and reports as assigned; prepare a variety of correspondence, documents, and reports; maintain confidentiality of information.

Prepare information needed in administrative decisions and in facilitating the implementation of City policies and programs; research, collect, compile, tabulate, analyze, and summarize data and information pertaining to specified activities, operations, or functions as assigned; prepare a variety of fiscal, statistical, and administrative summaries and reports.

Maintain detailed calendar for the City Manager, Mayor, and City Council members; arrange interviews, appointments, schedules, conferences, travel, and itineraries.

Develop, maintain, and automate filing systems, control records, logs, and other record keeping systems and indexes.

Oversee the processing of City mail including opening, organizing, and routing incoming mail, both paper and electronic, directed to the City Manager, City Council, and other administrative personnel.

Establish and maintain complete records and files including financial, budget, personnel, operational, and administrative records.

Coordinate, supervise, and monitor special projects, assignments and activities as assigned; maintain control files on matters in progress and expedite their completion.

Participate and assist in the administration of the City Manager's Office; recommend organizational or procedural changes affecting support activities; recommend improvements in work flow, procedures, and use of equipment and forms.

Operate and use a variety of modern office equipment and software applications, such as computers, copiers, and printers; utilize a full range of office software document generation, calculations, presentations, and communications; including graphics and databases.

Order, receive, inventory, store, and distribute supplies, forms, and related items; prepare purchase orders.

Perform Notary Public duties for City staff and the public.

Serve as Co-Chairperson of the Employee Activities Committee.

Attend and participate in weekly department head/manager staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge.

**OTHER JOB RELATED DUTIES**
Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Organization and function of public agencies, including the role of an elected City Council and appointed boards and committees.

Principles, practices, and procedures of public administration in a municipal setting.

Office management principles.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Principles and practices of budget development and administration.

Principles and practices of fiscal, statistical, and administrative data collection and report generation.

Pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern office administrative support practices and procedures.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and practices of business letter writing and the standard format for reports and correspondence.

Principles and procedures of record keeping, and bookkeeping practices.

Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.

Techniques for effectively representing the City in contacts with governmental agencies, community groups and various businesses, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.
Mathematical principles and operations.

Safe driving principles and practices.

Skill to:
Operate modern office equipment including computer equipment and software.

Type at a speed of 60 words per minute and enter data at a speed necessary for successful job performance.

Operate a motor vehicle safely.

Ability to:
Interpret and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Interpret and apply Notary Public laws.

Research, compile, analyze, interpret, and prepare a variety of fiscal, statistical and administrative reports.

Compile, tabulate, and analyze data and information and prepare clear and concise summaries and reports.

Develop operating procedures to implement programs and policies.

Read, understand, apply, and explain technical policies and procedural requirements.

Perform responsible, confidential, and difficult administrative work involving the use of independent judgment and personal initiative.

Work under limited supervision and within a broad framework of standard policies and procedures.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Respond to questions from the public and City staff regarding policies and procedures.

Work cooperatively with other departments, divisions, City officials, and outside agencies.

Analyze situations carefully and adopt effective courses of action, within standard
practices.

Maintain confidential data and information.

Make accurate arithmetic, financial, and statistical computations.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Use English effectively to communicate verbally in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

Organize, direct, and coordinate the work of assigned administrative and clerical staff, depending on assignment.

Minimum Qualifications:

Experience:

Eight (8) years of increasingly responsible administrative and secretarial experience.

Training:

Equivalent to a high school diploma supplemented by specialized training and course work in accounting, management, business administration, office practices, or a related field.

License or Certificate:

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Certification as a Notary Public.

Special Requirements:

Essential duties require the following physical skills and work environment:
City of Perris
Executive Assistant/Office Supervisor (Continued)

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

Effective Date: September 2017
Finance Manager
Class Specification

FLSA Designation: Exempt
Effective: 03/2004
Revised: 09/2017

DEFINITION
Under general direction, supervise, plan, and coordinate the activities and operations of the Finance Department; to coordinate assigned activities with other departments, divisions, outside agencies, and the public; and to provide highly responsible and complex staff assistance to the Director of Finance.

SUPERVISION EXERCISED
Exercises direct supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Coordinate the organization, staffing, and operational activities for the Finance Department including financial analysis, reporting, accounting, investment of City funds, payroll administration, and administration and preparation of the City’s annual budget.

Participate in the development and implementation of goals, objectives, policies, and priorities for the Finance Department; identify resource needs; recommend and implement policies and procedures.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Direct, coordinate, and review the work plan for the Finance Department; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the Department and City budgets; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Coordinate assigned services and activities with those of other departments, divisions and
outside agencies and organizations.

Provide staff assistance to the Director of Finance; prepare and present staff reports and other necessary correspondence.

Coordinate annual audit; review all City-prepared schedules.

Determine proper accounting for complex transactions to ensure conformity with generally accepted accounting principles and governmental accounting standards.

Administer effective accounts receivable and payable, payroll, and utility billing functions; review and prepare related journal entries; review and sign checks; prepare and submit payroll direct deposits; review payroll tax payments and related deductions.

Oversee and manage daily cash flow and investments; transfer funds between banks, trustees, and Local Agency Investment Fund; handle wire transfers; contact and meet with bank representatives and related parties; record transactions; prepare daily cash reports.

Record and allocate monthly and quarterly interest income; prepare quarterly investment report and agenda submittal for the City Council meeting; submit the City’s annual investment policy and quarterly investment report to the State Controller’s Office.

Oversee and administer the City’s and Redevelopment’s bond issues; review and ensure debt payment due and fund requirement and availability; handle wire transfers and record transactions; contact, respond to, and meet with trustees, bond underwriters, financial and legal consultants, insurance agents, buyers, and related parties; prepare reports and provide information to bond rating companies and bond holders.

Assist in the City’s annual tax levy; review, provide, and submit financial data, information, and reports to consultants, County of Riverside, and the State regarding annual tax levy, annual disclosure reports, arbitrage rebate calculation, and delinquency; prepare annual tax levy cost recovery report and tax levy agenda submittals for Council approval; follow up on tax levy collection; provide information to other City Departments; respond to property owners and interested buyers.

Oversee Measure A special revenue fund; review revenue received and monthly billing; prepare and record transactions; reconcile monthly bank statement; coordinate in preparation of Five-Year Capital Project Plan; prepare and submit financial reports to Riverside County Transportation Commission; assist in annual audit process.

Oversee special project accounts; set up trust accounts; review and approve billings and sign checks; record interest earnings; prepare bank reconciliation; prepare reports and provide information to City Departments, outside agencies, and related parties.

Coordinate with State Mandated Cost Program; provide information to City Departments;
City of Perris
Finance Manager (Continued)

gather necessary data to assist the program consultants; follow up and review payments received.

Research special office equipment quotes; purchase special office equipment and contact vendors with equipment problems for various City Departments; prepare RFP’s for services; negotiate with various service providers; review contracts and agreements.

Oversee, monitor, and order wireless communication equipment for City Departments; respond to related problems; monitor the Finance Department’s accounting program system and solve minor problems.

Provide assistance, financial related information, and documentation to various agencies, the public, and other City Departments; coordinate with banks, trustees, County, State, other agencies, and City Departments for signature requirements.

Arrange and attend quarterly sales tax meetings; provide sales tax information to City Departments, other agencies, and consultants; calculate and allocate sales tax to the special districts and RDA project areas; record transactions.

Research, gather financial data, and prepare financial related reports and letters; assist in year-end closing and beginning new year process; assist with various annual internal and external audit process; assist in preparation of the City’s annual budget including special revenue fund, trust and agency funds, and Redevelopment Agency funds; submit annual financial reports to various agencies or requested parties.

Respond to and resolve difficult inquiries and complaints.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of finance, accounting, and investments.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a municipal finance program.

Advanced principles of municipal finance and accounting, including administration, planning, accounting, auditing, financial record keeping, financial and budgetary statements, budget preparation and control, and governmental purchasing practices and procedures.
Advanced principles of fund accounting.

Recent developments and sources of information in municipal finance.

Advanced business mathematics and statistics.

Advanced principles and procedures of administrative research and analysis, graphic and tabular presentation of data, and report composition.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Manage and coordinate the work of assigned personnel.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of finance, accounting, and investment goals.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Finance programs and functions.

Administer a sound investment program.

Forecast revenue and cash flow, both short and long term.

Prepare accurate financial reports.

Perform high level, complex analytical / research tasks.

Devise and implement effective internal auditing procedures.
Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**

Five years of responsible professional accounting experience within municipal finance and accounting, including three years of supervisory experience.

**Training:**

Bachelor’s degree from an accredited college or university with major course work in accounting, finance, or a related field.

**License or Certificate:**

Possession of an appropriate, valid driver’s license and insurability at regular rates for the City’s automobile insurance.

Possession of a CPA is desirable.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Effective Date:** September 2017
Grants Manager
Class Specification

FLSA Designation: Non-Exempt
Effective: 05/2015
Revised: 09/2017

DEFINITION

Under general direction, to supervise, plan and coordinate the activities and operations related to the City’s Community Development Block Grant (CDBG) program and other state and federal grant program functions; to administer the financial management of the City’s grant programs, and other state and federal grant processes designed to benefit the community; to coordinate assigned activities with internal and external City stakeholders; and to provide responsible and complex administrative support to the Deputy City Manager.

SUPERVISION EXERCISED

Exercises functional supervision over assigned technical and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, organize, direct and control the City’s state and federal grant program activities and functions.

Manage and participate in the various community development programs and grants, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service levels; allocate resources accordingly.

Interface with state and federal agency officials, non-profit agency boards and staff, other city agencies and sub-recipients of City grant funds to ensure that they are accountable for and in compliance with all grant requirements; to ensure that grant allocations are properly approved through the City process.

Manage and coordinate the preparation of grant applications and project proposals to granting agencies; prepare fiscal reports and records; comply with requirements of the grant award; coordinate budget for the assigned function.

Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Participate in the selection, training, and evaluation of assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; participate in discipline and termination procedures.
City of Perris
Grants Manager (Continued)

Manage grant related work plans; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Participate in the development and administration of the budget for the assigned function; recommend the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend the preparation of and implement budgetary adjustments as necessary.

Coordinate assigned activities with those of other departments and outside agencies and organizations; provide staff assistance to the Deputy City Manager, City Manager, and City Council; prepare and present staff reports and other necessary correspondence.

Interpret complex state and federal regulations and amendments to existing regulations for the grants.

Maintain detailed knowledge of various funding programs and respond to questions from City staff and the public; perform a variety of duties to develop necessary agreements for agency funding; perform education and outreach to the public concerning fair housing laws and tenants’ rights; respond to requests for information on procurement regulations, policies and related matters.

Provide guidance on contractual compliance with grants and other funding agency program requirements; identify deficiencies and develop solutions for deficiencies; interpret and explain contracted obligations.

Prepare required reports for the usage and administration of funds received from state and federal grants and other funding; send appropriate documentation to grant authorities as required; meet with grant authorities as necessary.

Prepare requests for proposals (RFPs) and requests for qualifications for consultant services; negotiate and prepare consultant agreements; attend bid-opening meetings, City Council and other meetings to represent the division.

Prepare media publications, materials for outreach; design forms, brochures & other marketing material for program promotion; train members on marketing and promotion techniques and processes.

Ensure proper documentation is received to process all payments to outside contractors that come from grant funds; prepare, collect and submit all required reports and documentation; research discrepancies; represent the City and provide technical support, information and guidance, and perform education and outreach to the public on grant contract compliance issues.

Stay abreast of changes and updates to various grants; maintain program database; ensure compliance with regulations for the funding source; attend various conferences, workshops and seminars.
Monitor and participate in bid process; review bids that are submitted for rehabilitation and new construction projects for compliance with applicable guidelines.

Develop, implement, communicate, and oversee comprehensive compliance monitoring policies, guidelines, and procedures, consistent with federal, state, and local requirements and sound professional program management principles and practices.

Represent the division in negotiating and conferring with consultants and/or with persons involved in project execution.

Manage the Federal Integrated Disbursement and Information Systems (IDIS) for all Housing and Urban Development (HUD) programs; prepare required HUD applications for CDBG programs.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff.

Public agency budgetary, contract administration, citywide administrative practices, and general principles of risk management related to the functions of the assigned area.

Applicable Federal, State, and local laws, codes, and regulations.

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.

The principles of HUD, CDBG and other related administration, including federal, state and local laws relating to the federal and state procurement and contracting policies and procedures.

Principles and practices of budget preparation and administration; grant program administration, research, analysis and statistical methods; labor market supply and demand.
Principles and procedures of grant application and administration including CDBG and related funding programs, and HUD environmental regulatory requirements.

Principles and procedures of purchasing, contract compliance, data collection and report preparation.

Recent developments, current literature and information related to community development and grant funding; geography of the city and surrounding area.

Operations, services and activities of comprehensive community development programs and funding; fair housing rules and regulations.

Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.

Methods and techniques for writing and presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Advanced methodology, techniques, and objectives of housing program administration and rehabilitation construction projects.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and staff.

Modern office practices, methods, and computer equipment, and software applications.

Computer applications related to the work.

Safe driving principles and practices.

Skill to:
Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:
Provide administrative and professional leadership and direction for assigned housing grants and programs.

Research, prepare, monitor and administer grant programs.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient grants’ programs and services.

Participate in the planning, organization, direction, and coordination of the work of technical and administrative support personnel; delegate authority and responsibility.

Participate in the selection, supervision, training and evaluation of staff. Plan, organize, direct, and coordinate the work of technical and administrative support personnel.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Prepare and administer budgets; allocate limited resources in a cost-effective manner.

Interpret relevant federal and state rules and regulations to make decisions regarding program issues.

Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.

Reason logically and creatively; demonstrate initiative; work independently and in groups.

Coordinate the activities of a comprehensive grants program.

