

Private and Confidential

Classification Study Final Report

City of San Luis, Arizona

June 1, 2017

SUBMITTED BY:

Jennifer Ramos, Principal Consultant

241 Lathrop Way

Sacramento, CA 95815

t: 916-471-3125 f: 916-561-8451

www.cpshr.us

Project Consultants:

Alfred Bingham

Barbara Santos

Justin Tucker

Support Staff:

Sarah Williams



Table of Contents

I.	Background	2
II.	Overview/Status of Study Tasks	4
	Conceptual Framework	6
	General Guidelines and Definitions	7
	Nature of the Work	10
	Classification Job Family Levels.....	11
III.	Classification Study Methodology	12
	Position Description Questionnaires (PDQs).....	12
IV.	Classification Study Observations	15
V.	Classification Analysis and Recommended Classification Structure	22
	Title Protocol	22
	Recommended Classification Structure	24
VI.	Summary Conclusion and Next Steps	28
	Appendix A: Pre-populated Position Description Questionnaire (PDQ) Template – English & Spanish versions.....	30
	Appendix B: Schedule of Employees Interviewed During Study.....	79
	Appendix C: Position Allocations Master Spreadsheet	83
	Appendix D: Approved Class Specification Template.....	93
	Appendix E: Existing Classification Structure (City Provided Organization Charts)	97

I. Background

The City of San Luis (City) retained CPS HR Consulting (CPS HR) to conduct an agency wide classification and total compensation study. This project was divided into two phases. The first phase was a classification review of all positions in the City, and the second phase compensation. This report is limited to the classification study which covers two hundred fifty-five (255) positions allocated to one hundred ten (110) classifications. The compensation study is currently in progress and includes 10 labor market agencies and 40 benchmark positions. A separate compensation report will be provided to the City.

The purpose of the classification study was to (1) review the current classification structure and related concepts; (2) prepare concepts for a more defined classification structure with fewer departments and an appropriate number of direct reports to the City Administrator (recommended to undergo a title change to City Manager as a result of the classification study); (3) revise existing classification specifications to reflect current and accurate duties; (4) prepare new classification specifications as necessary; and (5) ensure that all positions are properly allocated within the newly proposed classification structure.

Other background considerations were identified during the kickoff meeting with City management. For example, Arizona is a right to work state. The City of San Luis does not have unions; however, Police and Fire personnel can belong to a union. There was a general concern around a lack of career ladders or clear paths for employees to advance in the City's existing classification structure. The Parks and Recreation Department was specifically mentioned as lacking an effective career ladder. Managers also expressed an interest in addressing specialty positions that combine multiple tasks since functions tend to be combined in smaller cities; they mainly want to understand how to appropriately classify, supervise, and reward specialty classifications.

Another important factor to consider is that the City underwent a previous classification and compensation study in 2015. Results of the 2015 study were not implemented. During discussions, City management attributed the outcome to a lack of clear communication from the prior consultant to City employees about the purpose and goal of the study. In addition, there was a lack of clear rationale for classification changes and lack of transparency in defining and distinguishing between classification levels (i.e., Director and Manager). A group of seven employees were dissatisfied with the outcome of the study and went directly to City Council to express concern. City Council threw out the study.

The 2017 Classification Study Report is designed to provide an overview of study tasks, a conceptual framework for the analysis, a recommended classification structure that involves reorganization, specific allocation analyses, recommendations for each of the positions encompassed in this study, and the next steps in the study.

The classification study encompasses two hundred fifty-five (255) positions allocated to one hundred ten (110) classifications which are listed below:

Existing Classification Structure at Onset of Study

ACCOUNTANT	DEPUTY CITY CLERK	MECHANIC
ACCOUNTING SPECIALIST	DRIVER	METER READER
ADMIN. ASSISTANT	ECONOMIC DEVELOPMENT ASSISTANT	METER READER TECHNICIAN
ADMIN. COORDINATOR	ELECTRICIAN	OFFICE CLERK
ANIMAL CONTROL OFFICER	ENGINEER	OFFICE MANAGER
ASISSTANT FINANCE DIRECTOR	ENGINEER /PARAMEDIC	OFFICE SUPPORT SPECIALIST
ASSISTANT CITY ATTORNEY	EVIDENCE TECHNICIAN	PARAMEDIC
ASSISTANT PARKS AND RECS DIRECTOR	FINANCE DIRECTOR	PARKS AND RECREATION DIRECTOR
ASSISTANT PLANNER	FIRE CAPTAIN	PARKS SUPERVISOR
ASSISTANT PW DIRECTOR	FIRE CHIEF	PLANNING TECHNICIAN
ASSISTANT TO COUNCIL/PIO	FIRE ENGINEER	POLICE ADMINISTRATOR
BAILIFF JUDICIAL SPECIALIST	FIRE INSPECTOR	POLICE CORPORAL
BUILDING INSPECTOR	FIREFIGHTER	POLICE LIEUTENANT
BUILDING MAINTENANCE TECHNICIAN	FIREFIGHTER /PARAMEDIC	POLICE OFFICER
BUILDING PERMIT TECH	FIREFIGHTER /PARAMEDIC PART	POLICE RECORDS CLERK
BUILDING PLANS EXAMINER	FIREFIGHTER EMT	POLICE SERGEANT
BUILDING SAFETY DIRECTOR	G.I.S. TECHNICIAN	PUBLIC WORKS DIRECTOR
CHIEF COURT CLERK	GRAPHIC ARTS SPECIALIST	PURCHASING AGENT III
CHIEF OF POLICE	HEAD LIFEGUARD	PW EQUIPMENT OPERATOR
CHIEF OPERATOR	HR MANAGER	PW HEAVY EQUIPMENT OPERATOR
CITY ATTORNEY	HR PROGRAM & TRAINING COORDINATOR	PW MAINTENANCE SUPERVISOR
CITY CLERK	HR SENIOR ANALYST	PW SUPERVISOR
CITY PROSECUTOR	HR SPECIALIST	RECREATION COORDINATOR
CODE ENFORCEMENT POLICE OFFICER	HR TECHNICIAN	RECREATION INTERN (SEASONAL)
COMMUNICATION OFFICER	I.T. MANAGER	RECREATION SPECIALIST
COMMUNICATIONS COORDINATOR	I.T. TECHNICIAN	RISK AND PROPERTY MANAGER
COMMUNITY DEVELOPMENT DIRECTOR	INTERIM CITY ADMINISTRATOR	SECRETARY
COMPLIANCE OFFICER	LEAD CUSTODIAN	SENIOR AIDE
CONTRACTS & GRANTS COORDINATOR	LEAD MECHANIC	SENIOR AIDE /DRIVER
COURT ADMINISTRATOR	LEGAL SECRETARY	SENIOR SERVICES DIRECTOR
COURT CLERK I	LIFEGUARD	SWIMMING POOL COORDINATOR
COURT CLERK II	MAGISTRATE	TRANSIT ENFORCEMENT OFFICER
COURT COMPLIANCE OFFICER	MAINTENANCE TECH/IRRIGATION	UTILITIES DIRECTOR
CREW LEADER SUPERVISOR	MAINTENANCE TECH. (PARKS)	WASTEWATER PLANT OPERATOR
CUSTODIAN	MAINTENANCE TECH. (PW)	WASTEWATER SUPERVISOR
CUSTOMER SERVICE I	MANAGEMENT ANALYST	WATER SUPERVISOR
		WATER SYSTEMS OPERATOR

II. Overview/Status of Study Tasks

In conducting the classification study, CPS HR completed the following steps beginning in August 2016 through today:

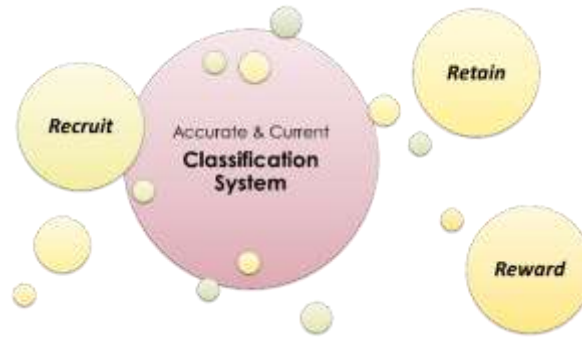
1. CPS HR Project Manager, Jennifer Ramos, conducted introductions by telephone with the Interim City Administrator (recommended title change to City Manager), Tadeo De La Hoya, and Senior Human Resources Analyst, Maria Sabori, who served as the client's point of contact at the onset of classification study.
2. Received and reviewed background documents provided by the City and listed below in order to prepare for the kickoff meeting and to formulate a strategy for the classification study.
 - *Organization Charts*
 - *Classification Specifications (electronic copies)*
 - *Relevant Policies and Procedures*
 - *Previous classification studies*
3. On September 1, 2016, conducted a formal kickoff presentation with City management, consisting of the Interim City Administrator (recommended title change to City Manager) and his direct reports (i.e., department heads and human resources team), at the City of San Luis City Hall, to ensure all were apprised of the study goals, processes, and objectives; and had an opportunity to express any concerns or questions regarding the study.
4. On September 19 & 20, 2016, conducted four employee orientation sessions over a two-day period, three in English and one in Spanish, to ensure all employees were apprised of the study goals, processes, and objectives. Employees also had an opportunity to express any concerns or questions regarding the study. Sessions in English and Spanish were recorded and made available on the City's intranet for employees unable to attend in-person sessions. These steps were added to mitigate any concerns about a lack of transparency or clear purpose/goals related to the study.
5. Coordinated the distribution of a customized Position Description Questionnaire (PDQ) that was pre-populated with existing job description information to make the completion process easier and faster for employees in response to concerns below.
 - Previous study PDQ was too difficult for some staff to understand
 - Previous study PDQ took a long time to complete (form was a fillable Word document)
 - Some staff only speak Spanish, or prefer to communicate in Spanish, particularly anything that is written or related to documenting their job duties
6. CPS HR created English and Spanish versions of PDQs for select classifications in order to better assist employees during the data collection process.

