

CITY OF BELVEDERE

RESOLUTION NO. 2019-02

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE
APPROVING A STAFF REORGANIZATION PLAN**

WHEREAS, the City Manager recommends amendments to the City's organizational chart and corresponding classification plan pursuant to Belvedere Administrative Policy Manual, Section 9.10.4; and

WHEREAS, the City Manager recommends this action to effect the more efficient operation of City business, as described in the staff report of the February 11, 2019, City Council meeting; and

WHEREAS, the City Council heard and reviewed the City Manager's recommendations regarding reorganization and corresponding amendments to the classification plan at its regular meeting on February 11, 2019.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Belvedere as follows:

1. The following positions shall be eliminated from the City's classification list and corresponding compensation plan:
 - Department Secretary II (Planning & Building Department) – 2 positions.
 - Police Secretary (Police Department) – 1 position.

2. The following unoccupied positions shall be eliminated from the City's classification list and corresponding compensation plan:
 - Department Secretary I (Planning & Building Department) – 1 position.
 - Administrative Clerk (Administration Department) – 1 position.

3. The following positions shall be established and added to the City's classification list and corresponding compensation plan. The job descriptions for each position as included in Exhibit A shall be adopted in to the Belvedere Administrative Policy Manual:
 - Project Coordinator (Public Works Department) – 1 position.
 - Office Coordinator (Administrative Services Department) – 1 position
 - Planning & Building Technician (Planning & Building Department) – 1 position

4. The monthly salary rates for all City Miscellaneous employees are as follows:

- Effective immediately:

Position	STEP A	STEP B	STEP C	STEP D	STEP E
Maintenance Worker I	4,237	4,449	4,671	4,905	5,150
Maintenance Worker II	4,745	4,983	5,232	5,493	5,768
Building & Planning Technician	5,515	5,790	6,080	6,384	6,703
Office Coordinator	6,047	6,349	6,667	7,000	7,350
Maintenance Supervisor	6,421	6,742	7,079	7,433	7,805
Building Inspector II	6,445	6,767	7,106	7,461	7,834
Associate Planner	6,694	7,028	7,380	7,749	8,136
Project Coordinator	6,803	7,143	7,500	7,875	8,269
City Clerk/Sr. Mgmt. Analyst	6,995	7,345	7,712	8,098	8,503
Building Official	8,779	9,218	9,679	10,163	10,671
Public Works Manager	9,660	10,143	10,650	11,183	11,742
Director of Planning & Building	9,745	10,232	10,744	11,281	11,845
Administrative Service Manager	10,677	11,211	11,771	12,360	12,978
Police Chief	11,566	12,144	12,751	13,389	14,058
City Manager					16,051

- Effective July 1, 2019:

Position	STEP A	STEP B	STEP C	STEP D	STEP E
Maintenance Worker I	4,364	4,582	4,811	5,052	5,305
Maintenance Worker II	4,888	5,132	5,389	5,658	5,941
Building & Planning Technician	5,680	5,964	6,262	6,576	6,904
Office Coordinator	6,228	6,540	6,867	7,210	7,571
Maintenance Supervisor	6,614	6,945	7,292	7,656	8,039
Building Inspector II	6,638	6,970	7,319	7,685	8,069
Associate Planner	6,894	7,239	7,601	7,981	8,380
Project Coordinator	7,007	7,357	7,725	8,111	8,517
City Clerk/Sr. Mgmt. Analyst	7,205	7,566	7,944	8,341	8,758
Building Official	9,042	9,495	9,969	10,468	10,991
Public Works Manager	9,950	10,447	10,970	11,518	12,094
Director of Planning & Building	10,037	10,539	11,066	11,619	12,200
Administrative Service Manager	10,997	11,547	12,125	12,731	13,367
Police Chief	11,913	12,508	13,134	13,790	14,480
City Manager					16,051

5. Employees whose positions are eliminated will be notified of layoff and provided with transfer rights in compliance with Belvedere Administrative Policy Manual, Section 9.34.
6. Employees who are laid off as a result of this reorganization, and who do not exercise transfer rights, and who are not otherwise eligible for and appointed to a vacant City position, will be provided with a lump sum payment equivalent to the employee's salary for a period of six months as of the final date of the layoff action.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Belvedere on February 11, 2019, by the following vote:

AYES: James Campbell, Nancy Kemnitzer, Claire McAuliffe, Marty Winter, and Mayor Robert McCaskill

NOES: None

ABSENT: None

ABSTAIN: None

APPROVED: /s/Robert McCaskill, Mayor

ATTEST: /s/Alison Foulis, City Clerk

EXHIBIT A

PLANNING & BUILDING TECHNICIAN

CLASSIFICATION: Regular, full-time position.