Develop clear and concise financial and administrative reports, and interpret the usage and administration of various grants; make presentations before community groups.

Ensure contractor compliance with mandated regulations and requirements.
Create bid specification and contracts; evaluate and recommend bids and projects.

Effectively coordinate and monitor the project planning and implementation effort.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**MINIMUM QUALIFICATIONS:**

**Experience:**
Six (6) years of responsible experience with grants accounting and administration, community development program regulatory compliance and administration and finance, or related occupational experience such as urban planning or real estate. Of those six (6) years, three (3) years of Community Development Block Grant administration is required.

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

**License or Certificate:**
Possession of an appropriate, valid driver’s license and insurability at regular rates for the City’s automobile insurance.

**Special Requirements:**
*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Effective Date:** September 2017
Human Resources Analyst
Class Specification

FLSA Designation:
Effective: 10/2006
Revised: 09/2017

DEFINITION

Under direction, to perform a wide variety of journey level professional, administrative, analytical, and coordination duties in support of human resources functions and programs including records, recruitment, selection, performance evaluation, classification, job evaluation, benefits, and compensation; to oversee and coordinate assigned administrative processes, procedures, and programs; and to provide highly responsible and complex staff assistance to the Director of Administrative Services.

SUPERVISION EXERCISED

May exercise technical and functional supervision over technical and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide professional journey level staff assistance and coordination in support of human resources functions and programs including recruitment, selection, performance evaluation, classification, job evaluation, benefits, and compensation.

Assist in the development and implementation of department goals, objectives, policies, and procedures; assist in the development of Citywide personnel rules, administrative orders, policies, and procedures.

Coordinate various facets of the recruitment and selection process, including application screening, job announcement preparation, scheduling examinations and interview appointments, applicant tracking, preparing and processing written, performance, and oral board materials, and other selection methods used.

Coordinate pre-employment examinations, including complete background checks, fingerprinting, physicals, and drug screens.

Communicate with job applicants throughout the process; develop and maintain a variety of systems for formal communication with job applicants regarding application status notices.

Conduct new employee orientations; assist new employees in completing enrollment and other new
hire forms; educate and inform employees about benefit programs and retirement plans, the City's Personnel Rules and Regulations, related Memoranda of Understanding, and other Federal and State mandated programs and applicable laws; prepare and process necessary documents, new hire forms, and employee identification badges.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate benefit plan open enrollments by setting up benefit fairs, preparing informational material, and developing enrollment procedures; resolve employee questions and problems regarding benefits through research and explanation of benefit policies and procedures.

Assist with, and coordinate the performance rating programs; track evaluations and send out required notices and forms.

Respond to salary and benefit surveys from outside agencies; assist in the compilation and analysis of salary survey data.

Coordinate and assist in the City's liability program by routing and filing claims and personal injury and accident reports to appropriate insurance carriers; establish and maintain appropriate logs and records; follow up as required with affected parties.

Coordinate and assist in the City's Workers' Compensation program, including maintaining logs and records, filing and monitoring appropriate claim forms, compiling and monitoring various statistics, and maintaining liaison with medical providers regarding treatment and medical status.

Provide responsible administrative staff assistance, including conducting specific and comprehensive analyses; collect and compile relevant data supporting recommendations on a broad range of technical human resources assignments.

Provide information and interpretations to various City departments, employees, employee organizations, other employers, the public, and employees regarding human resources policies, procedures, practices, and decisions.

Coordinate and assist with City-wide training and employee recognition programs; serve in related committees.

Supervise the maintenance and improvement of Human Resources information systems; maintain and update the database of employee information and create reports as required; maintain and update salary schedules; act as liaison with finance staff in a variety of areas, including payroll, termination, and benefits.

Maintain personnel records and other confidential information; complete forms requesting information on current and former employees.

Compile and analyze data and make recommendations regarding human resources programs and systems; assist in the development and implementation of related policies.
City of Perris  
*Human Resources Analyst (Continued)*

Research, collect, compile, and analyze information from various sources on a variety of specialized human resources topics; prepare comprehensive technical records, reports, and summaries to present and interpret data, identify alternatives, and make and justify recommendations.

Assist in composing staff reports, Council agenda items, and correspondence related to human resources subjects.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

*Knowledge of:*

Principles and practices of EEO, selection, recruitment, job evaluation, benefits administration, classification, and compensation.

Principles and techniques of human resources management and program administration.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of human resources programs, policies and procedures.

Principles and practices of performance evaluation.

Research and reporting methods, techniques, and procedures.

Sources of information related to a broad range of human resources programs, services and functions.

Project management principles and concepts.

Public relations techniques and methods.

Principles and procedures of record keeping.

Modern office practices, methods, and computer equipment.


Mathematical and statistical principles and concepts.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.
City of Perris
Human Resources Analyst (Continued)

Skill to:

Type at a speed of 50 words per minute and enter data at a speed necessary for successful job performance.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Effectively administer a variety of human resources programs, functions, and administrative activities.

Research, analyze, and evaluate human resources programs, policies, and procedures.

Prepare clear and concise correspondence and reports on a variety of human resources and administrative issues.

Independently perform the full range of responsible and difficult analytical and administrative work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the Human Resources Department and of outside agencies as necessary to assume assigned responsibilities.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of human resources goals.

Plan, organize, and carry out assignments from management staff with minimal supervision and direction.

Conduct research on a wide variety of human resources and administrative topics.

Interpret and apply pertinent policies, procedures, laws, and regulations.

Prepare and maintain accurate and complete records.

Respond to requests and inquiries from the general public.

Independently compose correspondence and memoranda.

Collect, compile, and analyze data and information.

Prepare clear and concise reports.

Meet and deal tactfully and effectively with the public.

Maintain confidentiality of employee information.
City of Perris
Human Resources Analyst (Continued)

Maintain and prepare complex, extensive, and confidential records and reports.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Two years of professional human resources experience.

**Training:**

Bachelor's degree from an accredited college or university with major course work in human resources, public administration, or a related field.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

**Effective Date:** September 2017
DEFINITION

Under general direction, to supervise, plan, coordinate, and participate in the activities and operations of the Human Resources and Risk Management Division; to oversee and coordinate assigned administrative processes, procedures, and programs; to coordinate assigned activities with internal and external City stakeholders; and to provide highly responsible and complex administrative support to department managers.

SUPERVISION EXERCISED

Exercises functional supervision over technical and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide professional supervisory assistance and coordination in support of human resources and risk management functions and programs including personnel records, benefits, job evaluation, recruitment, selection, classification, compensation, performance evaluation, and general liability/property/worker’s compensation insurance claims.

Assist in the development and implementation of department goals, objectives, policies, and procedures; assist in the development of City-wide personnel rules, administrative orders, policies, and procedures.

Supervise, coordinate, and assign various facets of the recruitment and selection process, including application screening, job announcement preparation, scheduling pre-employment and selection examinations, preparing and processing written and verbal board materials, and other selection methods used; develop and maintain a variety of systems for formal communication with job applicants.

Oversee and coordinate the City’s Workers’ Compensation program, including maintaining logs and records, filing and monitoring appropriate claim forms, compiling and monitoring various statistics, and serving as a liaison with medical providers regarding treatment and medical status; and supervise the City’s risk management and insurance functions.

Oversee employee performance programs including the tracking, notices, and forms and
methods of the performance evaluations.

Administer maintenance and improvement of Human Resources information systems; maintain and update the database of employee information and create reports as required; maintain and update salary schedules; serve as liaison with finance staff in a variety of areas, including payroll, termination, and benefits.

Oversee the process and procedures of the new employee orientations and completion of new hire forms; inform employees about benefit programs and retirement plans, the City’s Personnel Rules and Regulations, related Memoranda of Understanding, and other Federal and State mandated programs and applicable laws.

Coordinate and assist in the City’s liability program by managing claims and personal injury and accident reports to appropriate insurance carriers; establish and maintain appropriate logs and records; follow up as required with affected parties.

Assist in preparing for contract negotiations and grievances; oversee the administration of the provisions of existing employee contracts and agreements.

Participate in the administration and development of the City’s classification and compensation plan; establish and maintain class specifications and salary ranges for positions; initiate and conduct wage and benefit surveys; analyze, evaluate and make recommendations on proposed job reclassifications.

Provide supervisory and professional support in the administration of City’s staff recruitment, promotion, transfer, separation, employee disciplinary matters, and formal grievance procedures in compliance with the City’s Personnel Rules and Regulations and/or State and Federal employment regulations.

Provide responsible administrative staff assistance and supervision, including conducting specific and comprehensive analyses; collect and compile relevant data supporting recommendations on a broad range of technical human resources and risk management assignments.

Provide information and interpretations to various City departments, employees, employee organizations, other employers, the public, and employees regarding human resources policies, procedures, practices, and decisions.

Plan and administer City-wide training and employee recognition programs; serve in related committees.

Research, collect, compile, analyze, and compose reports and informational tables from various sources on specialized human resources and risk topics for recommendations on policies and
procedures; prepare comprehensive technical records, reports, and summaries to present and interpret data, identify alternatives, and assist with recommendations for Council agenda items.

Administer all City temporary staffing needs and negotiate contract agreements with temporary staffing agencies.

Respond to and resolve difficult issue and complaints received internally and externally within the organization.

Ensure the City’s human resources functions comply with local, state, and federal regulations, including but not limited to FMLA/CFRA, Cal OSHA, EEO, FLSA, ADA, FEHA, Military Leave, CalPERS, AB 1825, AB 1234, etc.

Perform other duties and special projects as assigned.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of EEO, selection, recruitment, job evaluation, benefits administration, classification, and compensation.

Principles and techniques of human resources and risk management and program administration.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of human resources and risk programs, policies and procedures.

Principles and practices of performance evaluation, collective bargaining, labor relations, and wage and salary administration.

Research and reporting methods, techniques, and procedures.

Principles and practices of public entity claims administration for general and auto liability insurance coverage.

Federal and State OSHA requirements regarding workplace safety and reporting: Injury and Illness program principles and practices.

Project management principles and concepts.
Public relations techniques and methods.

Principles and procedures of record keeping, training and education, and statistical analysis.

Modern office practices, methods, and computer equipment, and software.


Mathematical and statistical principles, concepts, and operations.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Effectively supervise and administer a variety of human resources and risk programs, functions, and activities.

Provide supervisory support to the implementation and administration of goals, objectives, and procedures for providing effective efficient human resources programs and services.

Supervise, train, and coordinate the work of technical and administrative support staff.

Research, analyze, and evaluate human resources programs, policies, and procedures.

Provide support in the evaluation and administration of human resources and risk policies, practices, and procedures.

Prepare clear and concise correspondence and reports on a variety of human resources, risk, and administrative issues.

Independently perform the full range of responsible and difficult analytical and administrative work involving the use of independent judgment and personal initiative.

Analyze problems, identify alternative solutions, project consequences of proposed
actions, and implement recommendations in support of human resources goals.

Plan, organize, and carry out assignments from management staff with minimal supervision and direction.

Conduct research on a wide variety of human resources and administrative topics.

Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Respond to requests and inquiries from the public.

Meet and deal tactfully and effectively with the public.

Maintain and prepare complex, extensive, and confidential records and reports.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**
Five (5) years of professional human resources experience including two (2) years in a lead role with functional supervisory capacity.

**Training:**
Bachelor's degree from an accredited college or university with major coursework in human resources, public administration, or a related field.

**License or Certificate:**
Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*
Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and
City of Perris
Human Resources and Risk Supervisor (Continued)

locations.

Effective Date: September 2017
DEFINITION

Under general direction, plan, direct, manage, and oversee the activities and operations of the Information Technology Division; supervise the technical support of information systems hardware and software, acquisition and deployment of hardware, equipment, and software, provide ongoing support of departmental and citywide applications and including city website and social media, administration of email accounts, City website, and social media accounts; coordination of Internet provider, network and support telephony, and communication systems; coordinate assigned activities with other City departments and outside agencies; and to provide responsible and complex administrative support to the Assistant City Manager.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume supervisory responsibility for all Information Technology Division technical support of information systems hardware and software services and activities including personal and laptop computers and servers, firewalls, routers, telecommunication devices and equipment, video and sound equipment, and various other electrical and electronic equipment, instrumentation, and components.

Assist in the development and implementation of Information Technology Division goals, objectives, policies, and priorities for each assigned service area; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load and administrative and support systems; identify opportunities for improvement; implement changes; Provide for and maintain a secure system to protect data and information from unauthorized use.
Select, train, and evaluate Information Technology Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; participate in discipline and termination procedures.

Plan, direct, and coordinate the Information Technology Division's work plan; meet with staff to identify and resolve problems; assign projects; review and evaluate work methods and procedures.

Assist in the development and administration of the Information Technology Division budget; make recommendations for additional funds needed for staffing, equipment, materials, and supplies.

Coordinate Information Technology Division activities with those of other departments and outside agencies and organizations; provide staff assistance to the Assistant City Manager; prepare and present staff reports and other necessary correspondence.

Implement City-wide technology solutions including enterprise-wide software development and telecommunication projects.

Serve as project manager for large-scale Information Technology related projects.

Oversee requests for proposals for acquisitions of systems and standard software.

Maintain, repair, modify, debug, and troubleshoot various electrical and/or instrumentation systems, computer servers, personal computer hardware and software, and peripherals.

Install and configure workstations and peripheral devices including printers, plotters, CD drives, and ancillary equipment.

Maintain legal licensing, hardware inventory, and maintenance schedules; develop cost estimates and make acquisitions for computer equipment, applications software, and operating systems software and peripherals.

Perform complex electrical and circuit installation for additions or modifications by bending and installing conduit, pulling wire, assembling wirings in circuit as shown on blueprints, and testing systems for proper installation.

Prepare and provide input to documents and plans for technology improvements and technical advances; assist in identifying and maintaining technological infrastructure for City facilities and property.