7. Collected job related information from City employees from late September through October 2016. The PDQ section of report below provides more details about the three-tiered approach (collecting data from employees, supervisors, and department heads).
8. In October 2016, CPS HR conducted a detailed analysis of each position through the analysis of individual Position Description Questionnaires (PDQs), organization charts, and relevant background materials.
9. On November 7 & 8, 2016, three CPS project consultants (Alfred Bingham, Barbara Santos, and Justin Tucker) conducted job evaluation interviews in Spanish/English with a representative sample of study incumbents to gain a comprehensive understanding of work performed. Interview schedules are included in the appendix of this report and include respective date, incumbent names, departments, and class titles.
10. Analyzed all of the information gathered via the PDQs and job evaluation interviews to identify the scope and level of work performed by each employee as well as the typical duties and the requisite knowledge, skills, abilities, and other job-related characteristics required to perform the work assigned to each position.
11. In December 2016, developed Draft Preliminary Classification Concepts for review by the City. Presented a classification structure consistent with the classification concepts encompassing the total bodies of work being performed within the study positions. CPS HR recommendations were based on information provided by employees during the PDQ collection phase, interviews, and follow-up research or data clarification with Human Resources.
12. On December 13 & 14, 2016, presented the Draft Preliminary Classification Concepts, which included reorganization recommendations, via Skype to Tadeo De La Hoya and Maria Sabori. During this meeting, the CPS Project Manager learned that Tadeo De La Hoya was formally appointed to City Administrator (recommended title change to City Manager), and the City was in the process of recruiting for the vacant Director of Human Resources position.
13. On January 11, 2017, presented the Draft Preliminary Classification Concepts, which included reorganization recommendations, via Skype meeting to the City Administrator (recommended title change to City Manager), Tadeo De La Hoya, newly appointed Director of Human Resources, Olivia Jenkins, and Senior HR Analyst, Maria Sabori.
14. Created and proposed a classification specification template for approval by the Director of Human Resources prior to developing standardized and updated classification specifications.
15. Developed new classification specifications supporting the classification structure recommendations. The classification specifications include/describe appropriate job definitions; distinguishing characteristics; supervision received and exercised; essential duties and responsibilities statements; knowledge, skills, and abilities statements; minimum qualifications; any required training, certifications, or licenses; and physical and environmental working conditions.

16. Based on classification concepts and proposed class structure, CPS HR developed allocation recommendations for each position to an appropriate classification.
17. Developed a Draft Classification Report for the City's review and comments and submitted initial report via email on March 3, 2017.
18. Received questions and feedback from the City on March 13, 2017. These items were considered in CPS HR's final recommendations.
19. Prepared and submitted a Revised Draft Classification Report via email on March 28, 2017.
20. CPS HR Project Manager, Jennifer Ramos, conducted a series of meetings during the month of May with HR Director, Olivia Jenkis, and Senior HR Analyst, Maria Sabori, in order to explain the methodologies and rationale used by CPS HR to arrive at classification recommendations.
21. CPS HR and the City determined a need for a Formal Appeal Process given the unforeseen delays in reaching final classification recommendations. The appeal process will allow employees to receive a preliminary classification notice and option to submit an appeal for reconsideration. Appeals would require justification in the form of new job related information, significant changes to duties, or operational changes in order to support a subsequent review.
22. On May 12, 2017, CPS HR Project Manager, Jennifer Ramos, sent an Appeal Process Proposal outlining two scope of work and pricing options via email to the HR Director, Olivia Jenkins, for consideration.
23. On May 23, 2017, CPS HR submitted a Revised Draft Classification Report to the City for review.
24. CPS HR prepared and submitted the Final Classification Report to the City on June 1, 2017.

Conceptual Framework

An accurate and up-to-date classification system provides an organization with the necessary tools to make administrative, fiscal, and human resources decisions. Further, accurate and current classification specifications provide the fundamental and essential building blocks for successful administration of recruitment, performance management, compensation, and succession planning programs. In addition to providing the basis for human resources management and process decisions, position classification can also effectively support systems of administrative and fiscal control. Identifying positions based on a well-defined and orderly classification system supports organizational planning, operational efficiency and effectiveness, budget analysis and preparation, and various other administrative functions. The goal of this study is provide the City with a classification structure that will allow you to effectively recruit, retain, and reward employees in your organization in a competitive and sustainable way.



The classification analysis, as applied to the positions in this study, relies upon sound principles of job evaluation. Using these principles, CPS HR has developed a classification structure for the City that is designed to reflect distinct differences in the levels and types of work being performed based on established classification factors and concepts. This section of the report presents the conceptual framework for the methods used by CPS HR in developing a proposed classification plan for the City's positions. To facilitate review, this section is organized as follows:

- General Guidelines and Definitions
- Nature of the Work
- Classification Job Family Levels

General Guidelines and Definitions

Standard Classification Factors

In order to develop classification/allocation recommendations, each position is first analyzed based on the nature of work performed. Nature of work refers to the occupation, profession, or subject matter field in which each position falls. Positions are initially grouped according to the broad occupational nature of their overall functions, responsibilities, similarities in their employment requirements and the purposes for which they exist. Positions that perform work of a similar nature are considered to be in the same "job family". Common examples are clerical, technical, professional, supervisor, and manager job families discussed further in the Nature of Work section below. Within each job family, the level of the position is then determined by evaluating it against the following factors:

- **Decision Making** - This consists of (a) the decision-making responsibility and degree of independence or latitude that is inherent in the position, and (b) the impact of the decisions (i.e., within their department and/or agencywide).
- **Scope and Complexity** - This defines the breadth and difficulty of the assigned function or program responsibility inherent in the classification.
- **Contact with Others required by the Job** - This measures (a) the types of contacts, and (b) the purpose of the contacts.

- **Supervision Received and Exercised** - This describes the level of supervision received from others and the nature of supervision provided to other workers. It relates to the independence of action inherent in a position and the types of classifications supervised (i.e., trade, clerical, technical, professional, sworn, etc.).
- **Knowledge, Skills, and Abilities** - This defines the knowledge, skills, and abilities necessary to perform assigned responsibilities.

These factors were carefully and consistently applied during the analysis of each position included in the scope of the study. Not all factors will be as pertinent to all positions and each factor is analyzed in accordance with the importance of that particular factor to the kind of job under study.

Whole-Job Analysis

For purposes of this study, CPS HR used a whole-job analysis approach. This approach compares jobs with one another on the basis of an overall evaluation of difficulty or performance. The entire position, including the skills required, the decision-making authority, the scope, the magnitude of work, and the accountability for results, is compared as a whole to other positions.

In addition, the overall scope of work (or whole job) is used to determine consistency in titling protocol across departments and allocation to appropriate levels by looking at the holistic impact agencywide. Later in the compensation study phase, job matching with labor market benchmark positions will be done based on the entire scope of work performed. Title changes alone do not necessarily change the scope of work, and consequently should not impact pay.

Broad and Narrow Classifications

Key to the City's classification structure is the judicious use of broad and narrow classification concepts. It is easy to determine that several positions belong to the same class when the duties are *identical*. However, in practice, the duties and responsibilities of positions need not be identical in order to be placed in a common classification. Classification plans generally establish classifications based on a determination of "sufficient similarity". However, within an individual organization, sufficient similarity can be interpreted to coincide with the goals and philosophy of the organization. For example, a broad interpretation recognizes positions that share a core set of classification factors, but accepts substantial variation between positions resulting in varied assignments within each broad classification. In contrast, a narrow interpretation might create separate narrow classifications to address such variations.

Point in Time Analysis

A classification study primarily captures the essential nature of positions at a single point in time. Therefore, recommendations cannot be based upon all possible future changes, particularly in a rapidly changing environment where organizational needs, technologies, and skill requirements are continuously evolving. CPS HR has, to the extent possible, designed a classification structure in line with the City's current goals, recognizing that other additions or deletions from the plan may take place in

the future. Overall, the proposed classification structure, the levels of work, and the functional areas identified should provide a strong foundation for the City's future classification needs.

Preponderant Duties

Classification studies often find that positions are assigned a wide range of duties and that incumbents have various levels of responsibility at any one time. Therefore, the positions must be analyzed based on their preponderant duties. Preponderance is a measure of importance, and the most preponderant duties of a position are those that support the primary purpose of the position. Sometimes the most time-consuming duties of a position are preponderant; however, consideration must sometimes be given to the responsibility and complexity of certain duties that do not occupy the majority of the incumbent's time. Overall, the determination of preponderance is a judgment call based on a consistent set of factors applied fairly and equitably across the classification structure.

Sufficient Similarity

It is easy to see that several positions belong to the same class when the duties are identical. In practical application, however, the duties and responsibilities of positions need not be identical in order to be placed in a common class. Instead, classification plans generally place positions into classes based on a determination of "sufficient similarity". However, within an individual organization "sufficient similarity" can be broadly or narrowly interpreted. A broad interpretation recognizes positions that share a core set of classification factors, but accepts substantial variation between positions, resulting in broad classes. In contrast, a narrow interpretation might create separate narrow classes to address such variations.

Level and Not Volume of Work

Position classification is a reflection of the level of work performed by an employee and is generally independent of volume. For example, if one employee processes double the work of another, yet the percentages of time spent on those tasks and other duties are comparable, a single classification should be appropriate for both positions. In fact, study questionnaires do not ask for, and the consultants do not consider, the relative productivity of employees when evaluating positions. Likewise, classifications are not distinguished by the amount of time spent by incumbents on tasks or the volume of work assigned to positions since problems of excessive workload are properly solved by redistributing work or adding employees, and not by creating new classifications.

Classification of the Position, Not the Employee

Position classifications should be consistent regardless of who holds the position. As such, a classification study process classifies positions, not individual employees. Furthermore, classification does not consider the capabilities of individual employees or the efficiency and effectiveness of an incumbent. It is not a measure of how well an individual employee performs but of the actual duties assigned to the employee. Thus, classification is not a tool to reward individual achievement, nor should classifications be created simply to reward length of service.

Position versus Classification

Position and classification are two words that are often thought of as interchangeable; but in fact have very different meanings. In a classification plan, a position is an assigned a group of duties and responsibilities performed by one person. Sometimes the word “job” is appropriately used in the place of position.

In contrast, a classification may contain only one position, or may consist of a number of positions. When there are several positions assigned to one classification, it means that the same title is appropriate for each position because the scope, level, duties, and responsibilities of each position assigned to the classification are sufficiently similar (but not necessarily identical); the same core knowledge, skills, and other requirements are appropriate for all positions; and the same salary range is equitable for all positions.

Classification versus Allocation

Classification is the process of identifying and describing the various kinds of work in an organization and grouping similar positions together based on job family, classification series, and classification distinctions. Allocation is more specifically tied to the placement and/or budgeting of positions within an organization. Thus, agencies may allocate a position within an organization based on the results of the classification analysis for that position.

Nature of the Work

The overall nature of the work being performed provides the basis for establishing job families and helps group positions according to their overall functions and responsibilities. Classifications in a job family usually have similarities in their employment requirements that may support career progression. However, classes in the same job family may still require different levels of education, experience, skill, effort, or responsibility. These categories are described as follows:

- **“Clerical/Administrative” classifications** are responsible for general office and/or secretarial support work such as document production/processing, filing, reception, calendar maintenance, scheduling, and data entry. Typically, incumbents use a basic knowledge of office procedures, combined with basic reading, writing and arithmetic skills.

An example in the City of San Luis of a clerical/administrative classification series is the proposed Office Assistant (new), Administrative Assistant (existing), and Administrative Coordinator (existing). All three classifications require different levels of skill that support career progression within a job family.

- **“Technical” classifications** describe work that requires specialized skills, knowledge, and abilities typically acquired through practical experience. Positions at the technician level typically require incumbents to have, at a minimum, a high school diploma or GED equivalency, combined with college level courses or possession of technical certification.

Some examples in the City of San Luis of technical classifications are: Human Resources Technician, Accounting Specialist, Planning Technician, Information Technology Technician, and Recreation Specialist which are all existing classifications.