DEPARTMENT: Planning/Building

POSITION SUMMARY

To perform responsible technical and administrative work in one or more specialized land development areas including Building, Code Enforcement and Planning; to provide information and direction to the public on processes and requirements associated with construction, community development, planning, and building; and to receive, review, route, process and perform minor plan checking of minor applications and permits. Performs a wide variety of complex office support and secretarial duties for staff, commissions, and committees.

GENERAL DESCRIPTION

The Permit Technician reports to the City Planner/Building Official. Supervision of other employees is not a duty of this class.

DUTIES AND RESPONSIBILITIES

- Serve as first line of contact to internal and external customers on building, planning and code enforcement related issues; provide information and direction to the public related to the permit processes via phone, e-mail and counter work.
- Advising contractors, developers, engineers, architects and the public on permit process requirements; assisting the public in completing applications for building permits; explaining reasons for routine denial of applications, identifying additional requirements, and explaining the process for reapplying.
- Review, interpret, and provide information and direction to the public regarding applicable local, State and Federal regulations, codes, ordinances, documents, standards and guidelines.
- Access, enter, and update computerized plan check data entry and tracking systems; provide information to the public relating to the status of projects and permits.
- Confer with and provide information to architects, builders, contractors, engineers and developers regarding fees; prepare reports, memos, and letters pertaining to development review and permitting.
- Making determinations from plans and related documents on building area, occupancy group, etc, and calculating and assessing fees by using or measuring scale plan dimensions, project classification, and schedule of fees; presenting and collecting fees.
- Monitor City Council action regarding modifications to or adoption of new development fees; work with all City development departments to collect fee updates.
- Update and maintain land use databases; create reports, queries and compile statistical data using database functions.
- Coordinate development services related revenue collections with the City's finance department.

- Research, compile and analyze data for special projects and various reports.
- Maintain manuals and update resource materials.
- Recommend and participate in implementation and improvement of policies and procedures.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Serve as recording secretary to the Planning Commission and/or other committees: types agendas and background materials, copies and distributes packets, and processes post-meeting documents. Takes synopsis minutes at Planning Commission and project meetings.
- Performs related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- City permit and plan check procedures, rules, regulations and guidelines.
- Maps, construction plans and specifications.
- Pertinent local, State and Federal regulations, building, zoning, engineering and planning codes and regulations related to the permits process.
- Land use planning, design and construction processes.
- Research techniques, resources and sources of information related to land development functions.
- Principles and practices of customer service.
- English usage, spelling, grammar and punctuation.
- Business letter writing and report preparation.
- Modern office equipment and procedures including use of word processing, database, and spreadsheet applications.

Ability to:

- Interpret, apply and explain advanced regulations and standards.
- Respond to and assist in the resolution of difficult and sensitive development related inquiries and complaints.
- Read and understand construction drawings and blueprints.
- Calculate fees and apply fee formulas to buildings or projects.
- Independently prepare correspondence and memorandums.
- Use independent judgment and personal initiative.
- Learn and operate the permit tracking software and system.
- Know, understand, interpret and explain department and program policies and procedures.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Analyze situations carefully and adopt effective courses of action.
- Research, compile, analyze, interpret and prepare a variety of statistical and administrative reports.
- Prepare correspondence and memorandums.
- Conduct routine analytical studies; problem solve.

- Make accurate mathematical calculations; utilize geometry.
- Operate a computer using word processing, spreadsheet, and business software and other office equipment.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective, tactful and positive working relationships with those contacted in the course of work including various cultural and ethnic groups.
- Foster and contribute to a work environment that supports and exhibits honesty, diversity, integrity, trust and respect.
- Demonstrate teamwork by contributing to the overall success of the organization with flexibility, cooperation, and communication.
- Provide high quality and fiscally responsible services to the Belvedere community, while delivering responsive customer service.
- Demonstrate an entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintaining safe personal and common workspaces.
- Compose synopsis minutes from notes or shorthand, supplemented by recordings.
- Present a clean, neat and professional appearance.