Troubleshoot and repair various electrical and electronic equipment including power panels, lighting systems, audio and video equipment, and other incidental instrumentation and electrical systems and equipment.
City of Perris
Information Technology Supervisor (Continued)

Oversee and manage the development of system and user documentation; supervise user training; provide technical assistance and computer training to assist users of personal computers in resolving network and workstation hardware and software problems.

Receive, resolve, and document computer problems and complaints.

Serve as contact person for the City on a variety of technical and technology-related matters.

Provide technical and hands-on support to provide lighting, electrical, and energy efficiencies for City infrastructure and facilities.

Redesign and maintain websites.

Maintain an inventory of computer equipment and software, electrical components and associated appurtenances; maintain phone system.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff.

Public agency budgetary, contract administration, citywide administrative practices, and general principles of risk management related to the functions of the assigned area.

Applicable Federal, State, and local laws, codes, and regulations.

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.

Computer hardware installation, replacement, and repair.

Computer operating and applications software including MS Windows, MS Office,
Word, Excel, PowerPoint, Publisher, other MS tools, Corel Word Perfect, Adobe Acrobat, Illustrator, and Photoshop.

Methods, practices, and equipment used in maintaining, repairing, testing, and adjusting electro-mechanical, pneumatic, and electronic systems.

Analog and digital system fault diagnostic techniques and procedures.

Procedures, equipment, materials, and tools used in electronics and electrical maintenance.

Principles of architecture, maintenance, and operation of digital computer systems and electrical systems; principles and technology to secure systems from unauthorized use.

Principles of preventative maintenance and maintenance documentation.

Operating characteristics of information systems equipment including host computers, printers, storage systems, controllers / multiplexers, communication switches, scanners, PC workstations / terminals, and other central or peripheral devices.

Database backup and restoration.

Hardware and software troubleshooting techniques.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the City in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.

Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.

Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Safe driving principles and practices.

**Skill to:**

Operate various electric and electronic equipment and devices.

Use hand tools and computer test equipment.

Operate modern office equipment including computer equipment and software.
Operate a motor vehicle safely.

**Ability to:**

Provide supervision for the Information Technology Division.

Assist in developing, implementing, and administering goals, objectives, and procedures for providing effective and efficient information technology programs and services.

Plan, organize, direct, and coordinate the work of technical support personnel.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer budgets; allocate limited resources in a cost-effective manner.

Prepare clear and concise administrative reports.

Create, read, and interpret electrical / electronic schematics, system network diagrams, plans, blueprints, and electrical wiring diagrams.

Perform installation of hardware and related equipment.

Perform installation of network and communication systems coding.

Read and understand schematics and technical instructions and technical manuals, journals, and literature.

Maintain linked and stand-alone equipment and cabling.

Perform complex maintenance tasks involving analog and digital equipment.

Analyze technology requirements Citywide and for individual users and make recommendations regarding hardware and software selection, acquisition, and installation.

Prioritize requests for service.
Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**

Six (6) years professional level experience in the Information Technology field with at least three (3) years of supervisory experience

**Training:**

Bachelor's degree from an accredited college or university in computer science, information technology, cyber security, or a related field.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City’s automobile insurance.

Possession of CompTIA A+ Certificate.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to mechanical hazards and electrical hazards; ability to travel to different sites and locations.

**Effective Date:** September 2017
DEFINITION

Under general supervision, to perform journey level technical support on information systems hardware, software, and equipment, such as, assembling, installing, connecting, maintaining, testing, repairing, and replacing computer systems, including desktops, laptops, and servers; and support the safe-guard and integrity of hardware, software, information, and data.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide applications support, including MS Office and financial software programs, such as Pentamation.

Maintain computer equipment in working order; respond to reports of equipment malfunction; diagnose, repair, replace, and adjust PC's, laptops, and servers.

Assist in training of City staff on all software; ensure that City staff are adequately knowledgeable in hardware use.

Serve as front line staff for the Help Desk; receive incoming complaints; prioritize complaints; ensure complaint resolution; maintain accurate log of complaints and resolutions; provide support for hardware and software products as necessary.

Provide technical support; activate data lines; follow appropriate wiring standards; link processors and outlets; provide technical assistance to users and other divisions on network related plans, questions, and problems.

Monitor system performances; prepare daily and monthly progress reports; document operational troubleshooting procedures.

Train on basic operations of computer equipment; train and consult with users regarding
Assist PC computer users in resolving network and workstation hardware and software problems.

Install and configure workstations and peripheral devices including printers, plotters, disks, tapes, phones, and CD-ROM drives; install, configure, and maintain server operating systems.

Install and replace toner in printers, cables, floppy drives, keyboards, mice, monitors, and video cards.

Maintain an inventory of computer equipment and software and associated databases.

Install new releases of PC software.

Assist users with Power Point presentations and projectors.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
Techniques and procedures for hardware parts installation, replacement and repair.

Network support and maintenance of hardware, and software installation.

Operating characteristics of information systems equipment including workstations, network servers/gateways, printers, storage, network hubs/concentrators, bridges, communication switches, scanners, laptops, PC workstations, and other central or peripheral devices.

Software and operating systems including Microsoft Windows 7 and 8 and Microsoft Servers 2003 and 2008.

Acrobat, Adobe PDF, Photoshop, Microsoft Suite Programs, and Sunguard Pentamation.

PC troubleshooting techniques; back-up and restorations.

Safe driving principles and practices.

Skill to:
Operate modern office equipment including computer equipment and software.
Operate a motor vehicle safely.

**Ability to:**
Advise and provide interpretation to others on the application of policies, procedures, and standards to specific situations.

Analyze and solve network problems.

Perform hardware and software installations on PC’s.

Perform network cabling.

Maintain stand-alone and network printers.

Remotely troubleshoot technical issues.

Analyze and categorize data and information to determine the relationship of the data with reference to established criteria/standards.

Read and understand professional manuals, journals, and literature.

Prioritize requests for service.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**
Two years of PC technical support experience.

**Training:**
Bachelor’s degree from an accredited college or university with major course work in computer science or a related field, or technical college with major course work in the computer hardware and software.

**License or Certificate:**
Possession of an appropriate, valid driver’s license and insurability at regular rates for the City’s automobile insurance.
Possession of CompTIA A+ Certificate.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to mechanical hazards and electrical hazards; ability to travel to different sites and locations.

**Effective Date:** September 2017
DEFINITION

Under immediate supervision (Maintenance Worker I), or general supervision (Maintenance Worker II and III), to perform a variety of semi-skilled and skilled duties in the maintenance, repair, and construction of City streets, parks, landscape, and facilities; to use and operate manual tools and light and moderately heavy power-driven equipment; and to perform a variety of tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I: This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and follows an established methodology, structure pattern, and policy. Exceptions or changes in procedures are explained in detail as they arise, and require prior approval before changes are effective. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Maintenance Worker II and III: These are the full journey and advanced journey levels in the class series. Positions at the II and III levels are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at the II and III levels receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring three years of experience and successful performance. Positions at the III level are normally filled by advancement from the II level requiring three additional years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II and III levels.

SUPERVISION EXERCISED

Maintenance Worker I

Exercises no supervision
**Maintenance Worker II and III**

May exercise technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Perform semi-skilled and skilled manual work in the maintenance, repair, and construction of City streets; grade, scrape, and level surfaces in preparation for road paving; assist in the repair of curbs, gutters, and manholes and the paving of streets and alleys using pneumatic tools, asphalt rakes, and other hand tools.

Expected to perform any and all types of maintenance work as assigned, but may be assigned to do some or most of the total types of maintenance activities on a day’s assignment, but not all types at all times.

Remove and replace road surface material and debris; load, transport, and unload stones, gravel, dirt, supplies, and equipment as required.

Install, repair, and clean storm drains, catch basins, and culverts.

Break up concrete or asphalt, build and set forms, and mix and pour cement for curbs, gutters, drains, culverts, sidewalks, and sidewalk ramps.

Fill, patch, and resurface holes, cracks, and service laterals.

Place traffic control and warning signs; serve as a flagman; set up lanterns and barricades. Install, replace, and maintain street signs; paint intersections, curbs, and street markings. Improve, maintain, and repair City buildings and facilities; use and operate manual tools and light and moderately heavy power-driven equipment; and perform related duties as assigned.

Perform preventative maintenance procedures and minor maintenance and adjustments on equipment used.

Assist in the set-up and removal of equipment needed for special events. Perform welding as needed.

Perform the full range of turf maintenance duties; water, mow, weed, trim, aerate, renovate and fertilize turf.

Perform the full range of shrub and flower bed maintenance; plant, water, fertilize, and maintain landscaped areas including bushes, trees, flowers and shrubs; control weeds.

Trim and prune bushes, trees, and shrubs to provide clearance of sidewalks and signs, as well as to ensure the continued health of the bush, tree, or shrub.

Perform a variety of duties in the maintenance of the irrigation system; change and adjust heads; maintain controllers; assist in irrigation system installation and maintenance projects.
Maintain play equipment, picnic tables, and other related parks equipment and facilities; install and repair playground equipment, fences, and other related parks equipment and facilities.

Assist in pest control measures; measure, mix, and apply chemicals to trees, shrubs, grass and flowers to control weeds, insects, and plant diseases.

Assist in the removal of fallen trees, stumps, fallen limbs, and related debris resulting from storm damage and general conditions.

Paint park buildings; remove graffiti in parks and in other areas. Perform maintenance on athletic fields.

Identify maintenance needs and safety hazards; report needs to appropriate staff. Rake leaves and clear debris from walks, fields, and other facilities; pick up trash.

Clean and maintain rest rooms; stock rest rooms with necessary supplies; repair toilets, urinals and faucets.

Strip, wax, and buff facility floors.

Maintain and repair City facilities, equipment, and buildings by performing a variety of skilled and semi-skilled work including carpentry, electrical, painting, plumbing, heating and air conditioning, mechanical repair, and playground equipment maintenance.

Repair and replace plumbing fixtures including sinks, toilets, faucets, and pipes.

Perform carpentry work including the construction, installation, remodeling, and repairing of cabinets, partitions, walls, windows, doors, roofs, foundations, and other carpentry work.

Troubleshoot and repair electrical problems; repair or replace switches, outlets, breakers, fuses, and wiring; replace light fixtures and ballasts.

Identify equipment needs for each assigned project.

Assist in the construction of various projects; assist in the maintenance of roads and parking lots; perform traffic control.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Maintenance Worker I

Knowledge of:
Proper use and maintenance of tools and equipment including the operational characteristics of light and moderately heavy motorized equipment.

Basic methods, techniques and tools used in the construction and maintenance of parks, landscaped areas, and related facilities.

Irrigation regulations and restrictions, and how to install, maintain, and repair irrigation systems.

Basic mathematics and operations.

Safe driving principles and practices.

**Skill to:**
Learn to operate a variety of vehicles, tools, and equipment used in maintenance, repair, and construction including mower, edger, weed eater, blower, paint sprayer, grader, jackhammer, water pump, power washer, sewer jetter, and water truck.

Perform heavy manual labor for extended periods of time. Operate a motor vehicle safely.

**Ability to:**
Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to streets, parks, facilities, and landscape programs and functions.

Learn occupational hazards and standard safety practices necessary in the areas of streets, parks, facilities, and landscape maintenance, repair, and construction.

Learn materials, methods, practices, and equipment used in streets, parks, facilities, and landscape maintenance and repair.

Learn principles and practices of irrigation systems installation and maintenance.

Learn maintenance and repair principles and concepts of facility carpentry, electrical, painting, and plumbing.

Learn to read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Perform simple cement and masonry work.

Perform minor repairs and adjustments to equipment and tools.

Understand and follow verbally and written instructions. Communicate clearly and
concisely, both verbally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications: Experience:**
One year of experience performing a variety of general maintenance, repair, and construction and equipment operation work is desirable.

**Training:**
Equivalent to a high school diploma.

**License or Certificate:**
Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

**Special Requirements:**
*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, push, pull, and lift up to 60 lbs.; exposure to heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for irregular work schedule, shift work, on-call, stand-by, and emergency call.

**Maintenance Worker II and III**
In addition to the qualifications for Maintenance Worker I:

**Knowledge of:**
Operational characteristics of specialized streets, parks, facilities, and landscape maintenance and repair equipment.

Materials, methods, practices, and equipment used in streets, parks, facilities, and landscape maintenance and repair.

Occupational hazards and standard safety precautions necessary in streets, parks, facilities, and landscape maintenance and repair work.

Perinent Federal, State, and local laws, codes, and regulations.

Methods, techniques and tools used in the construction and maintenance of parks, landscaped areas, and related facilities.

Principles and practices of irrigation systems installation and maintenance.

Maintenance and repair principles and concepts of facility carpentry, electrical, painting,
and plumbing.

Watering requirements for lawns, trees and plants and various types of soil.

**Skill to:**

Operate a variety of vehicles, tools, and equipment used in maintenance, repair, and construction including mower, edger, weed eater, blower, paint sprayer, grader, jackhammer, water pump, power washer, sewer jitter, and water truck.

**Ability to:**

Perform maintenance on streets, parks, facilities, and landscape maintenance and repair with minimal supervision.

Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to streets, parks, facilities, and landscape programs and functions.

**Minimum Qualifications:**

**Experience:**

**Maintenance Worker II**

Three years of experience as a Maintenance Worker I.

**Maintenance Worker III**

Three years of experience as a Maintenance Worker II.

**Training:**

Equivalent to a high school diploma, plus additional training in electro-mechanical activities, operation of machinery, and tools and equipment.

**License or Certificate:**

Possession of an appropriate, valid Class C Driver's License and insurability at regular rates for the City's automobile insurance. Ability to obtain and possess, an appropriate, valid California Commercial Driver's License (Class A or B) plus all required endorsements, within (90) days from the date of being provided notification to obtain such license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, push, pull, and lift up to 60 lbs.; exposure to heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and
locations; availability for irregular work schedule, shift work, on-call, stand-by, and emergency call.