- **“Professional” classifications** typically describe work that is analytical in nature, requiring incumbents to possess sufficient knowledge and skill to analyze problems, evaluate and identify alternatives, and recommend/implement actions/solutions; such knowledge is usually obtained through possession of a four-year college degree and/or a highly specialized and advanced type of training.

Some examples of professional classifications in the City of San Luis are: Human Resources Analyst (new), Management Analyst (existing), Accountant II (new), and Associate Planner (new). Recommendation of new professional level classifications will create a career path, promote professional growth, and help with retention efforts.

Classification Job Family Levels

Within each classification series, there may be a classification at every level or only at selected levels. The levels within a job family reflect the organization and should be tailored to that organization’s needs and priorities. The categories recommended are described as follows:

- **Entry-level** classifications are designed to provide an on-the-job training opportunity to an employee who has limited or no directly related work experience and is not yet performing the full range of work assigned to the journey-level class. In some cases, positions, which are limited in scope and/or performing duties that are more basic, may be permanently allocated to the entry-level.
- **Journey-level** classifications recognize positions that perform the full range of tasks typically assigned to positions in the job family. A journey-level position requires incumbents to be fully competent in performing assigned duties. The designation of “II” may be used for a journey-level classification.
- **Advanced journey-level** classifications describe positions with specialized and/or advanced duties beyond the journey level of the series. Incumbents may also serve as a lead. Leads are typically responsible for providing lead supervision to a group of at least three lower level staff while performing the day-to-day work themselves. The designation of “III” or “Senior” may be used for an advanced level classification.
- **Supervisor-level** classifications describe full, first-line supervisory positions that plan, assign, supervise, and formally review the work of subordinates; assist in program development and management; and assume responsibility for a variety of personnel actions in such areas as performance evaluation, training, selection, transfers, approval of leave, and recommending disciplinary measures. Supervisors may assist in budget development and administration related

to specific programs or assigned functions. Supervisors serve in a participatory role related to budget oversight; however, budget control is typically the responsibility of higher level managers. Most “working” supervisors also spend a substantial portion of their time performing the more difficult and complex work of the section or unit. At least 50% or more of time in the role should be designated to supervisory responsibility and duties.

- **Manager-level** classifications describe positions with full responsibility for planning, organizing, directing staff, and controlling a major unit or division within a department. Managers are also responsible for the strategic planning and budget oversight for assigned functions and/or operations of a department. The designation of “Manager” usually denotes the responsibility of leading and managing multiple City employees often in varying classification levels within an assigned area (i.e., trade, clerical, technical, professional, sworn, etc.), and generally does not include volunteers.

As previously noted, lead workers and supervisor or manager-levels and above are typically responsible for providing varying degrees of oversight to a group of at least three lower level staff as part of their regular responsibility and duties.

- **Executive Manager-level** classifications describe positions with full responsibility for staffing through direct and indirect reports, oversight of multiple units or divisions within a department, management and strategic planning of all department activities, projects, and budgets; as well as, working with other City departments to forecast, plan for, and coordinate services provided to internal and external City customers. The designation of “Director”, “Assistant Director”, or “Chief” in public safety roles may be used for an executive manager level classification.

III. Classification Study Methodology

CPS uses a variety of different processes to gather the information needed to conduct the classification study. The first step in this process was to review background material in order for CPS Consultants to become more familiar with San Luis’s organizational structure and culture. CPS HR reviewed the following materials: classification specifications, salary schedules, personnel rules, and previous classification study documents. These materials helped to provide the framework for understanding the subsequent information to be collected. To gather additional information, CPS utilized Position Description Questionnaires (PDQs) and employee interviews. The methodologies used during each of these information collection phases is discussed below.

Position Description Questionnaires (PDQs)

To evaluate each individual position, CPS HR developed a PDQ. The PDQ is a questionnaire that gathers information on: essential job functions; budgetary responsibility; supervision given and received;

decision making responsibility; knowledge, skills, and abilities; minimum job education and experience requirements; services provided and work products produced. The PDQs were administered to the employees in late September through October 2016. On September 21, 2016, PDQs were distributed electronically and/or by hand by the City's HR Department to all Directors and then to employees. The designated deadline for submitting completed PDQs to the City's HR Department was October 7, 2016. Employees were provided additional time to submit PDQs beyond the stated deadline prior to interviews being scheduled.

Employee's received pre-populated PDQs, meaning certain sections of the PDQ contained information from the current classification specifications. Other sections of the PDQ were not populated. All areas allowed for notes and additional comments. Pre-populating the PDQs with the information available in the classification specifications allowed employees to complete the PDQs in a more expedient manner while facilitating the comparison between the classification specifications and the actual job duties performed by the employees. A copy of both the English and Spanish pre-populated Recreation Coordinator PDQs are included in [Appendix A](#) as an example.

To maintain the integrity of the classification process and validate responses, the PDQ submission process included a three-tiered approach. First, incumbents in classifications responded to the PDQ. Once completed, the employees forwarded their PDQs to their supervisors. Then the participating employees' immediate supervisors and/or managers reviewed and signed the PDQs to affirm that all pertinent information was correctly captured. Then a higher-level manager or department director performed a final review of the PDQ. The three-tiered process was performed to ensure that employees and supervisors and/or managers had a voice in the process and the information provided was accurate and complete. It is important to note that supervisors and/or managers were allowed to provide comments on any information provided by the employee within the relevant section of the PDQ. However, supervisors/managers were not allowed to edit any of the PDQ content submitted by the employee.

The City's Human Resources staff forwarded the completed PDQs to CPS HR in October 2016. A total of 235 completed PDQs were received. CPS HR Consultants thoroughly reviewed each PDQ to understand the duties and responsibilities assigned to each position. CPS HR Consultants also compared the information obtained in the PDQs to the position's classification specifications to identify: (1) classification specifications that needed to be updated or modified; (2) any employees that seem to be working out of class; and (3) considerations for reorganization that would lead to greater operational efficiency within the City.

Interviews of Incumbents and Supervisors

CPS HR consultants interviewed ninety-four (94) City employees over a two-day period. The employee interviews were conducted on November 7 and 8, 2016 at the City offices. Each employee interview

lasted 30-50 minutes depending on whether it was an individual or focus group interview. A list of those individuals interviewed is included in [Appendix B](#). CPS HR consultants used the interviews to gather additional information about the interviewee's job duties and responsibilities, the sequencing of job tasks, job requirements, and the circumstances in which the interviewee interacts with coworkers, external clients, contractors, and the public. The interviews were also used to clarify information the interviewee provided on the PDQ. The criteria used to select which employees would be interviewed were varied, including: (1) employees who marked on their PDQ that the job summary listed in the position's classification specifications did not adequately described their position's general responsibilities; (2) documented disagreements on the PDQ between employees and their supervisor and/or manager; (3) incomplete information on the PDQ; (4) positions in which either the employee or his/her supervisor documented on the PDQ that the employee might be working out of class; and (5) unique positions in which the interviewer wanted to gather additional information.

IV. Classification Study Observations

In review of the classification structure, there were a number of initial observations, which were further analyzed and were ultimately reconciled in the recommended structure. A summary of each is listed below based on the recommended structure:

1. Number of Direct Reports to the City Administrator (City Manager):

The City Administrator (recommended for a title change to City Manager) currently has seventeen (17) direct reports in the existing structure, which includes fourteen (14) department heads and three (3) administrative staff. Additionally, because of vacancies at the department head level in other departments, the Fleet Services and Facilities functions currently operate as standalone departments and report directly to him. At the onset of study, the Director of Human Resources classification did not exist. There was a vacancy in the Human Resources Manager position causing the City Administrator to assume the duties set forth in the personnel rules relating to grievances and discipline, which is a time consuming and highly involved role in the City. It is in the best interest of the City for effective and efficient operations to consider a reorganization that would redistribute management responsibility and oversight at the highest level of the organization.

There are several options to be considered for reducing the number of direct reports to the City Administrator, primarily reassigning smaller functions or operations in the City that should not qualify as stand alone departments under larger department oversight. The smaller functions operate more like a division based on the scope of oversight and number of assigned staff. Reassignment of certain functions makes sense operationally and will mirror labor market agencies commonly structured in a similar manner.

Reorganization/Reassignment Recommendations

a. Assign Fleet Services to the Director of Public Works

Fleet Services currently has an Office Manager overseeing Fleet Services and Facility Maintenance in a combined role. However, the two functions are recommended to be separated into different departments. As a result of this study, CPS HR recommends assigning Fleet Services to the Director of Public Works and assigning Facility Maintenance to the Director of Parks and Recreation.

The Office Manager's duties are primarily supervisory in nature, not managerial, according to the incumbent's PDQ and subsequent interview with the direct supervisor. CPS HR recommends that the current Office Manager oversee Facility Maintenance and be reclassified to Facilities Supervisor (a classification formerly used in the existing structure that

was frozen but not abolished). The single-incumbent Office Manager classification would be eliminated as a result of the classification study.

The Fleet Services function includes one (1) Lead Mechanic, three (3) Mechanics, and one newly allocated position of (1) Office Assistant. The staff would be supervised by a Public Works Supervisor. The Fleet Services function currently supports fleet maintenance in Police, Fire and Public Works. Fleet Services is often found in the Public Works Department within other cities, as the maintenance of Heavy Equipment is generally more complex than maintenance of automobiles. The City's Fire Department appears to perform routine maintenance of Fire equipment internally.

b. Assign Facility Maintenance to the Director of Parks and Recreation

As noted above, the Facility Maintenance function is currently combined with Fleet Services with a single-incumbent Office Manager classification overseeing both functions. However, the two functions are recommended to be separated into different departments. As a result of this study, CPS HR recommends assigning Fleet Services to the Director of Public Works and assigning Facility Maintenance to the Director of Parks and Recreation.

The Facilities function fits in the Parks and Recreation Department, since the department already has responsibility for maintenance of parks and grounds. The incumbent would move into Parks and Recreation and supervise one (1) Lead Custodian, five (5) Custodians, and one (1) Business Maintenance Technician. CPS HR recommends that the current Office Manager role be reclassified to Facilities Supervisor (a classification formerly used in the existing structure that was frozen but not abolished), and then eliminate the Office Manager classification.

c. Assign Senior Services to the Director of Parks and Recreation

The Senior Services function reports to the City Administrator (recommended for a title change to City Manager) in the existing classification structure. Since the current Senior Services Director is related to the City Administrator, functional supervision rested with the Utilities Director, which has since become a vacant position. The City's former Utilities Director was selected as the Director of Human Resources (HR) as a result of a formal recruitment process in December 2016. The question over having a family member as a direct report became a conflict of interest, so the City Administrator relinquished supervision of the Senior Services Director and oversight of the Senior Services function to the Utilities Director. Currently, the City's HR Director maintains oversight of the Senior Services function.

CPS HR recommends that the Senior Services function be assigned to the Parks and Recreation Department, since the department provides services to different members of the community in varying age groups (i.e., Aquatic Center, Cultural Center, and Youth Center).