Physical ability to:

- Maintain concentration to keep track of and complete multiple tasks in an environment that is often noisy and distracting.
- Sit and work at a computer keyboard with a mouse for an average of 5-6 hours per day.
- Sit and take notes in meetings that may last three to five hours.
- Stand, walk, reach, twist, turn, kneel, bend squat, and stoop in performance of daily activities.
- Grasp, perform repetitive hand movements, and fine coordination in writing receipts and using a computer keyboard.
- Near vision in reading mail, completed forms, and using a computer.
- Hear for communicating on the phone and in person.
- Speak clearly for the purpose of giving concise, accurate and complete information.
- Lift, drag, and push files, binders, plans or other materials weighing up to 25 pounds.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities to perform the essential duties and responsibilities is qualifying, such as:

- Three (3) years of increasingly responsible clerical or technical work which included extensive public contact, including one (1) year working in community development, building permitting, plan checking, building inspection, construction engineering, or a similar field.
- Equivalent to completion of twelfth grade, preferably supplemented by college level sources in urban planning, engineering or related field. Associate's degree in urban planning, utility engineering, or related field is desirable.

- Possession of an International Code Council (ICC) Permit Technician is required within one year of appointment.
- Possession of, or ability to obtain, a valid California's Driver's License by time of appointment.

PUBLIC WORKS PROJECT COORDINATOR

CLASSIFICATION: Regular, full-time position.

DEPARTMENT: Public Works

POSITION SUMMARY

The City of Belvedere is seeking a Project Coordinator/ CIP Administrator who will be in charge of assisting the Public Works Manager and other department heads in organizing and carrying forward a variety of Capital Improvement and maintenance projects. This position involves monitoring project plans, schedules, work hours, budgets, and expenditures, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner.

To be successful in this position, the applicant will need to be able to work within tight deadlines, be competent in using Microsoft Office applications such as Word and Excel, and have exceptional verbal, written, and presentation skills. A Bachelor's Degree in a related field of study and at least three (3) years of relevant experience is highly desired. Candidates without a college degree but having a combination of additional experience and professional certifications may also be considered.

DUTIES AND RESPONSIBILITIES

- Provide responsible and technical staff review and coordination of capital improvement projects
- Review building plans, specifications, studies and reports for construction modifications and/or maintenance requirements, including new and rehabilitation construction projects
- Establish project priorities and schedules
- Monitor and evaluate work products of staff and contractors
- Maintain and monitor project plans, project schedules, work hours, budgets and expenditures.
- Participate in the development and administration of project budgets
- Prepare cost estimates; research, develop and administer revenue sources
- Prepare bid specifications, requests for proposals and requests for information (RFI)
- Coordinate multiple projects with other City departments, developers, architects, engineers and outside agencies
- Analyze and make reports and recommendations concerning assigned CIP projects
- Review projects with other City departments for compliance with environmental regulations and other review requirements necessary to obtain building permits and other approvals.

- Participate in assessing legislative, regulatory, and funding opportunities and constraints
- May exercise functional supervision of professional, sub-professional, and contract personnel.
- Prepare staff reports and make presentations to various commissions and the City Council
- Make public presentations to business organizations, community groups, development associations and others regarding the City's development projects, schedules, goals and objectives.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles of project management.
- Construction technology, terminology, principles and practices.
- Principles of costing and budgeting for construction projects.
- Principles and practices of report preparation, business letter writing and record keeping.
- Principles of supervision.

Ability to:

- Coordinate approved CIP projects.
- Conduct field investigations and compile data for reports, maps, charts and other graphic materials.
- Monitor and maintain assigned funds and budget.
- Review and evaluate the work of contractors and project consultants.
- Make presentations to, and respond to concerns from, various Commissions, City Council, local businesses and community groups.
- Work independently and efficiently to carry out assignments.
- Prepare written and statistical reports and recommendations.
- Perform accurate and complex mathematical calculations.
- Communicate clearly, concisely and persuasively both orally and in writing.
- Analyze situations accurately and exercise sound judgment in adopting effective courses of action.
- Respond to questions and inquiries from a variety of sources regarding capital projects.
- Establish and maintain effective working relationships with those contacted in the performance of duties.
- Apply pertinent Federal, State and local laws, codes and regulations to particular situations and issues.
- Ability to work on tight deadlines.
- Knowledge file management, transcription, and other administrative procedures.
- Work within tight deadlines on multiple projects and interact effectively with a public with high expectations.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree from an accredited college or university with major course work in construction management, urban planning, civil engineering or a related field OR an impressive combination of additional experience and professional certifications.

Experience:

Three years of increasingly responsible experience in construction management related to project management, project engineering, operations management or a related field.

License or Certificate:

- Possession of California Class C Driver's License at time of hire.
- Possession of an American Institute of Constructors (AIC) Level I Certified Associate Constructor certification, OR a Professional Certificate in Project Management as part of the Associated General Contractors (AGC) Supervisory Training Program (STP) series, is highly desirable.