**Effective Date:** September 2017
Management Analyst
Class Specification

FLSA Designation: Non-Exempt
Effective: 03/2004
Revised: 09/2017

DEFINITION

Under direction, to perform journey level budgetary, financial, administrative and analytical support duties for an assigned department and / or division; to oversee assigned administrative processes, procedures and programs; and to provide highly technical and responsible assistance to assigned department and / or programs.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Oversee assigned programs and administrative support functions and specialized department programs.

Participate in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compile and analyze data and make recommendations regarding staffing, equipment, and facility needs.

Assist in the drafting and implementation of policies and procedures; assist in the preparation of ordinances and other supporting program documents.

Participate in the preparation and administration of assigned operating and capital budget(s); maintain and monitor appropriate budgeting controls.

Collect, compile, and analyze information from various sources on a variety of specialized topics including complex financial, budget, or administrative issues or questions; prepare comprehensive technical records and reports to present and interpret data, identify alternatives, and make and justify recommendations.

Direct the work activities of assigned technical and administrative support personnel; prioritize and coordinate work assignments; review work for accuracy; recommend improvements in
work flow, procedures and use of equipment and forms.

Participate in selecting, training, motivating and evaluating assigned staff; provide or coordinate staff training; work with employees to correct deficiencies.

Serve as a liaison with employees, public and private organizations; represent the City in a variety of community groups, boards, commissions, State and Federal agencies, and other organizations; provide information and assistance to the public regarding the assigned programs and services; receive and respond to complaints and questions relating to assigned area of responsibility; review problems and recommend corrective actions.

Conduct surveys and perform research and statistical analyses on administrative, fiscal, personnel, and operational problems or issues; monitor and analyze assigned programs and activities; monitor and analyze legislation related to assigned work areas.

Participate in special projects including research of new programs and services, budget analysis and preparation, and feasibility analyses.

Provide training in various areas to department employees including updated rules and laws, and other areas as required.

Coordinate activities and special events with other City departments, the public and outside agencies; attend meetings as representative for assigned department.

Assist in contract negotiations; monitor compliance with applicable contractual agreements.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

General principles and practices of municipal government management.

Municipal programs including grants, purchasing, finance, and budgeting.

General principles and practices of municipal government budget preparation and administration.

Principles of lead supervision and training.

Organizational and management practices as applied to the analysis, evaluation,
development and implementation of programs, policies and procedures.

Pertinent Federal, State and local laws, codes and regulations.

Research and reporting methods, techniques and procedures.

Sources of information related to a broad range of municipal programs, services and administration.

Public relations techniques.

Modern office procedures, methods, and computer equipment and software.

Principles and procedures of record keeping.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Research, analyze, and evaluate programs, policies, and procedures.

Prepare clear and concise correspondence and reports on a variety of financial, budgetary, and administrative issues.

Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.

Conduct research on a wide variety of administrative topics.

Organize and direct the work of assigned staff.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

Effectively administer a variety of departmental programs and administrative activities.

Plan, organize, and carry out assignments from management staff with minimal supervision and direction.

Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
City of Perris
Management Analyst (Continued)

Develop and administer assigned budgets.

Interpret and apply administrative and departmental policies and procedures.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

Minimum Qualifications:

Experience:

One year of administrative and analytical experience is desirable, preferably within a local government environment, in the collection, compilation, and analysis of data involving financial, budgetary, or administrative issues.

Training:

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

License or Certificate:

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: September 2017
Mechanic
Class Specification

FLSA Designation: Non-Exempt
Effective: 03/2004
Revised: 09/2017

DEFINITION

Under direction, to perform skilled mechanical repair and preventive maintenance work on automotive and heavy equipment.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Inspect, diagnose, and locate mechanical difficulties on City automobiles, trucks, and a variety of diesel and gasoline powered maintenance and construction equipment.

Determine extent of necessary repairs.

Overhaul, repair, and adjust engines, transmissions, differentials, and clutches.

Tune up engines; replace ignition parts; clean and adjust carburetors; install air conditioning and electrical systems.

Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.

Prepare and replace such components as generators, distributors, relays, lights, and switches.

Inspect, replace, and install emission control devices in City vehicles.

Maintain work, time, and materials records.

Clean and wash motorized equipment as necessary.

Service, inspect, maintain, and lubricate heavy duty industrial equipment including tractors, graders, wheel loaders, and dump trucks.
Operate motorized equipment in connection with repairs and servicing; change and repair tires; replace worn tires; balance wheels after tire change.

Assist on major repairs; obtain equipment parts; repair or replace electrical wiring, alternators, generators, and starter motors.

Perform preventive maintenance inspection on equipment and vehicles.

Ensure that all vehicles and equipment are in safe and operational condition; make road emergency vehicle and equipment repairs to all City owned property.

Provide technical information for equipment and vehicle bid specifications; provide bid specifications for tools and equipment.

Diagnose mechanical, electronic, gas, diesel, or CNG fuel systems.

Test and repair starters, alternators, and generators; recharge or replace batteries; diagnose and make minor repairs on air conditioning systems, vehicles, and equipment.

Make light and major repairs on pumps and valves; adjust and repair or replace components on suspension systems for vehicles and equipment.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operating and repair characteristics of a wide variety of automotive, light and heavy equipment used in City government.

Occupational hazards and standard safety practices necessary in mechanical repair and maintenance.

Practices, methods, equipment, tools, and materials used in the overhaul, repair, and adjustment of automotive and power equipment.

Principles and procedures of preventive maintenance related to automotive and power equipment.

Operating and repair characteristics of hydraulic systems, high pressure air systems, and high-pressure water systems.

Operation and care of internal combustion engines and hydraulic equipment.

Methods, materials, equipment and tools used in routine welding and fabrication work.
Safe driving principles and practices.

**Skill to:**
Operate a variety of automotive, truck, and heavy equipment and testing equipment in a safe and effective manner.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**
Perform skilled mechanical repair and preventive maintenance work on automotive and heavy equipment.

Work independently in the absence of supervision.

Diagnose and troubleshoot motor and mechanical problems.

Read and interpret hydraulic and electrical schematics and fabrication blueprints

Understand and follow verbal and written instructions.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**
Three years of experience in automotive and heavy equipment repair.

**Training:**
Equivalent to a high school diploma supplemented by completion of a mechanical apprenticeship program.

**License or Certificate:**
Possession of an appropriate, valid Class C Driver's License and insurability at regular rates for the City's automobile insurance. Ability to obtain and possess, an appropriate,
valid California Commercial Driver’s License (Class A or B) plus all required endorsements, within (90) days from the date of being provided notification to obtain such license.

Special Requirements:
Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, push, pull, crawl, twist, climb, and lift 50 lbs.; exposure to heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites.

Effective Date: September 2017
Principal Planner
Class Specification

FLSA Designation: Exempt
Effective: 03/2004
Revised: 09/2017

DEFINITION
Under general direction, to perform the most technically complex professional planning assignments, including ensuring quality standards for planning studies, tracking, monitoring and applying legislative mandates, developing planning policy, serving as project leader on multi-faceted programs and projects, working in land use, zoning, and studying economic impact and activities related to planning; providing planning staff support to the City Council, City commissions and committees, and agencies; and providing highly technical advice to the Director.

SUPERVISION EXERCISED
Exercises technical and functional supervision over professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Lead and coordinate multi-faceted, complex planning projects involving land use, population, zoning, economic impact activities, and related subjects; conduct research; confer with applicants and agency representatives to identify problems, develop solutions, and ensure city’s policy is maintained; Oversee and coordinate planning projects with other departments and outside agencies; coordinate the preparation of and prepare environmental studies and documents in accordance with State and Federal laws.

Review legislative changes and mandates and implement changes; Draft ordinances and ordinance amendments; prepare professional staff reports and data analyses, propose recommendations, solutions, and conclusions, present and explain reports at Planning Commission, City Council, and agencies.

Formulate and develop policy that combines legislative mandates, municipal codes, and effective and efficient policies and practices; act as subject matter expert for the City; develop program policies and procedures; monitor and evaluate ongoing projects.

Confer with engineers, attorneys, contractors, architects, and the public on planning and zoning related matters; interpret planning policies, State laws, and local ordinances; explain procedures.

Ensure the organization and preparation of agendas for Planning Commission meetings, and compose and prepare action letters for Planning Commission and City Council; prepare notices of public hearings ensuring timeliness of notices.
Coordinate and approve home occupation permits by determining appropriate zoning and by inspecting residence and property for code compliance; perform site inspections for project applications, landscaping, and other planning conditions; monitor mitigation measures.

Represent the City in relations with community, advisory committees, authorities, other local, County, State, and Federal agencies, other cities, and professional organizations; serve on committees as assigned and represent the City in discussions regarding municipal operations.

Receive complaints regarding assigned programs; determine alternative methods to achieve compliance involving application of related laws, ordinances, and regulations.

Administer contracts including directing, evaluating, and monitoring work performed; prepare or draft related proposals, reports, and records; develop and monitor program budget.

Receive and review permit applications; assess fees; establish conditions for project approval by analyzing projects with respect to relevant laws, ordinances, regulations, and City policies; determine methods to reconcile project conflicts with zoning requirements and State environmental laws.

Provide staff assistance to other City departments by conducting research and analysis of regulations and assisting with the implementation of programs.

Respond to inquiries and provide information regarding City operations, policies, and procedures; refer inquiries to appropriate authority as necessary.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles and practices of long-range urban planning and zoning.

Principles and practices of policy formation, environmental impact, and economic development.

Pertinent Federal, State, and local laws, codes, and regulations including CEQA, SMARA, and State Subdivision Map Act, and legislative processes.

Principles and concepts of Geographic Information Systems (GIS).
Recent developments, current literature, information sources and research techniques in the field of urban planning.

Architectural design review concepts, site grading, and drainage.

Statistical methods and procedures used in planning studies.

Principles of lead supervision, employee motivation and development, and training.

Modern office practices, methods, and computer equipment and software.

Safe driving principles and practices.

**Skill to:**
Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of planning goals.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to planning programs and functions.

Conduct statistical analysis and research to compile and tabulate data affecting public planning; prepare clear and concise reports.

Check building plans for conformance with zoning regulations, grading, and drainage standards.

Interpret and explain complex planning regulations and zoning ordinances.

Conduct work in a safe manner in accordance with established policy.

Prepare and maintain accurate and complete records.

Respond to requests and inquiries from the public; practice tact. Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.
Minimum Qualifications:

Experience:
Seven years of responsible planning experience plus one year of lead supervisory experience.

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

License or Certificate:
Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

American Institute of Certified Planners (AICP) certificate is preferred.

Special Requirements:

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: September 2017
DEFINITION

Under general direction, to assist in planning, organizing and implementation of assigned programs, requiring extensive face-to-face interaction with the public and interest groups; to provide administrative support and program assistance to the program coordinator and reporting Manager; and to foster cooperative working relationships with various public and private groups.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff including contract, temporary and volunteer staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Develops plans for the delivery of assigned program services to the public in accordance with the program objectives and requirements; Ensure that necessary staff members and materials are available at the proper time. Locates and oversees the placement of required equipment, supplies, and materials.

Plans, organizes, and carries out administrative assignments; research, compile, and organize information and data from various sources on a variety of specialized topics related to assigned programs.

Oversee assigned administrative processes, procedures and programs; and provide highly technical and responsible assistance to assigned department and/or programs.

Understands program objectives and consistently translates those objectives into meaningful service activities. Recommends program improvements and modifications, within program requirements and objectives.

Provides technical assistance to citizens regarding program policies, procedures, services and operations.

Exhibits effective leadership and instruction skills in the services and activities for which he/she is responsible. Effectively communicates these skills and techniques to participants, contractors, the public, and staff members.

Evaluates the effectiveness of programs and service activities provided to the public. Solicits participant input to gauge participant reaction to program quality. Uses evaluation results and
City of Perris
Program Assistant (Continued)

past program experience to plan new programs. Effectively plans programs that are convenient to users and participants to promote high levels of attendance and facility use.

Trains and provides lead direction to volunteers and other staff members as assigned.

Develops program budgets; estimates costs of supplies and materials; order supplies and materials for projects and activities; maintains records of purchase orders; assists in developing, tracking, and reporting budget figures for specified areas; monitors expenditures and revenues.

Accurately collects and maintains statistics, reports, and activity records. Submits timely reports on activities, services, work product and work results. Maintains accurate records.

Prepares for publication a variety of materials for internal and external use regarding the programs, activities and services provided.

Schedules activities, services and programs to which assigned.

Promotes interest and provides information regarding assigned programs and activities to the community, other departments, and the public.

Performs a variety of miscellaneous duties such as answering telephones, typing correspondence, running errands, picking up supplies for activities and services, assisting with City programs and events and providing information to the public.

Works with community groups and residents in the development and coordination of assigned programs; oversees and coordinates scheduling of activities and events.

Performs administrative work in grants administration and reporting, including researching grant funding opportunities, evaluating funding opportunities relative to the assigned programs, preparing grant applications, assisting in preparing budgets, and meeting reporting requirements.

Conduct the planning of and participating in workshops, seminars, discussion groups and meetings to promote assigned programs and grants.

Creates marketing materials for assigned programs, including developing and preparing brochures, flyers, newsletters, and other materials; maintains and updates informational kiosks and websites as needed.

Compiles, maintains, and reviews staff, financial, and statistical reports related to grants, program participation and analysis, expenditures, and revenues.

Acts as a representative to educational institutions, community groups, social services providers, private businesses, patrons, residents, and others regarding questions, problems, concerns, and activities in the provision of program operations, activities, and services.