The Senior Services function appears similar in scope of work to other functions in the Parks and Recreation Department.

Although the Senior Services function provides essential services through its own food division, tax return services, utility assistance program, and community assistance for the elderly, with considerable City impact; the function relies heavily on volunteers for administrative coordination and execution. The current Senior Services Director supervises three City employees: one part-time (1) Senior Services Assistant, one (1) Senior Services Assistant/Driver, and one (1) Driver. CPS HR recommends retitling Senior Services Director to Senior Services Manager to account for the difference in scope of work and decision making related to program management, while drawing a clear distinction between the Director of Parks and Recreation and other department heads, which require a higher level of responsibility.

The Director level across the City encompasses broader oversight often involving multiple functional areas/divisions and numerous direct reports in trade, administrative, clerical, and professional level positions.

d. Assign Utilities to the Director of Finance and Retitle to Billing and Collections

CPS HR recommends assigning Utilities to the Director of Finance, since the majority of duties performed by classifications in the Utilities function are fiscal in nature. The Utilities function is responsible for the billing and collection of utility charges and other fees. A second function is to install small (<1" D) meters, perform turn on and shut offs, deliver delinquent notices (approximately 1,000 of the 7,000 connections receive a disconnect notice each month) and read meters.

Another consideration was to move Utilities under the Public Works Department since coordination and planning is required between the functions related to Utility development issues (i.e., new water service, meter installations, etc.), as well as coordination of customer complaints and issues related to water service problems, service shutoffs and other matters.

After extensive review of information collected during the PDQ and interview process, the consulting team determined that the Utilities function is best suited in the Finance Department due to the billing and collections functions. The division is also recommended to be titled "Billing and Collections" rather than Utilities, since it handles primarily billing and collections and is a more accurate reflection of the work performed.

In addition, CPS HR recommends retitling Utilities Director to Billing and Collections Manager to account for the difference in scope of work and decision making related to management of division functions, while drawing a clear distinction between the Director of Finance and other department heads, which require a higher level of responsibility. CPS HR recommends assigning the Billing and Collections Manager (former Utilities Director) to Finance. The Billing

and Collections Manager will manage the following direct reports: one (1) Administrative Coordinator; two (2) Meter Reader Technicians; one (1) Meter Reader; two (2) Accounting Specialists; two (2) Customer Service Representatives; one (1) Office Assistant; and one (1) Business License Specialist (New), former Administrative Coordinator position proposed to become a specialized class and moved from the Planning & Zoning Department assigned to Finance.

As previously noted, the Director level across the City encompasses broader oversight often involving multiple functional areas/divisions and numerous direct reports in trade, administrative, clerical, and professional level positions. Drawing a distinction between levels and titles to accurately reflect the scope of responsibility is appropriate and necessary.

e. Assign Business License Specialist (from Administrative Coordinator to specialized class) from Planning and Zoning to the Director of Finance.

In the existing classification structure, there is an Administrative Coordinator role in the Planning and Zoning Department that performs 20% front office administrative support and 10% management support, as well as specialized building permit and business license duties approximately 70% of time. CPS HR consultants reviewed the incumbent's PDQ and subsequent interview notes, and recommend the creation and implementation of a new specialized classification titled: Business License Specialist. The new classification will move from a broad clerical/administrative classification to a specialized classification. It is important to note that the specialized class is a single-incumbent position that becomes a standalone classification separate from any existing class series. Therefore, the class is not evaluated as a lower level position than the Administrative Coordinator, but rather distinct and separate based on the essential functions and duties of the position.

Furthermore, CPS HR recommends assigning the new classification to Billing and Collections.¹As noted above, the Utilities function is recommended to be assigned to the Finance Director as a result of the classification study findings and proposed reorganizations. This recommended change will help facilitate greater operational efficiency in the City and create reporting relationships that allow for the work to be carried out effectively in the Finance Department.

¹ The Utilities Billing & Collections function was separated from the Public Works Department back in the mid 2000s. Since then the function was first under Finance (then called Administrative Services) and then about seven to eight years ago was assigned directly under Administration. One of the main responsibilities has been to bill and collect for the services provided by Public Works divisions – water, wastewater, and solid waste, and provide customer service in relation to new service accounts, but it also collects other city departments fees as well.

f. Assign Geographic Information System (GIS) Specialist from Information Technology to Planning and Zoning

In the existing classification structure, the City's only Geographic Information System (GIS) Specialist reports to the Information Technology Department. CPS HR recommends reassigning the GIS Specialist class to the Planning and Zoning Department due to the nature of work performed while primarily carrying out planning functions. This recommended change will help facilitate greater operational efficiency in the City and create reporting relationships that allow for the work to be carried out effectively in the Planning and Zoning Department.

g. Information Technology (IT) continue reporting to the City Administrator

Information Technology will continue to report to the City Administrator. The IT Manager will have oversight of the following staff: one (1) Senior IT Technician (New), one (1) IT Technician, and one (1) Graphics & Media Specialist. As noted above, the GIS Specialist class is recommended to move to the Planning and Zoning Department due to the nature of work performed in relation to primarily carrying out planning functions.

h. Community Development continue reporting to the City Administrator and Title Change to Economic Development Manager

The Community Development function will continue to report to the City Administrator. However, CPS HR recommends retitling Community Development Director to Economic Development Manager to account for the scope of work and decision making involved, while drawing a clear distinction with the level of responsibility held by department heads designated with the Director title. The Director level across the City encompasses broader oversight often involving multiple functional areas/divisions and numerous direct reports in trade, administrative, clerical, and professional level positions.

2. Director Roles:

The use of the Director title is inconsistent in the City. Some incumbents with Director titles have the oversight, decision making, scope and complexity, contact with others, and level of supervision that warrant designation to this level. However, others are assigned to the same Director title level with noticeably less oversight and impact in the identified allocation factors. One distinction that was considered carefully was the size and scope of Director oversight in the Finance, Public Works, and Parks and Recreation departments in comparison to the roles of the Senior Services Director and Community Development Director. Both of the latter classifications are recommended to be Managers as a result of the allocation factors considered and explanation noted in this section.

Some exceptions do exist in the City that do not require the use of Director titling. For example, the leadership team includes individuals who are not designated as department heads but who perform a critical and highly visible function, and whose input is important, including the City Prosecutor and the Court Administrator. Those roles have distinct titles that correspond with legal industry standards for high level roles. However, as with the roles of Senior Services Director and Community Development Director, the allocation to a director title is not appropriate and creates inconsistency in defining oversight and span of control.

Since the distinction between director and manager is not clearly defined in the existing City structure, CPS HR recommends clearly distinguishing the director level by reserving the title only for executive manager roles in the City. Executive managers tend to be department heads with full responsibility for staffing through direct and indirect reports, oversight of multiple units or divisions within a department, management and strategic planning of all department activities and projects, especially oversight of the entire department budget. As an example, although a Manager may assist in budgeting responsibilities (i.e., be accountable for preparation, submittal, and expenditures) within a division or functional program; the Department Director maintains control and responsibility for the entire department budget.

Any classification title changes from Director to Manager will not necessarily change the scope and complexity of work in the existing job description, as the core duties and responsibilities would be the same as before but draw a distinction between the Department Director. CPS Consultants realize how a perceived downgrade in title from Director to Manager could impact morale. However, the need for fairness in application of the definition should be considered from a liability and operational perspective, and consequently the titling protocol for director should be used judiciously and correctly. There is a strong distinction between a Director level role, which has strategic and budgetary oversight often over multiple functions within a department, than a Manager role often responsible for oversight of a single program or functional unit. A whole job analysis approach that accounts for reporting relationships, scope and complexity of work, consequence of error in decision making, level of supervision received and exercised, and other key allocation factors should be used collectively to determine consistency in titling protocol across departments. Allocation to appropriate levels should be the primary goal of the City by looking at title impacts agencywide.

3. Lack of Effective Career Ladders:

CPS created career ladders where deemed appropriate to create a promotional path for employees. The creation of another classification level within a series is denoted in red and with the word “New” in parenthesis in the proposed organization chart included in the next few pages. The new classifications listed below in alphabetical order, include:

- Accountant II (in a career series with the feeder class of Accountant I)

- Associate Planner (in a career series with the feeder class of Assistant Planner)
- Building Inspector II (in a career series with the feeder class of Building Inspector I)
- Human Resources Analyst (in a career series serving as the feeder class into Senior Human Resources Analyst)
- Senior Information Technology Technician (in a career series with the feeder class of Information Technology Technician)

The creation of new levels was primarily in professional classification series and dispersed across the City in multiple departments, not confined to one job family. This impacts retention efforts as employees see a future and growth potential within the City.

4. Title Consistency:

CPS recommends consistent use of title definitions to accurately represent classification levels within a job family and/or placement within the organization beyond the Director level. In initial review of the existing classification structure, titles were used inconsistently in a variety of classes regardless of entry, journey, or advanced journey and did not correctly or consistently represent the scope of work and degree of responsibility. Title consistency helps promote succession planning as staff can clearly recognize positions that are entry, advance, supervisor, etc. in correlation to the designated title.

One example of recommended changes that will allow for titling consistency in the City exists in the Finance Department with the Purchasing Coordinator, Contracts and Grants Coordinator, and Risk Property Coordinator. All three are specialized professional level classifications that perform distinct and essential operational functions within the Finance Department. In terms of minimum qualifications, all require a Bachelor of Arts degree and varying years of experience, which will be banded to a similar number of years as noted below.

- Purchasing Coordinator – two (2) years of experience
- Contracts & Grants Coordinator – three (3) years of experience
- Risk Management Coordinator – three (3) years of experience

Despite the slight variation in years of experience required, it is important to note that all three classifications report to the Finance Director. All three classifications perform specialized work, operate with a high degree of independence in carrying out work, and do not supervise any direct reports.

5. Job Descriptions:

All classification specifications will require revisions to fit the new template format approved by the Human Resources Director. Some classification specifications will incorporate duties not previously listed; reflect revised qualifications; establish distinguishing characteristics; add specific or clarify knowledge, skills, and abilities; and represent working conditions.

V. Classification Analysis and Recommended Classification Structure

The classification structure recommended by CPS HR utilizes a mix of a broad and narrow classification system, with generalized and specialized job descriptions. The structure includes creation of new job classes, updated class titles, classification specification language updates and the elimination of a few classes. The proposed structure: (i) consolidates classifications where the duties and responsibilities of the work assigned are sufficiently similar in scope and complexity; (ii) creates new classifications where the duties and responsibilities are sufficiently unique in scope and complexity, (iii) provides clearer distinctions among the different classifications, and (iv) creates career ladders where deemed appropriate by staffing allocations and workload distribution.