WORKING CONDITIONS

Environmental Conditions: Office and field environment; travel from site to site; exposure to dirt, dust, and hazardous construction environments including uneven terrain, confined spaces, or heights; extensive public contact.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting, bending, stooping, climbing, walking and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret specifications and drawings.

OFFICE COORDINATOR

CLASSIFICATION: Regular, full-time position.

DEPARTMENT: Administration

POSITION SUMMARY

Under general supervision, performs a variety of complex and technical administrative tasks, including in the areas of office management, contracts and grants administration, records administration, website maintenance, communications, and project support. Coordinates assigned activities across departments, outside agencies and the general public. Provides information and assistance to the public as needed.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Services Manager. Also works in support of Police Chief, Public Works Manager and other department heads as assigned. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This position performs the full range of administrative work and analysis in all of the following areas: contracts and grants administration, account administration, records management, website maintenance, communications, and project administration. Incumbents work independently, exercise judgment and initiative, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the

department.

DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Perform a wide variety of responsible, complex and sensitive administrative support duties under the supervision of the Administrative Services Manager, including providing routine analytical support; recommend organizational and procedural changes affecting support activities.
- Process agreements and contracts; control and enter into tracking system after assuring compliance with the appropriate requirements for bonds, insurance, business license and other appropriate documents; coordinate with vendors; review with Risk Management and attorney if necessary.
- Participate in a variety of special projects involving the research, compilation and reporting of administrative and technical data.
- Follow State-mandated Public Works reporting processes.
- Develop and maintain a variety of spreadsheets or databases; prepare and distribute a variety of technical reports.
- Receive and respond to calls and visitors with tact and diplomacy; research and respond to requests for information and assistance; receive and respond to citizen concerns and complaints.
- Assist with City Council and Commission agenda processes; review staff reports for quality and completeness; ensure related attachments and exhibits are included; and coordinate agenda process with City Clerk.
- Build and maintain positive working relationships with co-workers, other City employees, elected and appointed officials, and the public using principles of good customer service.
- Key communicator with the public at the front desk of City Hall; act as back-up to Permit Technician.
- Act as primary communicator with residents to coordinate various Public Works activities.
- Provide technical support in project administration, communications, systems and projects analysis and research.
- Draft agendas, notes, and staff reports as assigned, researching topics as needed.
- Assist with Human Resources, Finance, City Clerk, City Manager, Public Works, Public Safety, and Planning and Building projects, as assigned.
- Coordinate administrative systems, technology installations, and administrative workflow.
- Review invoices to support requests for payments and reconciles discrepancies.
- Prepare, process, review and verify documents, records, and forms related to assigned area for accuracy, completeness, and conformance to applicable policies, rules, and regulations.
- Establish and maintains complete files and records related to assigned function.

- Design and implement filing systems.
- Organize and schedule meetings and appointments.
- Serves as point person for shipping/mailing, supplies and equipment.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Advanced administrative support principles and practices.
- Principles and practices of routine analytical research and project coordination.
- Functions and organization of municipal government.
- Pertinent local, State and Federal laws, ordinances and rules.
- Advanced principles and practices of customer service, effectively dealing with the public, vendors, contractors, and City staff.
- Principles and procedures of filing and record keeping.
- Open Records and public information requirements.
- Business arithmetic and basic financial and statistical techniques.
- Modern office practices, methods, and computer equipment and computer applications related to work, including financial system, payroll, word processing, spreadsheet, and workflow software.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Perform responsible and difficult administrative support work involving the use of independent judgment and personal initiative.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Develop and recommend policies and procedures related to assigned operations; interpret and apply administrative and departmental policies, laws and rules; analyze situations carefully and adopt an appropriate, effective course of action within parameters.
- Engage effectively with the public.
- Write with a high degree of proficiency.
- Review documents for completeness and follow appropriate steps for the retention of records, files and documents.
- Perform detailed and accurate work product in MS Word, PowerPoint, Outlook, and Excel.
- Respond to and effectively prioritize multiple requests for service.
- Independently prepare a wide variety of correspondence, documents, spreadsheets and other materials.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Coordinate closely with multiple other employees and/or departments to achieve

- deadlines and project requirements.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with colleagues.

MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to Bachelor's degree and three (3) years of experience in analyzing data and/or records, preparing communications related to analysis and/or research, and/or maintaining financial or accounting records. Experience working with or for public agencies providing citizen service preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.