Plans, staffs, supervises, and implements assigned special events.
City of Perris
Program Assistant (Continued)

Travels to assigned program sites to monitor program activities.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of program development, implementation, review, and evaluation.

Principles and practices of social services and public service programs.

Principles and procedures of record keeping and report preparation.

Applicable Federal, State, and local laws, codes, and regulations.

Basic mathematical principles and operations.

Principles and practices of contract/volunteer staff supervision, including work planning, assignment, review and evaluation and the training of work procedures.

Principles and practices of program administration, including budgeting, purchasing, and basic supervision; principles and practices of municipal government budget preparation and administration.

Methods and techniques for writing and presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques and procedures.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations.

Techniques for providing a high level of customer service by effectively dealing with the public, agencies, contractors and staff.

Techniques of organizing group social activities.

Modern office practices, methods, and computer equipment.

Computer applications related to the work.
Safety precautions and procedures.

Safe driving principles and practices.

**Skill to:**
Operate modern office equipment including computer equipment and software applications.

Type and enter data at a speed necessary for successful job performance.

Operate a motor vehicle safely.

**Ability to:**
Plan, oversee, coordinate, review, and evaluate assigned program operations and activities.

Understand program objectives and able to consistently translate them into meaningful program services and activities.

Utilize demographic and biostatistical data and information to evaluate program needs and to better utilize and direct funds to the core needs and objectives of the program.

Instruct and provide leadership to assigned staff and the community.

Work cooperatively with other departments, City officials, and outside agencies.

Respond to requests and inquiries from the public and outside agencies.

Learn pertinent procedures and functions quickly and apply them without immediate supervision.

Perform responsible and difficult secretarial and administrative work involving the use of independent judgment and personal initiative.

Maintain accurate records.

Plan and organize work to meet schedules and timelines.

Understand and follow verbal and written instructions.

Communicate clearly and concisely, both verbally and in writing.

Perform responsible information and referral coordinating work involving the use of independent judgment and personal initiative.

Keeps current of changing needs within programs and services assigned. Remains flexible in ensuring necessary modifications are made.
City of Perris
Program Assistant (Continued)

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

MINIMUM QUALIFICATIONS:

Experience:
One year of work experience in human services, public social services, public recreation services; including administrative support and customer service experience.

Training:
Equivalent to a high school diploma plus additional broad specialized training equivalent to a two-year college program, supplemented by college level course work in social and/or public services, grant and program development and proposal writing and administration.

Desirable: Bachelor’s Degree from an accredited college or university with major course work in human services, public health, community health and nutrition education service; including administrative support and customer service experience.

License or Certificate:
Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

May require Food Handler's Certificate, dependent upon the type of program(s) being administered.

Special Requirements:
Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 50 lbs.; exposure to outdoors; ability to travel to different sites and locations; availability for irregular work schedule.

Working Conditions:
May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of City facilities.

Effective Date: September 2017
DEFINITION

Under direction, perform a wide variety of complex and technical level duties involving, projects, studies, and activities related to the implementation and administration of the assigned department, division, function, activity, or project for the City; serve as staff liaison to various local organizations, departments, and City functions, and the public on assigned matters; provide highly responsible and complex assistance to various levels of the administration and management, such as supervisors, managers, assistant directors, directors, and City management.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform a wide variety of professional level research, administrative, and analytical duties in support of the City’s operations, programs, and activities; perform research and studies including economic or financial studies; analyze and identify trends; provide information to project partners, and benefactors of the project, and to the public; respond to requests involving project related activities; and prepare studies, correspondence, and reports.

Plan project activities, action items, milestones, and timetables; research, gather, and provide data on assigned project areas; collect data from pertinent sources and organize data in spreadsheets, reports, or formats required by the assigned project.

Respond to requests for information, and compile and issue status reports; prepare and provide information packages to project benefactors, clients, agencies, or departments and organizations; coordinate and conduct meetings.

Assist with the planning and implementation of project-related City programs, activities, and divisional efforts and programs.

Assist with development and management of project budgets; provide financial status, identify area of attention, and make recommendations to increase efficiency.

Perform various coordinating tasks such as scheduling and risk management, and various administrative tasks including maintaining project documentation and handling financial queries.
City of Perris
Project Coordinator (Continued)

and project-related questions.

Participate in negotiating, preparing, and monitoring the development process for the acquisition of project-related materials, resources, and labor; track and report on project status; assist with the procurement and management of resources and materials.

Coordinate project matters with other City divisions, departments, and functions, such as, finance, administration, engineering, building inspection, planning, public works, and development; coordinate specific project areas, including assisting in the development and monitoring of professional service agreements and contracts.

Assist in the development and implementation of short-range and long-range plans, programs, and priorities of the City; assist in the development and implementation of policies, procedures, codes, ordinances, and other administrative management needs; issue all appropriate legal paperwork, such as contracts and terms of agreements, and statutory filings.

Assist in determining methods of soliciting, financing, reviewing, and evaluating project-related proposals; prepare reports and presentations; devise and use tools to monitor project status, such as, labor hours, plans, and expenditures.

Interface with consultants, agency personnel, sub-contractors, contractors, and the public, as prescribed by project measures in the proposal and implementation of projects.

Assist in the collection and analysis of data and assist in the preparation of reports, studies, and presentations.

May prepare digital media, publications, and articles for newsletters; may design forms, brochures, and other information packages utilizing computer graphic programs including the development of marketing publications for City projects and programs.

Develop qualitative and quantitative measures to evaluate program/project schedules, financial status, benefactor and customer satisfaction, contractor performance, and public relations.

Review and analyze important, detailed, and highly complex technical records and reports, budgeting, and activities for project implementation.

Compile information and prepare other materials required by various types of proposals, requests for quotes, grant applications, and status reports; administer various types of revenues, such as grants and compliance with Federal and State requirements, budgeting and tracking expenditures, contract negotiations, preparation and administration of grants, and status report/reimbursement request preparation.

Prepare reports regarding projects and participate in public presentations to the City Council, and various commissions, project committees, citizen advisory committees, and outside agencies.
City of Perris
Project Coordinator (Continued)

Respond to public inquiries regarding project related matters, and related programs.

Coordinate and provide information to groups affected by the project, such as, civic and business groups, citizen and neighborhood groups, advisory groups, other City departments, State and federal agencies, officials from nearby jurisdictions, and the public.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Project coordination and management, from planning to deliverables.

Familiarity with risk management, and quality assurance, and control of processes.

Microsoft office and project management software.

Basic theories, principles, and practices used in municipalities, business, and federal government.

Pertinent Federal, State, and local laws, codes, and regulations including those relating to City functions and administration.

Recent developments, current literature, research methods, and sources of information related to program and project management.

Statistical methods and research processes applicable to area of assignment.

Principles and techniques used in negotiations and methods and techniques of effective technical report preparation and presentation.

Structure and organization of public sector agencies.

Skill to:

Organizational skills, including multi-tasking and time management.

Strong client-facing and teamwork skills.

Communicate, speak, and write well.
Operate modern office equipment including computer and applicable software applications such as word processing, spreadsheets, and databases.

Operate a motor vehicle safely.

**Ability to:**

Perform thorough research and analysis related to program/project, including quantitative and statistical analysis.

Prepare and interpret flowcharts, schedules, and action plans.

Learn to explore and evaluate planning and project implementation alternatives in terms of goals and long-range and short-range objectives.

Participate in coordinating planning and project implementation activities; Serve as a liaison between various public agencies.

Operate within budget allocation; track and report on budgets.

Analyze administrative, operational, and organizational problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Initiate and prepare plans and proposals for development; participate in coordinating planning and program/project implementation activities with related agencies and individuals.

Exercise independent judgment and initiative with minimal supervision.

Prepare clear and concise technical, administrative, and financial reports, statements, and correspondence.

Perform analytical research and prepare statistical reports.

Interpret and apply Federal, State, and local policies, laws, and regulations.

Effectively present information and respond to questions.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Interact and communicate with the public in a helpful, positive, fair, tactful, resourceful, courteous, and effective manner, while providing accurate information regarding City
functions, events, and issues.

Communicate clearly and concisely, both verbally and in writing.

Work independently, organize information, and efficiently prioritize and complete work.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**MINIMUM QUALIFICATIONS:**

**Experience:**
Three (3) years of project type related experience from inception to project delivery; proven work experience in a project coordinator or similarly responsible role.

**Training:**
Bachelor’s degree from an accredited college or university with major coursework in business, economics, engineering, public administration, urban planning, or related field.

**License or Certificate:**
Possession of or ability to obtain a valid California driver’s license and proof of automobile liability insurance as required by the position.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

**Effective Date:** September 2017
DEFINITION

Under general direction, to perform diversified complex and technical level duties involving, program/projects, studies, and activities related to the implementation and administration of the assigned department, division, function, activity, or program/project for the City; serve as staff liaison to City councils, commissions, various local organizations, departments, and City administration and functions, and the public on assigned matters; provide highly responsible and complex assistance to various levels of the administration and management, such as supervisors, managers, assistant directors, directors, and top City management.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform complex and technical professional level research, administrative, and analytical duties in support of the City’s operations, programs, and projects; perform research and studies including economic or financial studies; analyze data and identify trends; provide information to the administration and public; respond to requests involving program/project related activities; and prepare studies, presentations, and reports.

Define the scope of a program/project in conjunction with benefactors and stakeholders; create a detailed action plan that identifies and lays out the actions needed for program/project completion; determine the resources required, such as labor, materials, time, and budgets; develop a program/project schedule that allocated and ensures the availability of resources throughout the program/project duration; acquire buy-in from stakeholders and benefactors for the program/project plan; and determine the measurements upon which the program/project will be deemed successful.

Execute the program/project according to stated plan; develop forms, records, and templates to document program/project actions; set up files and record-keeping mechanisms to ensure that all information and documentation is retained and tracked; monitor the program/project actions and adjust action plan to ensure a successful completion of the program/project; update stakeholders and benefactors, including appropriate City staff, on the progress of the program/project; and review the quality of the work completed on a regular basis to ensure that the work meets stated project standards.

Manage all program/project budgets and funds according to established accounting policies and
procedures; ensure that consultants and outside labor sources are well qualified for the program/project; prepare financial reports and supporting documentation for benefactors and stakeholders as established in program/project scope documents.

Devise tools and measure program/project performance using appropriate systems, tools, and techniques; report progress and escalate issues to City management; manage the relationships between benefactors, stakeholders, and administration; perform risk management to minimize risks; establish and maintain relationships with all who are involved in the program/project; and create and maintain comprehensive program/project documentation.

Coordinate program/project matters with other City divisions, departments, and functions, such as, finance, administration, engineering, building inspection, planning, public works, and development; coordinate specific project areas, including assisting in the development and monitoring of professional service agreements and contracts.

Manage the development and implementation of short-range and long-range plans, programs, and priorities of the City; assist in the development and implementation of policies, procedures, codes, ordinances, and other administrative management needs; issue all appropriate legal paperwork, such as contracts and terms of agreements, and statutory filings.

Manage/oversee technical and functional lower level staff; may directly supervise a staff; perform matrix management of program/project personnel.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

Familiarity with risk management, and quality assurance, and control of processes.

Advanced theories, principles, and practices used in program/project management.

Principles and practices of budget development and implementation.

Pertinent Federal, State, and local laws, codes, planning, zoning, ordinances and regulations.

Fund raising, development, marketing, and public relations.

Public administration policies and procedures; work with private sector and not-for-profit environments; basic theories, principles, and practices used in municipalities, business, and federal government.
Statistical methods and research processes applicable to area of assignment.

Principles and techniques used in negotiations and methods and techniques of effective technical report preparation and presentation.

Structure and organization of public sector agencies.

Microsoft office and project management software.

**Skills to:**

Organizational skills, including multi-tasking and time management.

Matrix manage people and processes; supervise staff.

Strong client-facing and teamwork skills

Communicate, speak, and write well.

Operate modern office equipment including computer and applicable software applications such as word processing, spreadsheets, and databases.

Operate a motor vehicle safely.

**Ability to:**

Explore and evaluate planning and program/project implementation alternatives in terms of goals and long- and short-range objectives.

Initiate and prepare plans and proposals for program/project development; participate in coordinating planning and program/project implementation activities with related agencies and individuals.

Analyze, solve, and negotiate successful solutions to problems involving multiple interests of a development team, the Agency, the City, landowners, and the neighboring community.

Analyze economic, financial, sociologic, and legal information.

Serve as a liaison between various public agencies.

Plan, lead, organize, and control one or more program/projects; prepare and interpret flowcharts, schedules, and action plans.

Exercise independent judgment and initiative with minimal supervision.
Perform thorough research and analysis related to program/project, including quantitative and statistical analysis.

Interact and communicate with the public in a helpful, positive, fair, tactful, resourceful, courteous, and effective manner, while providing accurate information regarding City functions, events, and issues.

**MINIMUM QUALIFICATIONS:**

**Experience:**
Five (5) years of increasingly responsible experience with at least two (2) of these years of experience as project manager of complex fiscal program/project in the public or private sector.

**Training:**
Bachelor’s degree from an accredited college or university with major coursework in business, economics, engineering, public administration, urban planning, or related field; Master’s degree is preferred.

**License or Certificate:**
Possession of or ability to obtain a valid California driver’s license and proof of automobile liability insurance as required by the position.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

**Effective Date:** September 2017
Public Information Officer
Class Specification

FLSA Designation: Non-Exempt
Effective: 03/2008
Revised: 09/2017

DEFINITION
Under general direction, to serve as the City's coordinator of public and community information including working with television, radio and print and digital media to convey news, information, events, meetings, and other services to City staff and the community; and to provide professional and technical assistance to higher level management.

SUPERVISION EXERCISED
Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Develop, direct, oversee, and implement a comprehensive public relations program utilizing various forms of media; oversee distribution of information to the public; represent the City and City officials on designated occasions.