Title Protocol

CPS recommends the following title protocol in order to maintain consistency across the City:

Recommended Title Structure	Class Description
<i>Director / Chief</i>	The executive manager of a department, accountable for all resources and activities, strategic direction, budgetary oversight, long-and short-term service results and integration of multiple functional responsibilities within the department and with other departments to achieve optimal efficiency and effectiveness. *Chief allocations pertain to public safety roles.
<i>Assistant / Deputy Director</i>	The second-in-command manager of a department reporting to executive staff, and having the authority to act in the absence of the department head only when assigned to do so, accountable for all or most resources and activities, long-and short-term service results and integration of functional responsibilities within the department and with other departments to achieve optimal efficiency and effectiveness.

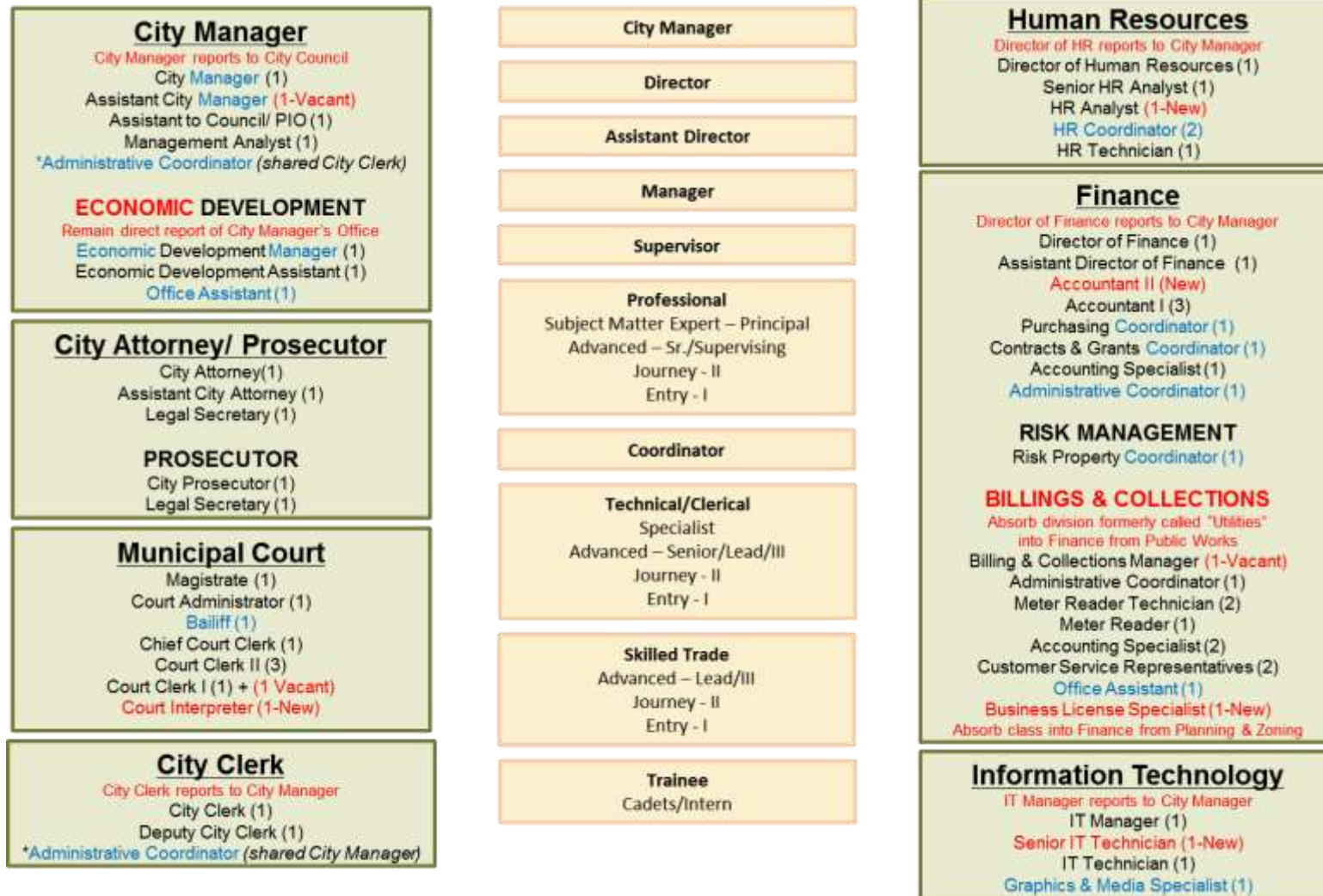
Recommended Title Structure	Class Description
Manager	A professional position responsible for planning, controlling, and integrating the activities of a division, major function, or defined unit within larger departments of the City and important, specifically assigned program teams. An incumbent may provide functional responsibility for full administrative supervision/management of team members.
Supervisor	This classification is defined as the supervisory level providing guidance, support, and direction to assigned staff within a defined work unit; responsible for team development; evaluating, mentoring, and training staff; and constantly prioritizing and monitoring work flow within assigned units.
Principal Analyst <i>(not recommended in proposed structure but may be useful in future classification work)</i>	This is the advanced professional career-level class. Incumbents in this class have expert-level responsibility working from broad policies and towards general objectives and referring specific matters to a superior only when interpretation or clarification of organizational policies is necessary. Responsible for managing, planning, directing, organizing, overseeing and coordinating program activities. Incumbents may supervise staff. This level is not used in the City likely due to the size of the agency and existing distribution of classifications based on scope of work.
Senior Analyst	Advanced journey level performing advanced, specialized work of professional nature, utilizing skills that require technical expertise and an understanding of complex analytical procedures and programs processes, including analysis of complex business processes and requirements and the ability to work with a significant amount of independent authority and judgment. Incumbents' primary responsibilities consist of providing expertise and guidance to other professional, administrative staff in complex program analysis and solutions; serving as a team lead; and/or management of large, complex projects, which includes the management of project team members and other resources; and performs other related duties as assigned. May provide functional and/or technical lead role over subordinate technical and/or professional staff.
Analyst I/II	Experienced journey-level professional providing analytical and technical assistance regarding programmatic or functional systems and procedures. Performs in-depth research on a variety of departmental inquiries. Writes, reviews and updates department or unit or function procedures. May assist management in preparing, recommending and administering the

Recommended Title Structure	Class Description
	department budget(s) including financial analysis, payment of invoices, monitoring and analyzing costs and expenditures and related activities; contract and RFP administration. Writes and updates reports. Requires considerable knowledge and experience within functional work area.
Coordinator, Specialist and Administrative	Roles supporting program and specialized functions. Allocation may result in development levels, I/II/III, based on assigned tasks and experience level.

Recommended Classification Structure

The illustrations on the following pages represents functional work families, which may be assigned, based upon essential duties throughout the City. The classes illustrate a series progression and clarification of titling protocol.

Recommended Classification Structure
Organizational Chart 1 of 3



Rev. 8/2017

Recommended Classification Structure

Organizational Chart 2 of 3

Police
Chief of Police reports to City Manager

- Chief of Police (1)
- Police Commander (1-Vacant)
- Police Lieutenant (2)
- Police Sergeant (4)
- Police Corporal (3) + (1 Vacant)
- Police Officer (27)
- Police Officer [Code Enforcement] (1)
- Transit Enforcement Officer (5)

ADMINISTRATION

- Police Administrator (1)
- Police Communications Supervisor (1)
- Police Communications Officer (10)
- Property & Evidence Tech (1)
- Administrative Coordinator (1)
- Administrative Assistant (1)
- Police Records Clerk (1)
- Animal Control Officer (2)

City Manager

Director

Assistant Director

Manager

Supervisor

Professional
Subject Matter Expert – Principal
Advanced – Sr./Supervising
Journey - II
Entry - I

Coordinator

Technical/Clerical
Specialist
Advanced – Senior/Lead/III
Journey - II
Entry - I

Skilled Trade
Advanced – Lead/III
Journey - II
Entry - I

Trainee
Cadets/Intern

Fire
Fire Chief reports to City Manager

- Fire Chief (1)
- Asst. Fire Chief (1-Vacant)
- Fire Captain (6)
- Fire Engineer (5)
- Fire Fighter (25) Part-Time (10)
- Fire Inspector (1)
- Administrative Coordinator (1-New)
- Administrative Assistant (1)
- Office Assistant (1)

Planning & Zoning
Director of Planning and Zoning reports to City Manager

- Director of Planning & Zoning (1)
- Associate Planner (1-New)
- Assistant Planner (1)
- Planning Technician (1)

BUILDING SAFETY

- Building Plans Examiner (1)
- Building Inspector II (1-New)
- Building Inspector I (1)
- Code Enforcement Officer (1)
- Office Assistant (1)
- GIS Specialist (1)
- Absorb class into Planning from IT

Post 8/1/17

Recommended Classification Structure

Organizational Chart 3 of 3

Public Works
Director of Public Works reports to City Manager

ADMINISTRATION
Director Public Works (1)
Assistant Director of PW (1)
Administrative Coordinator (1)
Administrative Assistant (1)

HIGHWAY USERS & SOLID WASTE
Public Works Supervisor (1)
Highway
Maintenance Supervisor (1)
Maintenance Specialist (10)
Heavy Equipment Operator (1)
Equipment Operator (4)
Solid Waste
Heavy Equipment Operator (1)
Equipment Operator (3)

WASTEWATER
Wastewater Supervisor (1)
Electrician (1) (shared with Water)
Chief Operator (2)
Wastewater Plant Operator (8)

WATER
Water Systems Supervisor (1)
Electrician (1) (shared with Wastewater)
Chief Operator (1-New)
Water Systems Operator (8)

FLEET SERVICES
Absorb division into Public Works
[Office Manager moved to FACILITY MAINTENANCE]
Lead Mechanic (1)
Mechanic (3)
Office Assistant (1)

City Manager

Director

Assistant Director

Manager

Supervisor

Professional
Subject Matter Expert – Principal
Advanced – Sr./Supervising
Journey - II
Entry - I

Coordinator

Technical/Clerical
Specialist
Advanced – Senior/Lead/III
Journey - II
Entry - I

Skilled Trade
Advanced – Lead/III
Journey - II
Entry - I

Trainee
Cadets/Intern

Parks & Recreation
Director of Parks and Recreation reports to City Manager

ADMINISTRATION
Parks & Recreation Director (1)
Assistant P&R Director (1-Vacant)
Recreation Specialist (1)
Administrative Assistant (1)
Recreation Coordinator (2)

AQUATIC CENTER
Recreation Specialist [Pool] (1)
Head Life Guard (1)
Life Guard (11)

CULTURAL CENTER
Recreation Specialist (1-Vacant)
Office Assistant (1-Vacant)

YOUTH CENTER
Recreation Specialist (1)
Recreation Intern (1)

FACILITY MAINTENANCE
Absorb division into Parks & Recreation
[Office Manager from FLEET SERVICES reclassified]
Facilities Supervisor (1)
Lead Custodian (1)
Custodian (5)
Building Maintenance Technician (1)

PARKS GROUNDS
Parks Supervisor (1)
Crew Leader Supervisor (1)
Maintenance Specialist (5)
Maintenance Technicians (5 + 1 PT)

