within deadlines; supervise other workers; train other workers.

SPECIAL REQUIREMENTS:

Employees in this classification may be required to utilize respirators in the course of their job duties or under emergency circumstances, and thus must be in compliance with General Industry Safety Order 5144. Employees shall not wear beards, mustaches, sideburns, facial hair or other conditions in such a manner that may prevent or interfere with establishing and maintaining a proper seal of the respirator face mask. This requirement is implemented in order to ensure the safety and health of the employee.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern methods and applied theory used in activated sludge waste treatment processes, interpretation of laboratory analysis procedures and their application methods and practices in training, directing and supervision of plant personnel
- Use of plant Operation and Maintenance Manual for instruction and training of all operating plant personnel
- OSHA safety practices associated with all wastewater activities
- Principles of management, supervision and training
- Recordkeeping

Ability to:

- Plan, organize and direct wastewater treatment plant operations and sewer mains installation and maintenance activities
- Develop and direct work schedules
- Investigate ordinance violations and to enforce the laws effectively
- Communicate effectively orally and in writing
- Prepare budget estimates
- Train personnel in plant operations and maintenance
- Deal effectively with public and subordinate complaints
- Understand and carry out oral and written instructions

**CITY OF LOMPOC
(Wastewater Manager)**

- Establish and maintain effective relationships with those contacted in the course of work
- Respond effectively to emergency situations

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:

A bachelor's degree in a technical field relating to wastewater treatment, such as engineering or natural science and five (5) years experience in activated sludge wastewater utility operations, including at least three years in a management or supervisory capacity. Qualifying experience may be substituted for up to two years of college coursework on a two for one basis.

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WATER UTILITY MANAGER

DEFINITION:

Under general direction, to plan, organize, supervise, and direct the activities of the Water Division; and to perform related work as required.

CLASS CHARACTERISTICS:

The class of Water Utility Manager is responsible for the management of the City-owned water utility. This position may represent the City on various boards and commissions dealing with water issues.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver's License. Possession of a valid and appropriate California Water Treatment Plant Operator certification or ability to obtain within one year.

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. Directs the pumping, storage and transmission of the City water supply.
2. Directs the maintenance of the water system and facilities.
3. Supervises and inspects the maintenance and repair of pumping equipment, water treatment and water storage system equipment.
4. Plans, lays out and assigns work to supervisors, and other employees.
5. Supervises the pulling and installation of deep well pumps and the installation and repair of booster pumps.
6. Supervises the maintenance and accuracy of the water network system.
7. Requisitions materials and equipment for various jobs.
8. Prepares budget estimates and supervises expenditures from approved budget.
9. Prepares and presents staff reports to the City Council, boards and commissions.
10. Prepares reports of departmental operations and costs of jobs and projects.
11. Supervises departmental inventory.
12. Represents the City with contractors concerning new construction.
13. Reviews water maps for accuracy.
14. Determines water meter sizes and water uses.
15. Prepares necessary applications for permits with various governmental agencies.

**CITY OF LOMPOC
(Water Utility Manager)**

16. Ensures compliance with regulatory requirements.
17. Supervises the installation of fire lines.
18. Appoints division personnel.
19. Identifies and provides necessary training for division personnel.
20. Investigates complaints and effects their solution.
21. Performs other related work as required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

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: Light Work - Lifting, carrying, pushing and/or pulling 25 pounds or less. Occasional standing, walking, sitting, bending, stooping, crouching, crawling, pushing, pulling, handling, gripping, grasping, reaching at, above and below shoulder level, extending neck upward, downward and side to side, fingering, typing. On rare occasions kneels, climbs stairs and ladders. **Vision:** visual acuity sufficient to perform the essential functions of the position; average depth perception needed. **Hearing:** effectively hear/comprehend oral instructions and communication and traffic/equipment noise.

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; utilize complex reading skills; utilize simple math and writing skills; understand, remember and carry out complex job instructions; respond quickly to changing priorities; communicate effectively orally; work under pressure; work within deadlines; supervise other workers; train other workers.

SPECIAL REQUIREMENTS:

Employees in this classification may be required to utilize respirators in the course of their job duties or under emergency circumstances, and thus must be in compliance with General Industry Safety Order 5144. Employees shall not wear beards, mustaches, sideburns, facial hair or other conditions in such a manner that may prevent or interfere with establishing and maintaining a proper seal of the respirator face mask. This requirement is implemented in order to ensure the safety and health of employee.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, techniques and problems of water treatment, pumping, storing and distribution

**CITY OF LOMPOC
(Water Utility Manager)**

- Maintenance and repair of pumps, motor, reservoirs, and pipeline systems
- Basic math
- Computer modeling
- Recordkeeping
- Principles of management, supervision, and training
- Appropriate safety precautions and procedures

Ability to:

- Plan, coordinate, lay out and direct the work of others
- Communicate effectively orally and in writing
- Prepare estimates and budgets of work projects for division activities
- Maintain records
- 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
- Respond effectively to emergency situations

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:

A bachelor's degree in a technical field related to water treatment, such as engineering or Natural Science and five (5) years responsible experience in water utility operations, including at least three (3) years in a management or supervisory capacity. Qualifying experience may be substituted for up to two years of college coursework on a two for one basis.