Oversee and develop the City's public education efforts through development and execution of specific public information, public education, and community relations programs, events, and procedures.

Initiate and write press releases, public service announcements, articles, speeches and position papers on City activities, programs and policies; determine methods of presentation and distribution; write, edit, publish, and disseminate newsletters and other informational publications.

Produce brochures and promotional material; write scripts and narrate videos for posting to our websites and digital media; write applications and submit photos for various municipal needs.

Represent the City at regional meetings of Public Information Officers to discuss ongoing challenges facing municipalities in reaching out to the public, including crisis communications.

Represent City at regional awards ceremonies, including the League of California Cities, the Municipal Managers of Southern California and the Public Relations Society of America.

Serve on committees responsible for planning and executing the City's major public outreach annual or one-time events.

Attend meetings of the Council, boards, commissions, and committees as required.
City of Perris
Public Information Officer - Final (Continued)

Promote City-sponsored community events, activities and programs; act as a liaison to citizens, schools, and community groups in providing information and promoting a positive image of the City; schedule and provide public tours of the City.

Answer inquiries by telephone or in person to accurately provide information requested or to refer people to the proper source of information.

Give informational talks to special groups including elementary and high school students.

Prepare the public information response plan for emergency and disaster situations.

Work with City departments in preparation and dissemination of news items.

Photograph City events for distribution with City related press releases and feature stories.

Oversee the City’s web site and web design team.

Respond to reporter questions and inquiries.

Review daily and weekly newspapers, and digital media for City related stories.

Serve on assigned committees, community groups, and task forces.

Communicate effectively with county, regional, state and national representatives to gather, process and disseminate information of significance to Perris residents.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of municipal government.

Principles, practices, techniques, and methods of gathering, preparing, and disseminating public information, both written and digital, and through the spoken word.

Principles and practices of journalism, public relations, and mass communications.

Associated Press style print guidelines and broadcast standard style writing.

Ethical principles and practices related to the field of journalism.

Principles and practices of photography.
Promotional public relations activities.

Pertinent Federal, State, and local laws, codes and regulations.

Modern office procedures, methods, and computer equipment.

Principles and practices of customer service.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Perform responsible, difficult and confidential administrative work involving the use of independent judgment and personal initiative.

Develop and coordinate a multitude of communicative programs with City-wide and organizational impact.

Plan, organize, and carry out assignments with minimal supervision and direction.

Perform intensive research and analysis.

Write, edit and publish a community newsletter.

Interpret and apply Federal, State, City and departmental laws, policies, procedures and regulations.

Speak effectively before large groups.

Perform various reviews and evaluations to determine program compliance.

Work effectively with non-profit organizations.

Work independently in the absence of supervision.

Communicate clearly and concisely, verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**
City of Perris
Public Information Officer - Final (Continued)

Five years of professional level experience in media and public relations including journalism or news reporting.

Training:
Bachelor's degree from an accredited college or university with major course work in journalism, communications, public relations, English, or a related field. A Master’s degree is desirable.

License or Certificate:
Possession of an appropriate, valid driver's license and insurability at regular rates for the City’s automobile insurance.

Special Requirements:
*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: September 2017
Public Works Crew Leader  
Class Specification

FLSA Designation: Non-Exempt  
Effective: 11/2008  
Revised: 09/2017

DEFINITION
Under direction, to lead, oversee, and participate in the more complex and difficult work of staff responsible for providing street, parks, facility, and landscaping maintenance, repair, and construction services; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION EXERCISED
Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Lead, plan, and review the work of staff responsible for providing street, parks, facility, and landscape maintenance, repair, and construction services;

Estimate time, material, and equipment required for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion.

Analyze, evaluate and prepare Risk Management reports concerning streets, parks, sidewalks, and public spaces to provide complete investigation reports for insurance claims, including general liability and bodily injuries on a regular basis.

Provide oversight and management of construction projects by contractors and staff, weekly, including such activities as the installation of playground equipment, street striping, building construction projects, and sidewalk and road repairs.

Interpret and explain technical information to internal staff and external professionals in the implementations of M.U.T.C.D standards and rules pertaining to sign allocations and installations.

Supervise the use and operation of a variety of vehicles, tools, and equipment used in maintenance, repair, and construction including mower, edger, weed eater, blower, paint sprayer, grader, jackhammer, water pump, power washer, sewer jetter, and water truck.

Train assigned employees in work methods, techniques, and the use and operation of equipment, and safety operations.

Verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable work standards; ensure adherence to safe work practices and procedures.
City of Perris  
Public Works Crew Leader (Continued)

Ensure the adherence with applicable standards and specifications; maintain cleanliness of work area and tools.

Perform the full range of duties in the assigned area of work, such as performing all types of work that is done by the crew, assisting in the set-up and removal of equipment needed for special events, performing welding as needed, and performing semi-skilled and skilled manual work in the maintenance, repair, and construction of City streets; work to grade, scrape, and level surfaces in preparation for road paving; assist in the repair of curbs, gutters, and manholes and the paving of streets and alleys, using pneumatic tools, asphalt rakes, and other hand tools.

Perform semi-skilled and skilled manual work in the maintenance, repair, and construction of City streets; grade, scrape, and level surfaces in preparation for road paving; assist in the repair of curbs, gutters, and manholes and the paving of streets and alleys using pneumatic tools, asphalt rakes, and other hand tools.

Remove and replace road surface material and debris; load, transport, and unload stones, gravel, dirt, supplies, and equipment as required.

Install, repair, and clean storm drains, catch basins, and culverts.

Break up concrete or asphalt, build and set forms, and mix and pour cement for curbs, gutters, drains, culverts, sidewalks, and sidewalk ramps.

Fill, patch, and resurface holes, cracks, and service laterals.

Place traffic control and warning signs; serve as a flagman; set up lanterns and barricades.

Install, replace, and maintain street signs; paint intersections, curbs, and street markings.

Perform preventative maintenance procedures and minor maintenance and adjustments on equipment used.

Assist in the set-up and removal of equipment needed for special events.

Perform welding as needed.

Perform the full range of turf maintenance duties; water, mow, weed, trim, aerate, renovate and fertilize turf.

Perform the full range of shrub and flower bed maintenance; plant, water, fertilize, and maintain landscaped areas including bushes, trees, flowers and shrubs; control weeds.

Trim and prune bushes, trees, and shrubs to provide clearance of sidewalks and signs, as well as to ensure the continued health of the bush, tree, or shrub.

Perform a variety of duties in the maintenance of the irrigation system; change and adjust heads; maintain controllers; assist in irrigation system installation and maintenance projects.
City of Perris
Public Works Crew Leader (Continued)

Maintain play equipment, picnic tables, and other related parks equipment and facilities; install and repair playground equipment, fences, and other related parks equipment and facilities.

Assist in pest control measures; measure, mix, and apply chemicals to trees, shrubs, grass and flowers to control weeds, insects, and plant diseases.

Assist in the removal of fallen trees, stumps, fallen limbs, and related debris resulting from storm damage and general conditions.

Paint park buildings; remove graffiti in parks and in other areas.

Perform maintenance on athletic fields.

Identify maintenance needs and safety hazards; report needs to appropriate staff.

Rake leaves and clear debris from walks, fields, and other facilities; pick up trash.

Clean and maintain rest rooms; stock rest rooms with necessary supplies; repair toilets, urinals and faucets.

Strip, wax, and buff facility floors.

Maintain and repair City facilities, equipment, and buildings by performing a variety of skilled and semi-skilled work including carpentry, electrical, painting, plumbing, heating and air conditioning, mechanical repair, and playground equipment maintenance.

Repair and replace plumbing fixtures including sinks, toilets, faucets, and pipes.

Perform carpentry work including the construction, installation, remodeling, and repairing of cabinets, partitions, walls, windows, doors, roofs, foundations, and other carpentry work.

Troubleshoot and repair electrical problems; repair or replace switches, outlets, breakers, fuses, and wiring; replace light fixtures and ballasts.

Identify equipment needs for each assigned project.

Assist in the construction of various projects; assist in the maintenance of roads and parking lots; perform traffic control.

OTHER JOB RELATED DUTIES
Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
Operations, services, and activities of a street, parks, facilities and landscape maintenance, repair, and construction program.

Principles of lead supervision and training.

Methods and techniques of street, parks, facilities and landscape maintenance, repair and construction.

Operational characteristics of street, parks, facilities and landscape maintenance, repair, and construction equipment and tools.

Methods, techniques and tools used in the construction and maintenance of parks, landscaped areas, and related facilities.

Principles and practices of irrigation systems installation and maintenance.

Maintenance and repair principles and concepts of facility carpentry, electrical, painting, and plumbing.

Watering requirements for lawns, trees and plants and various types of soil.

Occupational hazards and standard safety practices necessary in street, parks, facilities and landscape maintenance work.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

**Skill to:**

Operate a variety of vehicles, tools, and equipment used in maintenance, repair, and construction including mower, edger, weed eater, blower, paint sprayer, grader, jackhammer, water pump, power washer, sewer jetter, and water truck.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Plan, organize, and review the work of street, parks, facilities and landscape maintenance staff.

Provide lead supervision and training to assigned staff.

Independently perform the most difficult street, parks, facilities and landscape maintenance, repair, and construction work.
Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Interpret and apply the polices, procedures, laws, and regulations pertaining to street, parks, facilities and landscape maintenance programs and functions.

Perform cement and masonry work.

Perform minor repairs and adjustments to equipment and tools.

Work independently in the absence of supervision.

Understand and follow verbal and written instructions.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**

Seven years of increasingly responsible journey level experience in street, parks, facilities or landscape maintenance, repair, and construction and equipment operation work.

**Training:**

Equivalent to a high school diploma supplemented by specialized training in construction technology.

**License or Certificate:**

Possession of an appropriate, valid California Class A Commercial Driver's License plus tanker, passenger and other endorsements as may be required and insurability at regular rates for the City's automobile insurance.

Possession of, or ability to obtain, Pest Certificate and Playground Equipment Certificate.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, push, pull, and lift up to 60 lbs.; exposure to heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for irregular work schedule, shift work, on-call, stand-by, and emergency call.
Effective Date: September 2017
Recreation Coordinator  
Class Specification  

FLSA Designation: Non-Exempt  
Effective: 01/2012  
Revised: 09/2017  

DEFINITION  

Plan, organize, coordinate, and provide direction and oversight for one or more recreation programs and/or facilities; supervise programs that may include: senior center, aquatics, youth and adult sports, leisure and arts programs, special interest classes, and community events; to coordinate operations of recreation and sports facilities, including swimming pool, senior center, and recreation centers; to provide administrative support and program assistance to the Community Services Manager.  

SUPERVISION EXERCISED  

May exercise technical and functional supervision over lower level staff.  

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES  

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned programs and facilities.  

Plans, supervises, coordinates, reviews, and evaluates recreation programs, activities, and/or systems at one or multiple sites; establishes schedules and methods for providing community and recreation services; recommends improvements or modifications.  

Supervises, coordinates, and participates in the day-to-day operations of one or more center and/or facilities; ensure enforcement of local and State laws and ordinances related to facility usage; manage and implement contracted services and processes related to assignment, such as security guard and cultural programs.  

Assists in the recruitment and selection of contract and/or volunteer staff and provides recommendations; provides supervision, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; provides input and provides documentation for performance evaluations; monitors contract agreements with service providers.
City of Perris
Recreation Coordinator (Continued)

Works with community groups and residents in the development and coordination of programs; oversees and coordinates scheduling of activities, games, and events, cultural and art festivals.

Develops program budgets; estimates costs of supplies and materials and orders supplies and materials for projects and activities; maintains records of purchase orders; assists in developing budget figures for specified areas; monitors expenditures and revenues.

Performs administrative work in grants administration and reporting, including researching grant funding opportunities, evaluating funding opportunities relative to City Community Services programs, preparing grant applications, assisting in preparing budgets, and meeting reporting requirements.

Plans, staffs, supervises, and implements assigned special events.

Travels to assigned program sites to monitor program activities; ensure that maintenance and repairs are completed.

Fosters cooperative working relationships with various public and private groups.

Monitors the proper and safe use of program facilities by the public; patrols facilities to ensure adherence to rules and ordinances; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.

Creates marketing materials for assigned programs, including developing and preparing brochures, flyers, newsletters, and other materials; maintains and updates informational kiosks and websites as needed.

Compiles, maintains, and reviews staff, financial, and statistical reports related to grants, program participation and analysis, expenditures, and revenues.

Administers the automated program for registrations and program fees; oversees rental and registration activities and ensures accurate record keeping for program receipts.

Acts as a representative to educational institutions, community groups, social services providers, private businesses, patrons, residents, and others regarding questions, problems, concerns, and activities in the provision of program operations, activities, and services.

Maintains accurate records of services and activities, including recreation schedules, program participation and analysis, revenues, expenditures, grants, contract programs, accidents, and vandalism; Prepare and maintain a variety of administrative records to document, track, and report on assigned programs and activities.
OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
Principals and practices of social services; community resources.

Principles and practices of recreation program development, implementation, review, and evaluation.

Principals and procedures of record keeping and report preparation.

Basic mathematical principals.

Applicable Federal, State, and local laws, codes, and regulations.

Principles and practices of contract/volunteer staff supervision, including work planning, assignment, review and evaluation and the training of work procedures.

Principles and practices of program administration, including budgeting, purchasing, and basic supervision.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and staff.

Techniques of organizing group recreational, social, and athletic activities.

Modern office practices, methods, and computer equipment.

Computer applications related to the work.

Basic first aid methods and techniques.

Safety precautions and procedures.

Safe driving principles and practices.
Skill to:
Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Exercise time management.

Communicate, including verbal and written.

Think Analytically; use judgment and problem-solving.

Set up, demonstrate, and utilize equipment.