SENIOR SERVICES
Senior Services Manager (1)
Senior Services Assistant/ Part-Time (1)
Senior Services Assistant/Driver (1)
Driver (1)
Office Assistant (1-New)

VI. Summary Conclusion and Next Steps

A summary of study results based on the recommended structure are outlined below:

- 1. Number of Direct Reports to the City Administrator:** The proposed structure reduces the number of direct reports to the City Administrator (recommended title change to City Manager) from fourteen (14) department heads to eleven (11) departments with reassigned functional units that make more operational sense. The City Administrator will go from seventeen (17) direct reports in the existing structure to fourteen (14) direct reports, due to maintaining direct supervision over the one (1) Assistant to Council/Public Information Officer (PIO), one (1) Management Analyst, and one (1) Administrative Coordinator currently assigned to the City Administrator's Office. CPS HR recommends filling the vacant Assistant City Administrator role (and retitling to Assistant City Manager), and further reassigning departments and direct supervisors in the future in order to distribute City management and make oversight more manageable. The Director of Human Resources will assume the duties set forth in the personnel rules relating to grievances and discipline, and carry out the implementation of the proposed classification study results and reorganization.
- 2. Director Roles:** The issue of retitling came up in the study's kickoff meeting with all City leadership and in subsequent conversations with management, in particular, the change from Director to Manager. There was also concern about some other titling issues, such as specialist titles. CPS HR is an independent third party that assesses the position, and not the person, in order to remain objective in recommending neutral and consistent solutions. It will be important for all employees to understand that the study is of positions, not people. Furthermore, the director level across the City encompasses broader oversight often involving multiple functional areas/divisions and numerous direct reports in trade, administrative, clerical, and professional level positions. The director title should be reserved for positions operating in that capacity.
- 3. Title Consistency:** Recommended titling protocol will aide in supporting a consistent model that promotes succession planning and future class development. Staff will easily recognize positions in hierarchical series and classification order based on the designated title. Title consistency also helps to create bands to determine appropriate levels of minimum qualifications.

As an example, the Purchasing Agent III classification is recommended to be retitled to Purchasing Coordinator based on the level and scope of work performed. The Coordinator title will allow for title consistency with the Contracts and Grants Coordinator and Risk Property Coordinator roles in Finance. All three positions do not manage or supervise staff, but will work with a high degree of autonomy within their designated work assignment.

- 4. Elimination of Classes:** CPS HR recommends the elimination of four classifications: Secretary, Office Support Specialist, Office Manager, and Paramedic. The job tasks characterized within these classes were previously absorbed into other classifications in the existing structure or will result in reclassification to a new class in the proposed structure. CPS HR also recommends the elimination of Purchasing Agent I and Purchasing Agent II. The job tasks characterized within these classes are not assigned to current incumbents. Currently, the Purchasing Agent I/II classifications are not listed in the City's salary schedule and the series is not needed operationally within the Finance Department.

A total of 110 classification specifications and 235 PDQs were reviewed by CPS HR consultants. A small handful of the classifications did not have a current incumbent, hence CPS HR did not receive any PDQs for vacant positions. There was one classification in the City Administration Office, which CPS HR did not receive a PDQ. Management Analyst, Christine Hagen, did not complete a PDQ; therefore, no specifics of the classification are available. However, CPS HR finds that a broad analytical classification, capable of handling complex analytical assignments is common in public agencies and supports the concept of having such a classification or series in the City.

Additionally, CPS HR Consultants interviewed ninety-four (94) of the City's employees. For most classifications, the City's classification specifications appear to accurately reflect the job titles, job duties, required knowledge, skills, and abilities (KSAs), and minimum qualifications of the positions. All class specifications were updated using a template approved by the City, and expanded upon to include relevant information gathered during the agencywide classification study.

Important: CPS HR recommendations are included in a Master Allocation Tracking Spreadsheet (summarized in Appendix C) that corresponds with this written report. Each employee included in the study is listed individually with a classification recommendation.

This report provides detailed information concerning the scope of the project, the methodology used to complete the classification study, as well as the results of the study. Should you require any further information, or have questions and comments with respect to this report, please do not hesitate to contact the Project Manager, Jennifer Ramos, at (916) 471-3125 or jramos@cpsshr.us.

Appendix A: Pre-populated Position Description Questionnaire (PDQ) Template – English & Spanish versions

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

Classification Title: Recreation Specialist

The submission process for this questionnaire will involve multiple levels of review for quality control purposes. If you are a Supervisor or Department Head reviewing this PDQ, please see the instructions on the following page.

Employee Instructions:

The position description questionnaire (PDQ) is designed to obtain information about jobs within the organization for classification purposes only. This questionnaire will be used to evaluate the duties that constitute the **position**, not the performance or qualifications of the **employee**.

The goal of the PDQ is to capture a **current** and **accurate** picture of the work being performed within a specific position. The information collected will be used to update classifications as necessary and make recommendations to management.

NOTE: In an effort to save employees time, the questionnaire is pre-populated with the information on your existing job description. Please do not write over any of the pre-populated statements. If a pre-populated statement is not relevant to your position, select the appropriate check box.

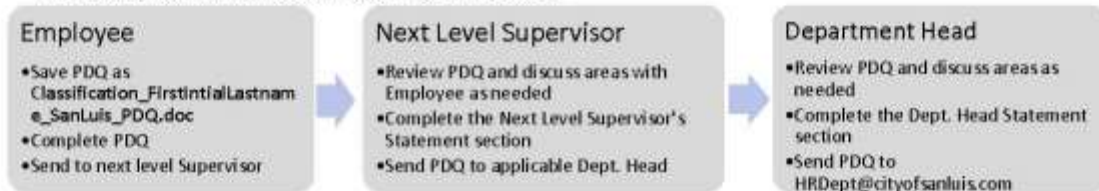
There are optional text boxes at the end of each section where you may write in new or additional tasks/functions, explain any changes or corrections that need to be made to existing duty statements, and/or provide comments that the review committee should consider when looking at your classification. Leave these sections blank if you do not have any changes or additions to the pre-populated boxes.

You may use your existing job description for reference while completing the PDQ.

Thank you for your help with this important step in the classification review process.

Process

The flowchart below outlines the PDQ completion process.



This PDQ is constructed so that you can complete it electronically and send it to your next level supervisor for review by e-mail. Completing the PDQ electronically is the preferred method. A paper version of the PDQ will be allowed for those with limited or no computer access.

If completing electronically, please rename and save this document to one of your file folder on your computer before beginning.

1. Click on File, Save As.
2. Save the document in a file folder that you are familiar with and will be able to find again.
3. Save this document using your name in the following naming convention;

Classification_ FstInitialLastName_SanLuis_PDQ.doc
Example: Accountant_JSmith_SanLuis_PDQ.doc

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

4. You may reference your current job description while completing the PDQ.
5. You may also attach additional information or pages if needed. This includes any previous PDQs or job related documents. If necessary, these can be sent as separate documents. Please use the naming convention of **Classification_FirstInitialLastName_SanLuis_PDQ Supporting Doc**

If you have co-workers in the same classification who perform duties identical to yours, you may work together to complete a group PDQ. If you do so, please include all employee names on the PDQ for recordkeeping purposes.

After the PDQ is completed, please email the questionnaire to your next level supervisor.

Next Level Supervisor Instructions:

Please review the PDQ after it is completed by the employee and answer the questions on the Next Level Supervisor Statement page at the end of the document. It is important that you **do not change** any of the information submitted by the employee. If you have additional comments or concerns, please provide them in the supervisor section. Once the review is finished, please send the document to the applicable department head.

If you are a supervisor completing this PDQ for a vacant position, save this document using the following naming convention: **Classification_SanLuis_PDQ.doc**. If you have more than one vacant position, make sure that each PDQ is named differently.

Department Head Instructions:

Please review the PDQ once it is completed by the employee and reviewed by their direct supervisor and answer the questions on the Department Head Statement page at the end of the document. It is important that you **do not change** any of the information submitted by the employee or any of the responses made by the supervisor in the supervisory review section. If you have additional comments or concerns, please provide them in the department head statement as needed.

Once your review is finished, please send the document to the San Luis HR Department: HRDept@cityofsanluis.org.

Thank you for your participation. If you have any questions, please contact:

San Luis HR	HRDept@cityofsanluis.org	(928) 341-8547
Sarah Williams	swilliams@cpshr.us	(916) 471-3117

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

EMPLOYEE INFORMATION

Name	Work Phone Number:
<input type="text"/>	<input type="text"/>
Work Location:	Work E-mail Address:
<input type="text"/>	<input type="text"/>
Current Classification Title:	Length of Time in Current Position:
<input type="text"/>	<input type="text"/>
Supervisor's Name:	Supervisor's Classification Title:
<input type="text"/>	<input type="text"/>

1. JOB SUMMARY

Does the definition below accurately describe the general responsibilities and work performed by this classification?

- YES** **NO**

Under general supervision, provides support to various recreational services and activities sponsored by the City of San Luis and performs grounds and pool maintenance.

If **No**, please add any additional relevant information that needs to be included and/or edit the statement as needed in the area below.

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

2. ESSENTIAL FUNCTIONS

After reading each of the essential functions on the following page, rate each statement on the following:

- **Performed by Classification:** Does this statement accurately describe an essential function performed by this classification?
- **Frequency:** How frequently do you perform this task? Regardless of the importance of the task indicate how often you perform it.
 - **0 = Never.** I do not perform this task in my job.
 - **1 = Infrequently.** I perform this task no more than once a month.
 - **2 = Somewhat frequently.** I perform this task no more than once a week.
 - **3 = Frequently.** I perform this task several times a week, but no more than once a day.
 - **4 = Very frequently.** I perform this task several times each day.
- **Importance:** How important is this task for successfully performing your job? Regardless of the frequency or amount of time spent on this task, indicate the task's importance.
 - **0 = Not important.** This task is not important to my job. Failure to successfully perform this task typically has no consequence.
 - **1 = Minor importance.** This task is of minor importance to my job. Failure to successfully perform this task has little or no consequence.
 - **2 = Important.** This task is important to my job. Failure to successfully perform this task has some negative consequences.
 - **3 = Critical.** This task is one of the most essential tasks of my job. Failure to successfully perform this task has significant negative consequences.
- **Needed at Entry:** Is it necessary to know how to perform this task upon entry into this job?
 - **No** = Success in this job does not require proficiency in this task prior to entry. Job demands allow a newly hired person to acquire task proficiency through training or experience on the job.
 - **Yes** = Success in this job requires experience performing this task prior to entry. Job demands require task proficiency soon after hire (for example, in the first week or so) and there is no opportunity to learn to perform this task through training or experience on the job.
- **% of Time Spent on Task:** Provide the approximate percent of time spent on each essential function. The total of all percentages should equal 100%. If the total percent of time spent on tasks totals more than 100% due to overlap in duties, please explain in the text box below.