Organize work flow and logistic utilization of resources

Ability to:
Plan, oversee, coordinate, review, and evaluate recreation program operations and activities, as well as staff, contractors, and volunteers.

Plan and prepare recreation activity schedules, staffing schedules, reports, and other related program materials.

Work independently; and work cooperatively with other departments, City officials, and outside agencies.

Respond to requests and inquiries from the public.

Organize and delegate work assignments; prioritize issues and needs; manage multiple projects with shifting priorities.

Effectively lead and motivate staff.

Learn pertinent procedures and functions quickly and apply them without immediate supervision.

Maintain accurate records.

Plan and organize work to meet schedules and timelines.

Understand and follow verbal and written instructions.

Communicate clearly and concisely, both verbal and in writing.

Perform responsible information and referral coordinating work involving the use of
independent judgment and personal initiative.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs; retain composure in stressful situations.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**MINIMUM QUALIFICATIONS:**

**Experience:**

Four years of increasingly responsible experience in coordinating recreation and/or community services programs.

**Training:**

Equivalent to a high school diploma supplemented by college level course work in social and/or public services.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Possession of, or ability to obtain, CPR and First Aid Certificates.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 50 lbs.; exposure to outdoors; ability to travel to different sites and locations; availability for irregular work schedule.

**Working Conditions:**

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of City facilities.

**Effective Date:** September 2017
Recreation Leader I
Recreation Leader II
Class Specification

FLSA Designation: Non - Exempt
Effective: 03/2004
Revised: 09/2017

DEFINITION

Under general supervision, to perform skilled recreation work in directing a wide variety of activities for a variety of recreation programs, events, and assignments, such as the teen and senior centers, and special events, working independently following existing practices and procedures, referring questionable cases to the supervisor, coordinator, or others.

DISTINGUISHING CHARACTERISTICS

Recreation Leader I: This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and follows an established methodology, structure, pattern, and policy. Exceptions or changes in procedures are explained in detail as they arise, and require prior approval before changes are effective. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Recreation Leader II: This is the full journey level in the class series. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring three years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II level.

SUPERVISION EXERCISED

Recreation Leader I

Exercises no supervision.

Recreation Leader II

May exercise technical and functional supervision over lower level staff.
EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Respond to questions and inquiries from program participants, parents of participants, and the public; provide information to resolve complaints or inquiries.

Responsible for on-site management of assigned center including scheduling use of facility; plan, coordinate, publicize and implement community leisure service programs.

Train, lead, schedule and evaluate part-time and contractual personnel; interpret departmental policy; arranges and schedules facilities, equipment and activities.

Meet and work with staff, user and community groups; prepare and administer center budget; prepare and monitor records; write correspondence and reports.

Maintain reports and documentation applicable to assigned duties including progress reports on program participants and skills assessment; keep liability forms up to date.

Assist in organizing, set-up, and supervision of recreation and City activities.

Open and close recreational and City facilities; set up and take down equipment.

Assist the head coaches in other areas of work as necessary.

Organize, coordinate, supervise, and perform the work of part time staff responsible for running a variety of recreational sports programs.

Promote recreational programs to the public; organize and administer fund raising events; develop promotional materials such as brochures or flyers.

Prepare and present awards and certificates to program participants.

Supervise and instruct recreational programs.

Assist the Recreation Coordinators and Supervisors in the overall coordination of recreation events and activities.

Order necessary supplies including uniforms, equipment, and awards.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Recreation Leader I

Knowledge of:
Principles and practices of recreation programming.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and procedures of record keeping.

Basic first aid methods and techniques.

Safety precautions and procedures.

Techniques of organizing group recreational, social, and athletic activities.

Rules and equipment pertaining to various games.

Safe driving principles and practices.

Skill to:
Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:
Schedule and coordinate projects; set priorities.

Work cooperatively with other departments, City officials, and outside agencies.

Respond to requests and inquiries from the public.

Organize and delegate work assignments.

Learn pertinent procedures and functions quickly and apply them without immediate supervision.

Maintain accurate records.

Plan and organize work to meet schedules and timelines.

Understand and follow verbal and written instructions.
Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**
Experience in recreation leadership and programs is desirable.

**Training:**
Equivalent to a high school diploma.

**License or Certificate:**
Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Possession of, or ability to obtain, CPR and First Aid Certificates.

**Special Requirements:**
*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 50 lbs.; exposure to outdoors; ability to travel to different sites and locations; availability for irregular work schedule.

**Recreation Leader II**
In addition to the qualifications for Recreation Leader I:

**Knowledge of:**
Principles and objectives of recreation and their application to individual and group behavior.

Methods, practices, and equipment used in assigned recreation programs.

Effective recreation leadership techniques.

Grant writing, administration, and reporting.

**Ability to:**
Organize and conduct a wide variety of recreation activities for all age groups.

Promote and organize recreation activities with fellow employees and supervisors.

Schedule recreation activities.
City of Perris  
Recreation Leader I / II (Continued)

Write clear and accurate publicity materials.

Prepare clear and concise reports.

Requisition materials and equipment.

Exercise good judgement, flexibility, creativity, and sensitivity in response to changing situations and needs.

**Minimum Qualifications:**

**Experience:**

Three years of experience as a Recreation Leader I.

**Training:**

Equivalent to a high school diploma, plus additional course work in a related area.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Possession of CPR and First Aid Certificates.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 50 lbs.; exposure to outdoors; ability to travel to different sites and locations; availability for irregular work schedule.

**Effective Date:** September 2017
Recreation Supervisor I
Recreation Supervisor II
Class Specification

FLSA Designation: Non-Exempt
Effective: 03/2004
Revised: 09/2017

DEFINITION

Under general supervision (Recreation Supervisor I) or direction (Recreation Supervisor II), supervise, coordinate, and participate in the work of staff responsible for providing a variety of recreation and community programs, services, and activities; and to perform a variety of technical tasks and professional recreation work relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Recreation Supervisor I: This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Work is usually supervised while in progress and follows an established methodology, structure, pattern, and policy. Exceptions or changes in procedures are explained in detail as they arise, and require prior approval before changes are effective. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Recreation Supervisor II: This is the full journey level in the class series. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring three years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II level.

SUPERVISION EXERCISED

Exercises functional supervision over administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Plan, prioritize, assign, supervise, and review the work of staff responsible for providing community and recreation services and activities.

Promote and enforce safety practices and ensure a safe and legally compliant environment.

Participate in the selection of assigned recreation staff; provide or coordinate staff training; work with employees to correct deficiencies.

Recommend and assist in the implementation of recreation program goals and objectives; establish schedules and methods for providing community and recreation services; implement policies and procedures.

Participate in the preparation and administration of the assigned recreation program budget; submit budget recommendations; monitor expenditures.

Respond to and resolve recreation inquiries and complaints; promote quality customer service to the public.

Evaluate community recreation needs and interests; prepare community surveys; recommend new recreation programs to meet community needs; serve on various department committees.

Monitor the use of City recreation facilities; assist and enforce established rules of facility use.

Research, requisition, purchase, deliver, and issue equipment, supplies, and awards to recreation personnel and participants.

Prepare and deliver effective presentations to civic, social, and business groups; consult with businesses, school officials, social and service groups, and the public regarding programs and facilities.

Prepare for publication a variety of handbooks, manuals, calendars, news releases, flyers, and related communications regarding recreation programs.

Recruit and coordinate volunteers.

Administer and negotiate contracts for funding including negotiating reimbursements under performance based contracting.

Ensure adequate funding for programs; plan and direct fund-raising activities; assist in preparation of grant proposals.

Coordinate fields and gyms for safety, maintenance, and preparation.

Recruit teams, secure facilities, provide insurance and umpires, design and purchase awards,
and schedule games.

Serve as liaison with school districts and community and municipal organizations.

Develop clear and concise reports including information for staff reports, analysis of programs, new program proposals, information for grants, and financial reports.

Participate in setting up and taking down of equipment for recreation and special events; transport equipment to and from events.

Solicit contributions toward materials, equipment, and prizes for special events and recreation programs.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Recreation Supervisor I**

**Knowledge of:**

Operations, services and activities of a comprehensive recreation program.

Policies, procedures, methods, and techniques of recreation program development, administration, and promotion.

Techniques used in public relations.

Marketing approaches and practices to promote recreational activities; fund raising approaches and practices.

Rules, practices, techniques, and equipment used in recreation activities; safety regulations, rules, and practices.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

Modern office practices, methods, and computer equipment and software.
Principles and procedures of record keeping and reporting.

Basic budgeting procedures and techniques; principles of business mathematics and general and municipal accounting principles.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Inspect and analyze the safety and appropriateness of recreation operations.

Operate a motor vehicle safely.

**Ability to:**

Plan, schedule, and implement recreation programs in multiple areas.

 Analyze and evaluate community needs; interact with community members in development of programs.

Supervise, organize, and review the work of lower level personnel.

Select, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret, explain, and ensure compliance with City recreation program policies and procedures, laws and regulations.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the public; work effectively with city officials, employees, and public; build consensus.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both verbally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**

Three (3) years of responsible recreation leader experience is desirable.

**Training:**

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

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Possession of CPR and First Aid Certificates.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, and lift up to 50 lbs.; exposure to outdoors; ability to travel to different sites and locations; availability for evening meetings and events scheduled during non-working hours.

**Recreation Supervisor II**

In addition to the qualifications for Recreation Supervisor I:

**Knowledge of:**

Advanced operations, services, and activities of comprehensive recreation programs.

Recent developments, current literature, and sources of information related to recreation program planning and administration.

Marketing theories, principles, and practices, and their application to recreation programs.
Techniques used in public relations.

Principles of business mathematics and accounting procedures.

**Ability to:**

Perform advanced professional-level recreation program planning, scheduling, and implementation in one or more specialized areas.

Analyze and evaluate community needs and work with community organizations in developing recreation programs.

Interpret and apply the policies, procedures, laws, and regulations pertaining to recreation programs and functions.

**Minimum Qualifications:**

**Experience:**

Five years of total experience of which three years is as a Recreation Supervisor I.

**Training:**

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

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Possession of CPR and First Aid Certificates.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, and lift up to 50 lbs.; exposure to outdoors; ability to travel to different sites and locations; availability for evening meetings and events scheduled during non-working hours.
Effective Date: September 2017
Senior Accounting Specialist
Class Specification

FLSA Designation: Non-Exempt
Effective: 03/2004
Revised: 09/2017

DEFINITION

Under general supervision, to perform a variety of specialized, technical, and complex accounting work including the preparation, review, and maintenance of financial and statistical records; and to prepare City payroll.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Audit claims, warrants, computer source documents, and other records for accuracy; code and prepare for further processing.

Post, adjust, and reconcile internal accounts and balances to centralized accounting records; balance and reconcile differences within the record keeping system, resolve problems; update and reconcile monthly General Ledger; develop ad hoc financial and operational reports.

Provide information to other Departments or the public; search for and abstract technical data; and provide detailed explanations of policies and procedures.

Collect money for a variety of accounts and calculate payments; assist the public by providing detailed explanations and interpretations of rules and regulations as they are related to individual payments.

Research and provide information concerning utility billings, including charges, late penalties, and usages; process turn-ons and turn-offs of service; write service orders; order meter reads; provide correction list of meter reads to meter reading staff; maintain related records.

Prepare and process various bills and invoices; prepare entries, tabulations, standard forms, and routine documents; maintain related files.

Assist in general accounting and finance areas including asset inventory, depreciation expense, and monthly bank reconciliations.
City of Perris
Senior Accounting Specialist (Continued)

Collect and account for money; perform cashiering; prepare bank deposits; balance bank statement and resolve discrepancies.

Prepare statistical reports, correspondence, and related documents; operate a variety of office equipment, including electronic calculators and data terminals.

Process a variety of billings associated with City grants and maintain financial records associated with grants; respond to billing inquiries.

Review cash/revenue postings for accuracy and make necessary adjustments prior to updating to general ledger.

Create and maintain revenue files to support receipt of property, sales, Measure A, and transportation tax and franchise fees.

Track and maintain fire prevention schedule and act as liaison between City Clerk and fire prevention agency; prepare report for kangaroo rat feces.

Prepare audit schedules for Measure A funds, OTS grants, and STOPP program.

Perform weekly and daily back up for network.

When assigned to payroll:

Perform daily payroll department operations; manage workflow and process payroll transactions; Reconcile payroll and validate reports; calculate garnishments and comply with processes; Process manual checks, and process unclaimed property payroll checks; process accurate and timely year-end reporting (W-2, W-2c, etc).

Execute time and attendance processing and interface with payroll; review time records submitted by all departments to ensure conformance with appropriate contracts and administrative policies and regulations; verify pay increases and computer file data for the current payroll period; review and edit documents; correct errors and balance payroll for each pay period.

Prepare tax returns and other reporting documentation related to payables and payroll matters; prepare and process insurance, other employee benefits and miscellaneous billings, payments for disability, terminations, retirement, and deferred compensation; compile routine reports related to payroll activity; reconcile and process year end W2 forms.

Maintain accumulated leave records for all employees, including annual and sick leave used and accruals, and bonus accruals; adjust and correct computer file records.

Confer and coordinate with Human Resources and individual employees regarding changes in pay checks, time sheets, or deductions.

Purchase materials, supplies and equipment; obtain quotes for purchases; process requisitions and resolve complaints and concerns about purchases.
Perform other accounting tasks assigned, including processing claims and billings for City services, false fire and police alarms, and maintaining and tracking City vehicle registrations, pink slips, and City credit cards.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Advanced accounting and financial record keeping principles, procedures, and methods and their application to projects and activities.

Methods, practices, and procedures used in payroll, accounts receivable, accounts payable, and financial record keeping and reporting.

Operations, services, and activities of an accounting program.

Principles of lead supervision and training.

Workers' compensation processes and procedures.

Employee benefit plans and programs.

City business license tax processes and procedures.