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

#	Essential Function	Performed by Classification?	Frequency	Importance	Needed at Entry	% of time Spent on Task
1	Assists with, coordinates, and/or oversees recreational activities at the City Gymnasium;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Leads, and participates in, recreational activities;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Coordinates training sessions and participates in special recreational events;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Maintains discipline and safety/sanitary standards;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Maintains records of gym usage, scheduled activities and events, vehicle usage, and office supplies and reports information to Supervisor;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Never <input type="checkbox"/> Infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

#	Essential Function	Performed by Classification?	Frequency	Importance	Needed at Entry	% of time Spent on Task
6	Interprets and explains game rules, organizes sports teams, and/or officiates at recreational games and events;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Never <input type="checkbox"/> infrequently <input type="checkbox"/> Somewhat <input type="checkbox"/> Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	Receives, unpacks, stores, and transports recreational materials, supplies, and equipment;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Never <input type="checkbox"/> infrequently <input type="checkbox"/> Somewhat <input type="checkbox"/> Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Coaches sports teams at practice sessions as required;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Never <input type="checkbox"/> infrequently <input type="checkbox"/> Somewhat <input type="checkbox"/> Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	Performs basic cleaning and maintenance of the gym facility and surrounding grounds;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Never <input type="checkbox"/> infrequently <input type="checkbox"/> Somewhat <input type="checkbox"/> Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10	Prepares (lines and rakes) baseball fields;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Never <input type="checkbox"/> infrequently <input type="checkbox"/> Somewhat <input type="checkbox"/> Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

#	Essential Function	Performed by Classification?	Frequency	Importance	Needed at Entry	% of time Spent on Task
11	Assists in grounds/park cleaning and maintenance as required or assigned;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Never <input type="checkbox"/> infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12	May record information about games such as player names, scores, forfeits, violations, protests, league standings, schedules, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Never <input type="checkbox"/> infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Never <input type="checkbox"/> infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Never <input type="checkbox"/> infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Never <input type="checkbox"/> infrequently <input type="checkbox"/> Somewhat Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Very Frequently	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

Are there any additional essential functions performed by this classification that are not covered by the statements above? Please list them in the area below.

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

3. KNOWLEDGE/SKILLS/ABILITIES

After reading each of the Knowledge, Skill, and Ability (KSA) statements on the following pages, rate each statement on the following:

- **Relevant to the Classification:** Does the statement accurately describe the knowledge/ability/skill (KSA) needed to perform the essential functions of this classification?
- **Importance:** How important is this KSA for successfully performing your job?
 - **0 = Not important.** This KSA is not important to successful performance.
 - **1 = Minor importance.** This KSA is of minor importance to successful job performance.
 - **2 = Important.** This KSA is important for successful performance.
 - **3 = Critical.** This KSA is essential to the job and is critically important to successful performance.
- **Needed at Entry:** Is this KSA needed upon entry into this job? In other words, must an individual be competent in a particular area before entering the job, or is an individual expected to gain competence through training or experience on the job.
 - **No** = Successful job performance does not require proficiency in this KSA prior to entry. Competence in this area must be developed over time through training or experience on the job.
 - **Yes** = Successful job performance requires this KSA prior to entry. Competence in this area is difficult to acquire, and job demands require this KSA soon after hire (for example, in the first week or so).
- **Distinguishing Value:** Beyond a minimally required level, do employees who have greater competence in this KSA perform more effectively than employees who are less competent in this KSA?
 - **No** = Success in this job does not require proficiency in this task prior to entry. Job demands allow a newly hired person to acquire task proficiency through training or experience on the job.
 - **Yes** = Success in this job requires experience performing this task prior to entry. Job demands require task proficiency soon after hire (for example, in the first week or so) and there is no opportunity to learn to perform this task through training or experience on the job.

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

Knowledge					
#	Statement	Relevant to Classification?	Importance	Needed at Entry	Distinguishing Value
1	principles, rules, materials, equipment, and organization of recreational activities;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	rules and regulations applicable to sporting events;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	safety and sanitary practices and procedures and related standards and regulations;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	grounds and building maintenance.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not Imp. <input type="checkbox"/> Minor Imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

Are there any additional knowledge statements that need to be added? Please list them in the area below.

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

Ability				
Statement	Relevant to Classification?	Importance	Needed at Entry	Distinguishing Value
1	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

Are there any additional **ability** statements that need to be added? Please list them in the area below.

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

Skill					
	Statement	Relevant to Classification?	Importance	Needed at Entry	Distinguishing Value
1	establishing and maintaining effective working relationships with others and interacting with the public;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	maintaining discipline and handling emergency situations;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	implementing rules and regulating the conduct of activity participants;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	preparing and maintaining activity records;	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	stimulating interest and enthusiasm among others.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not imp. <input type="checkbox"/> Minor imp. <input type="checkbox"/> Important <input type="checkbox"/> Critical	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

Are there any additional skill statements that need to be added? Please list them in the area below.

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

4. SUPERVISION/DIRECTION GIVEN

Does the position directly supervise employees?

YES NO

Indicate the total number of employees supervised directly:

and indirectly:

Does position perform "Lead" duties?

(Lead duties generally include training and providing ongoing guidance to staff; assigning and monitoring work; and assisting in providing information to the supervisor in areas such as employee selection, performance evaluations, and coverage schedules. Lead workers are typically not responsible for hiring/firing, corrective action, or preparing performance evaluations though they provide input for the evaluations.)

YES NO

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

List the employees directly supervised or lead (include name, classification, and status). If position supervises or leads more than ten employees, list only the job titles and number of people supervised:

- STATUS **FTE = Full-time employee**
 PT = Part-time Career or Part-time contract employee (seasonal/intermittent)
 TEMP = Temporary or Contract employee

Name	Job Title	FTE	PT/TEMP
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

What type of supervision/lead is provided? Please select all of the supervisory/lead duties performed, the level of authority, and indicate whether the activity is performed for employees, non-employees (e.g. contractors), or both.

Duty	No Authority	Recommend	With Prior Approval	On Own Authority	Employee or Non-Employee
Train others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hire employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plan and/or schedule work for others on specific projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plan and/or schedule work for others on a daily basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assign or delegate work to others on specific projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assign or delegate work to others on a daily basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monitor work of others on specific projects or on a daily basis (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Establish rules, procedures, and/or standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approve overtime and/or leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluate performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Take corrective action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Resolve complaints and/or grievances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

5. QUALIFICATIONS:

Education and/or Experience

Does the statement below accurately describe the minimum education/experience requirements for entry into this classification?

YES NO

Education and/or experience equivalent to one (1) year full-time work coaching, coordinating, or officiating organized recreational activities/sports. Depending upon the needs of the City, some incumbents of the class may be required to demonstrate fluency in both Spanish and English as a condition of employment.

If **No**, please add any additional relevant information that needs to be included or edit the statement as needed in the area below.

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

EMPLOYEE'S STATEMENT

If there are other aspects of your job not covered in this questionnaire that are important in understanding your job content, please describe below.

Important Note: You may also attach additional information or pages if needed. This includes any previous PDQs or job related documents.

By checking this box, I certify that I am the individual named below who has completed this questionnaire.

Printed Name:

Classification Title:

Signature:

Date:

You have completed the employee section of the Classification Questionnaire.

Please send to your immediate supervisor for review.

Thank you for your participation!

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

NEXT LEVEL SUPERVISOR'S STATEMENT

After reviewing this employee's questionnaire carefully to see that it is accurate and complete, fill out Items 1-8 below.

Do not fill in these items unless you supervise the employee directly. Your certification below means that you accept responsibility for the accuracy and completeness with which the entire questionnaire describes the duties and responsibility of the job.

If the Employee's Statement does not express your view of the duties, responsibilities and essential functions that you have assigned the employee, please clarify or elaborate below. **Please allow your employees to review your responses if they request to see them.**

There are two essential cautions you should observe:

- **Under no circumstances** should the employee's entries in the Employee's Statement section be altered.
- Do not make any statements or comments about the employee's work performance, competence, or qualifications. This questionnaire will be used to evaluate the duties that constitute the **position**, not the performance or qualifications of the **employee**.

1. Does the **job summary/definition** of the classification (including any edits provided by the employee) accurately reflect the general responsibilities and work performed by this classification? If not, please clarify.

2. Do you agree with the **essential tasks** and the ratings provided by the employee? If not, please clarify.

3. Do you agree with the **knowledge/skill/ability (KSAs)** statements and the rating provided by the employee? If not, please clarify.

4. Do you agree with the **working condition** statement? If not, please clarify.

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

5. Do you agree with **education/experience** statement? If not, please clarify.

6. Do you agree with **licenses/certification** statement? If not, please clarify.

7. What additional information should be considered in evaluating the appropriate classification for this position?

8. Is reorganization or other changes planned or taking place in your organization that will impact the content or level of this job?

By checking this box, I certify that I supervise the employee who has completed this questionnaire.

Printed Name:

Classification Title:

Signature:

Date:

City of San Luis and CPS HR Consulting

Position Description Questionnaire for Classifications to be Completed by Employee – ENGLISH VERSION

DEPARTMENT HEAD STATEMENT

After reviewing this employee's questionnaire carefully to see that it is accurate and complete, complete the items below.

Do not fill in these items unless you are the applicable Department Head. Your certification below means that you accept responsibility for the accuracy and completeness with which the entire questionnaire describes the duties and responsibility of the job.

If the Employee's Statement does not express your view of the duties, responsibilities and essential functions that you have assigned the employee, please clarify or elaborate below. **Please allow your employees to review your responses if they request to see them.**

There are two essential cautions you should observe:

- **Under no circumstances** should the employee's entries in the Employee's Statement section be altered.
- Do not make any statements or comments about the employee's work performance, competence, or qualifications. This questionnaire will be used to evaluate the duties that constitute the **position**, not the performance or qualifications of the **employee**.

After you have reviewed this questionnaire and completed this page, please save this document and send to HRDept@cityofsanluis.org.

Do you agree with the other information given by the employee and/or immediate supervisor?

YES NO

If not, please clarify:

Printed Name:

Signature:

Classification Title:

Date:

Ciudad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completado por el empleado

Título de la Clasificación: Recreation Specialist

El proceso de envío de este cuestionario implicara multiples niveles de revisión para fines de control de calidad. Si usted es un supervisor o jefe de departamento revisando este CDP, por favor consulte las instrucciones en la página siguiente.

Instrucciones de Empleado:

El cuestionario de descripción de posición está diseñado para obtener información sobre los puestos de trabajo dentro de la organización sólo con fines de clasificación. Este cuestionario se utilizará para evaluar las funciones que constituyen la **posición**, no el rendimiento ni calificaciones del **empleado**.

El objetivo del CDP es captar una imagen **corriente** y **precisa** de la obra que se realiza dentro de una posición específica. La información recogida se utilizará para actualizar las clasificaciones según sea necesario y hacer recomendaciones a la gerencia.

NOTA: En un esfuerzo para ahorrar el tiempo de los empleados, el cuestionario fue **pre-poblado** previamente con la información en su descripción de trabajo actual. Por favor, no escriba sobre cualquiera de los estados pre-poblados. Si una declaración no es relevante a su posición, seleccione la casilla de verificación correspondiente.