Basic principles of municipal budget preparation and control.

Automated financial management systems and computer accounting software programs.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment and software

Principles and practices used in dealing with the public.

Mathematical principles and operations.

Safe driving principles and practices.

**Skill to:**

Analyze and solve problem situations, and make sound decisions.

Organize and prioritize work, and multi-task.
Operate modern office equipment including computer equipment and software.

Type and enter data at a speed necessary for successful job performance.

Operate a motor vehicle safely.

**Ability to:**

Plan, organize, and review the work of assigned staff.

Provide lead supervision and training to assigned staff.

Understand proper taxation of employer paid benefits.

Independently perform the most difficult technical accounting and financial operations work including projects and activities.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, collect, compile, and analyze information and data.

Apply accounting principles to the maintenance of general governmental financial and accounting transactions and audit of financial records.

Maintain ledgers and journals and reconcile bank statements.

Understand the organization and operation of the assigned department and the City necessary to assume assigned responsibilities.

Prepare, examine, and verify financial documents, statements, reports, and analyses.

Perform comparisons of data quickly and accurately.

Accurately tabulate, record, balance, and audit assigned transactions.

Classify fiscal documents and transactions.

Respond to questions from the public and City personnel regarding policies and procedures for assigned accounting area.

Perform mathematical computations quickly and accurately.

Plan and organize work to meet schedules and deadlines.
City of Perris
Senior Accounting Specialist (Continued)

Prepare and maintain accurate and complete financial records.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

Minimum Qualifications:

Experience:
Seven years of experience in accounting involving maintaining financial and statistical records.

Training:
Equivalent to a high school diploma supplemented by college level course work in accounting, bookkeeping, or finance.

License or Certificate:
Possession of an appropriate, valid driver's license and insurability at regular rates for the City’s automobile insurance.

Special Requirements:
*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

Effective Date:  September 2017
Senior Animal Control Officer
Class Specification

FLSA Designation: Non-Exempt
Effective: 03/2004
Revised: 09/2017

DEFINITION
Under direction, to lead, oversee, and participate in the more complex and difficult work of a staff responsible for providing animal care and animal control services; and to perform a variety of technical tasks relative to animal care and control education, and public education and relations.

SUPERVISION EXERCISED
Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Lead, plan, and review the work of staff responsible for providing animal care and control services.

Plan, direct, and participate in the development of animal control policies and procedures.

Monitor and control chemical substances utilized by animal control department personnel; requisition materials and supplies as required for animal control.

Train assigned employees including in the areas of animal control work methods, techniques, and the use and operation of equipment.

Verify work of animal control employees for accuracy, proper work methods, techniques, and compliance with applicable regulations, standards, and specifications.

Ensure the adherence with applicable animal control standards and specifications, and adherence to safe animal control work practices and procedures.

Respond to public inquiries in a courteous manner; provide information regarding animal control; resolve complaints in an efficient and timely manner.

Coordinate contract management with City of Moreno valley for sheltering of animals.

Perform the full range of duties in the assigned area of work.

Patrol the City and enforce animal regulations, laws, and ordinances; contact dog owners by house-to-house canvass to locate unlicensed or unvaccinated dogs.

Receive and investigate complaints and reports from the public and other agencies regarding
stray, dangerous, unwanted, or improperly controlled animals; tactfully handle complaints, remedy problems, and find resolutions.

Issue violation notices, collect evidence, and carry out law enforcement procedures, including issuing warnings, dangerous animal statements and citations, and work cooperatively with other law enforcement groups when joint action is required.

Respond to emergency calls concerning persons bitten by animals; quarantine potentially rabid animals, check potentially rabid animals at intervals, as directed, and release animals from quarantines at the end of a safe time-period; issue citations for violation of quarantine-related violations.

Assist in arranging for, and setting up immunization clinics; assist veterinarian with vaccinations and animal inspections.

Administer first aid or minor treatments to animals; pick up and transport sick, injured, or dead animals; impound animals and release impounded animals to owners; segregate, isolate, destroy, and dispose of animals.

Advise the public of legal rights; explain and interpret animal control laws, regulations, procedures, and policies.

Interact with the public in a professional and knowledgeable manner to maintain public confidence and safety; make public speaking appearances at schools and various community groups concerning animal control services.

Sell licenses and turn in collected fees.

Contact dog owners by house to house canvassing to locate unlicensed and unvaccinated dogs.

Prepare reports, maintain records, and complete appropriate forms related to animal control violations and transactions, licenses, and certificates.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**
Operations, services, and activities of an animal control program.

**Principles** of lead supervision and training.
Methods and techniques of animal care and control.

Occupational hazards and standard safety practices necessary for animal control.

Techniques and procedures for the safe, humane, and efficient handling of animals.

Common breeds of domestic animals, and appropriate practices for their care, handling, and feeding.

Proactive customer service and public relations skills.

State and county laws, regulations, and provisions relating to animal control and licensing.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

**Skill to:**

Operate a variety of animal control equipment and tools in a safe and effective manner.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Plan, organize, and review the work of animal control staff.

Provide lead supervision and training to assigned staff.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to animal control programs and functions.

Interpret, apply and enforce pertinent Federal, State, and local laws, codes and regulations related to animal control.

Observe for animal violations, resolve problems in the field, and explain laws to the public.

Recognize symptoms of rabies and other diseases.

Prepare and maintain accurate and complete animal control records and clear and concise reports.
Respond to animal control requests and inquiries from the public.

Work independently in the absence of supervision.

Understand and follow verbal and written instructions.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**

Seven years of experience in the care and handling of animals.

**Training:**

Equivalent to a high school diploma supplemented by training in animal care and control.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Possession of a PC832 Certificate.

Possession of Animal Control Certification recognized by the State of California.

Possession of a Euthanasia Certificate.

Possession of CPR and First Aid Certificates.

Certified in weapon's handling, and chemical capture procedures, including chemical tranquilizer and deployment devices.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 60 lbs.; exposure to heat, cold, noise, outdoors, chemicals, syringes, and needles; ability to travel to different sites and locations.

**Effective Date:** September 2017
Senior Combination Inspector
Class Specification

FLSA Designation: Non-Exempt
Effective: N/A
Revised: 09/2017

DEFINITION
Under direction, to lead, oversee, and participate in the more complex and difficult work of staff responsible for performing residential and commercial building inspection services; and to perform technical tasks relative to plans and permit documentation for residential and commercial projects.

SUPERVISION EXERCISED
Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Lead, plan, and review the work of staff responsible for providing commercial and residential building inspections for various stages of construction and remodeling to ensure compliance with applicable codes, ordinances, and regulations; conduct final inspection of completed work.

Direct and participate in plans and specifications of new construction, additions, and alterations to residential and commercial buildings; ensure compliance with the provisions of the construction code, ordinances, and regulations.

Monitor existing buildings for change of use or occupancy for compliance with applicable codes and ordinances.

Investigate citizen complaints of faulty and illegal construction, sub-standard structures, hazardous conditions, and abandoned buildings; prepare correction notices and stop-work orders as necessary.

Train assigned employees on various structural and non-structural building and occupancy permits including plumbing, mechanical, electrical, grading, landscape, paving, private sewer, irrigation, and drainage.

Monitors inspections and plans examining activities with other City departments and divisions; oversee site and general plans and building specifications for conformance to all applicable codes, regulations, and ordinances; process site plan submittal with necessary departments.

Respond to public inquiries and concerns from the public; provide pertinent information to
City of Perris
Combination Inspector I / II / III (Continued)

contractors, engineers, developers, architects, homeowners, and the public; inspects and interpret building regulations, requirements, and restrictions.

Maintain clear and concise files and reports regarding inspection activities and findings; inspect records of final plans and consultant approvals; oversee all data entries on the computer relating to plan check activities.

Conducts periodic inspections before and during construction for foundation, concrete, steel, masonry and wood construction, framing, plastering, plumbing, heating, and electrical installations and a large variety of other complex and routine building system elements.

Assigns code, fire, and / or utility inspections in field.

Oversees issuance of notices to comply on violations; explains applicable federal, state, and municipal electrical, plumbing, structural, and mechanical codes, and other related laws, regulations, and codes to the public and for possible legal actions.

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Accepted safety standards and methods of building construction for commercial and residential buildings.

Building related codes and ordinances enforceable by the City including the Uniform Building, Electrical, Plumbing, and Mechanical Codes.

Principles and techniques of building inspection and plans examination work.

Principles and concepts of fire prevention and inspection.

Standard types of building construction, materials, and methods.

Recent developments, current literature, sources of information, and research techniques related to building code enforcement.

Principles and procedures of record keeping and report preparation.

Modern office practices, methods, and computer equipment.

Occupational hazards and standard safety practices necessary in building inspection.

Principles and practices used in dealing with the public.
Basic mathematical principles, and operations.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Advise on standard construction methods and requirements for residential and commercial buildings.

Interpret and apply the policies, procedures, laws, and regulations pertaining to building inspection programs and functions.

Respond to requests and inquiries for information regarding building policies and procedures.

Perform accurate mathematical computations.

Enforce necessary regulations with firmness and tact.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the public.

Work independently in the absence of supervision.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**
Experience:
Five (5) years of experience in one or more general building trades, construction, or related field.

Training:
Equivalent to a high school diploma supplemented specialized training in building construction and codes.

License or Certificate:
Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Possession of ICBO certification as a Building Inspector.

Possession of a PC832 Certificate.

Possession of Electrical, Plumbing, and Mechanical ICBO certifications.

SB717Certificate is required by State of California and City of Perris

Special Requirements:
Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 25 lbs.; exposure to noise, outdoors, vibration, confining work space, and electrical hazards; ability to travel to different sites and locations.

Effective Date: September 2017
DEFINITION

Under direction, to lead and perform highly skilled advanced mechanical work related to City vehicles and equipment including utility and street maintenance equipment; and to perform welding and fabrication work as necessary, following established practices, procedures, and safety regulations.

SUPERVISION EXERCISED

Exercises technical and functional leadership over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Inspect, diagnose, and locate mechanical difficulties on City automobiles, trucks, and a variety of diesel gasoline, electric, and natural gas-powered maintenance and construction equipment.

Overhaul, repair, and adjust engines, transmissions, differentials and clutches; tune engines; resolve fuel injection problems; replace ignition parts; clean and adjust carburetors.

Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment on City vehicles and off-road equipment.

Inspect, diagnose, locate mechanical difficulties on construction and maintenance equipment.

Ensure that all vehicles and equipment are in safe and operational condition; repair road emergency vehicles and equipment to all City owned property.

Provide technical information for equipment and vehicle bid specifications; provide bid specifications for tools and equipment.

Diagnose mechanical, electronic, gas, diesel, solar, hybrid, or CNG fuel systems.
City of Perris
Senior Mechanic (Continued)

Test and repair starters, alternators, generators, distributors, relays, lights, and switches; recharge or replace batteries; diagnose and make repairs on air conditioning systems, vehicles, and equipment; inspect, replace, and install emission control devices in City vehicles.

Make light and major repairs on pumps and valves; adjust and repair or replace components on suspension systems for vehicles and equipment.

Develop and direct a regular inspection schedule of equipment and machinery; troubleshoot electrical and mechanical problems in vehicles and equipment.

Service, inspect, maintain, and lubricate heavy duty industrial equipment including tractors, graders, wheel loaders, and dump trucks; Operate motorized equipment in connection with repairs and servicing; change and repair tires; replace worn tires; balance wheels after tire change.

Perform electric and oxy-acetylene welding in the fabricating and repair of equipment, structures, tools, and other related parts; design, lay out, and fabricate equipment parts; rebuild broken equipment and parts.

Perform safety and preventive maintenance tasks on vehicles, equipment and machinery; make road emergency vehicle and equipment repairs to all City owned property.

Assist maintenance and mechanical personnel in performance of complex or emergency duties as necessary; Obtain equipment parts, repair or replace electrical wiring, starter motors, etc.

Maintain accurate records, such as work, time, and materials; order supplies, parts, and materials, pick up parts, track transactions; clean and wash motorized equipment as necessary.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of machinery and equipment.

Operating and repair characteristics of a wide variety of City owned equipment.
City of Perris
Senior Mechanic (Continued)

Methods and procedures of electric and oxy-acetylene welding and some mig and tig welding.

Principles and practices of fuel delivery systems including gas, diesel, and CNG.

Equipment electrical systems.

Occupational hazards and standard safety precautions necessary in mechanical work.

Principles of lead supervision and training.

Operating and repair characteristics of hydraulic systems, high pressure air systems, and high-pressure water systems.

Operation and care of internal combustion engines and hydraulic equipment.

Methods, materials, equipment and tools used in routine welding and fabrication work.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

**Skill to:**

Operate a variety of automotive, truck, heavy equipment and testing equipment in a safe and effective manner.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Troubleshoot and determine appropriate action in the maintenance and repair of vehicles and equipment.

Perform skilled electrical, welding, and mechanical maintenance, repair, and installation work.

Understand and interpret written and verbal instructions.

Work with independence and make decisions relative to work methods and tools.
City of Perris
Senior Mechanic (Continued)

Provide lead supervision and training to assigned staff.

Read and interpret hydraulic and electrical schematics and fabrication blueprints.

Independently perform the most difficult mechanical repair work.

Interpret, explain, and enforce policies and procedures.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the public.

Exercise good judgment, flexibility, creativity, sensitivity in response to changing situations and needs.

Communicate clearly, concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

Minimum Qualifications:

Experience:

Seven years of experience in automotive and power equipment repair.

Training:
Equivalent to a high diploma supplemented by completion of a mechanical apprenticeship program; Possession of certifications for vehicle and equipment repair and maintenance required.

License or Certificate:

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, crouch, stoop, squat, push, pull, crawl, twist, climb, and lift 50 lbs.; exposure to noise, chemicals, aryl mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: September 2017