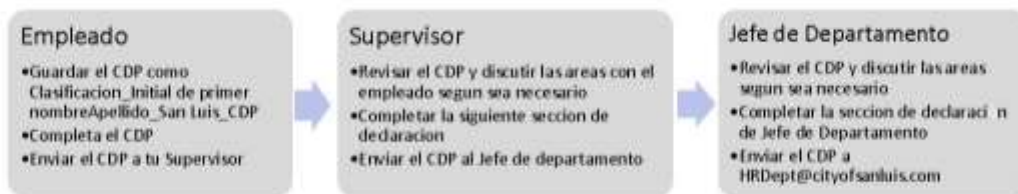
Hay cuadros de texto **opcional** al fin de cada sección donde se puede escribir nuevas o adicionales tareas/funciones y explicar los cambios o correcciones que deben hacerse a las declaraciones de tareas existentes y/o proporcionar comentarios que el comité de revisión debe tener en cuenta cuando estan mirando su clasificación. Deje estas secciones en blanco si no tiene todos los cambios ni adiciones a las casillas ya pobladas.

Usted puede utilizar su descripción de trabajo existente como referencia para completar este CDP.

Gracias por su ayuda con este importante paso en el proceso de revisión de la clasificación.

Proceso

La imagen a continuación describe el proceso de terminación de CDP.



Este CDP es construido de modo que usted puede completar electrónicamente y enviar a su supervisor para su revisión por correo electrónico. Finalización del CDP electrónicamente es el metodo preferido. La version en papel del CDP sera permitida para los que no tienen acceso a una computadora.

Si esta completando este formulario electronicamente, por favor cambie el nombre y guarde este documento en una de sus carpetas de archivos antes de comenzar.

1. Haga clic en archivo, guardar como.
2. Guardar el documento en una carpeta de archivo que usted conoce y será capaz de encontrar otra vez.

Ciudad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completado por el empleado

3. Por favor, guarde este documento con su nombre en la siguiente convención de nomenclatura:
Clasificación_Inicialdeprimernombreapellido_SanLuis_CDP.doc
Ejemplo: Contador_JSmith_SanLuis_CDP.doc
4. Usted puede hacer referencia a la descripción de su trabajo actual especificación de mientras termina el CDP.
5. Usted también puede adjuntar información adicional o páginas si es necesario. Esto incluye cualquier CDPs o documentos relacionados con empleo. Si es necesario, estos pueden ser enviados como documentos separados. Por favor use la siguiente convención nomenclatura de
Clasificación_InicialdeprimernombreApellido_San Luis_CDP Documentos de respaldo

Si tienes compañeros de trabajo en la misma clasificación que realizan funciones idénticas a la suya, usted puede trabajar junto para completar el CDP en grupo. Si lo hace, por favor incluya todos los nombres de empleados en el CDP para fines de mantenimiento de registros.

Después que el CDP este completado, por favor mande el cuestionario por correo electrónico a su supervisor inmediato.

Cuidad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completado por el empleado

Instrucciones para el Supervisor:

Revise el CDP finalizado por parte del empleado y responda a las preguntas en la página de revisión supervisora en el final del documento. Es importante que **no cambie** ninguna de la información presentada por el empleado. Si tiene otros comentarios o dudas, por favor de darlas en la sección de supervisor según sea necesario. Cuando complete su revisión, por favor de mandar el documento al Jefe del Departameto.

Si usted es un supervisor completando este CDP para una posición **vacante**, por favor guarde este documento utilizando la siguiente convención de nomenclatura: **Nombre de la clasificación_SanLuis_CDPForm.doc**. Si usted tiene más de un puesto vacante, por favor **asegúrese** de que cada CDP es nombrado diferentemente.

Instrucciones para El Jefe del Departamento:

Por favor revise el CDP, una vez que sea completado por el empleado y revisado por su supervisor inmediato. Conteste las preguntas de la página de declaracion del Jefe del Dartamento al final del documento. Es importante que no cambien ninguna de la información presentada por el empleado ni las respuestas hechas por el supervisor en la sección de supervisores. Si tiene otros comentario o dudas, por favor de darlas en la seccion del Jefe de Departamento según sea necesario.

Cuando acave de revisar el CDP, por favor mande este documento hal departamento de San Luis HR: HRDept@cityofsanluis.org.

Gracias por su participación. Si usted tiene alguna pregunta, por favor póngase en contacto con:

San Luis HR	HRDept@cityofsanluis.org	(928) 341-8547
Sarah Williams	swilliams@cpshr.us	(916) 471-3117

Ciudad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completada por el empleado

INFORMACION DE EMPLEADO

El Nombre:	Número de teléfono de trabajo:
<input type="text"/>	<input type="text"/>
Lugar de trabajo:	Dirección de correo electrónico de trabajo:
<input type="text"/>	<input type="text"/>
Título de clasificación actual:	Duración de tiempo en la posición actual:
<input type="text"/>	<input type="text"/>
Nombre del Supervisor:	Título de clasificación de Supervisor:
<input type="text"/>	<input type="text"/>

1. RESUMEN DEL PUESTO

La definición a continuación describe con precisión las responsabilidades generales y trabajo realizado por esta clasificación?

SI NO

Under general supervision, provides support to various recreational services and activities sponsored by the City of San Luis and performs grounds and pool maintenance.

Si **No**, por favor agregue cualquier información adicional pertinente que debe estar incluido o editar la declaración declaración según sea necesario en la zona de abajo.

Ciudad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completada por el empleado

2. FUNCIONES ESENCIALES

Después de leer cada una de las funciones esenciales en la página siguiente, tarifa cada declaración en los siguientes:

- **Realizado por clasificación:** Esta declaración describe con precisión una función esencial realizada por esta clasificación?
- **Frecuencia:** Con que frecuencia usted realiza esta tarea? Independientemente de la importancia de la tarea debe indicar con que frecuencia se realiza.
 - **0 = Nunca.** Yo no realizo esta tarea en mi trabajo.
 - **1 = Con poca frecuencia.** Yo realizo esta tarea por lo menos una vez al mes.
 - **2 = Algo con frecuencia.** Yo realizo esta tarea no más de una vez por semana.
 - **3 = Con frecuencia.** Yo realizo esta tarea varias veces por semana, pero no más de una vez al día.
 - **4 = Con mucha frecuencia.** Yo realizo esta tarea varias veces cada día.
- **Importancia:** Es importante esta tarea para realizar con éxito su trabajo? Independientemente de la frecuencia o cantidad de tiempo dedicado a esta tarea, indican la importancia de la tarea.
 - **0 = No es importante.** Esta tarea no es importante para mi trabajo. Falla de realizar con éxito esta tarea normalmente tiene ninguna consecuencia.
 - **1 = Menor importancia.** Esta tarea es de menor importancia para mi trabajo. Falla de realizar con éxito esta tarea tiene poca o ninguna consecuencia.
 - **2 = Importante.** Esta tarea es importante para mi trabajo. Falla de realizar con éxito esta tarea tiene algunas consecuencias negativas.
 - **3 = Crítico.** Esta tarea es una de las tareas más esenciales de mi trabajo. Falla de realizar con éxito esta tarea tiene importantes consecuencias negativas.
- **Necesario en tiempo de entrada:** Es necesario saber como realizar esta tarea al entrar en este trabajo?
 - **No =** Éxito en este trabajo no requiere conocimiento en esta tarea antes de la entrada. Demandas de trabajo permite que una persona recién contratada adquirir dominio de la tarea a través de capacitación o experiencia en el trabajo.
 - **Si =** El éxito en este trabajo requiere experiencia en la realización de esta tarea antes de la entrada. Demandas del trabajo requieren dominio de la tarea pronto después de alquiler (por ejemplo, en la primera semana) y no hay ninguna oportunidad para aprender a realizar esta tarea a través de formación ni experiencia en el trabajo.
- **% de tiempo dedicado a tareas:** Proporcionar el porcentaje aproximado de tiempo dedicado a cada función esencial. El total de los porcentajes debe ser igual a 100%. Si el porcentaje de tiempo gastado en todos los resultados de las tareas es más del 100% debido a la superposición de función, por favor explique en el cuadro de texto abajo.

Ciudad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completada por el empleado

#	Función Esencial	Realizado por clasificación?	Frecuencia	Importancia	Necesario en tiempo de entrada	% de tiempo dedicado a tareas
1	Assists with, coordinates, and/or oversees recreational activities at the City Gymnasium;	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Nunca <input type="checkbox"/> Con Poca Frecuencia <input type="checkbox"/> Algo Con Frecuencia <input type="checkbox"/> Con Frecuencia <input type="checkbox"/> Con Mucha Frecuencia	<input type="checkbox"/> No Es Importante <input type="checkbox"/> Menor Importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	
2	Leads, and participates in, recreational activities;	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Nunca <input type="checkbox"/> Con Poca Frecuencia <input type="checkbox"/> Algo Con Frecuencia <input type="checkbox"/> Con Frecuencia <input type="checkbox"/> Con Mucha Frecuencia	<input type="checkbox"/> No Es Importante <input type="checkbox"/> Menor Importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	
3	Coordinates training sessions and participates in special recreational events;	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Nunca <input type="checkbox"/> Con Poca Frecuencia <input type="checkbox"/> Algo Con Frecuencia <input type="checkbox"/> Con Frecuencia <input type="checkbox"/> Con Mucha Frecuencia	<input type="checkbox"/> No Es Importante <input type="checkbox"/> Menor Importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	
4	Maintains discipline and safety/sanitary standards;	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Nunca <input type="checkbox"/> Con Poca Frecuencia <input type="checkbox"/> Algo Con Frecuencia <input type="checkbox"/> Con Frecuencia <input type="checkbox"/> Con Mucha Frecuencia	<input type="checkbox"/> No Es Importante <input type="checkbox"/> Menor Importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	
5	Maintains records of gym usage, scheduled activities and events, vehicle usage, and office supplies and reports information to Supervisor;	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Nunca <input type="checkbox"/> Con Poca Frecuencia <input type="checkbox"/> Algo Con Frecuencia <input type="checkbox"/> Con Frecuencia <input type="checkbox"/> Con Mucha Frecuencia	<input type="checkbox"/> No Es Importante <input type="checkbox"/> Menor Importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	

Ciudad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completada por el empleado

#	Función Esencial	Realizado por clasificación?	Frecuencia	Importancia	Necesario en tiempo de entrada	% de tiempo dedicado a tareas
6	Interprets and explains game rules, organizes sports teams, and/or officiates at recreational games and events;	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Nunca <input type="checkbox"/> Con Poca Frecuencia <input type="checkbox"/> Algo Con Frecuencia <input type="checkbox"/> Con Frecuencia <input type="checkbox"/> Con Mucha Frecuencia	<input type="checkbox"/> No Es Importante <input type="checkbox"/> Menor Importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	
7	Receives, unpacks, stores, and transports recreational materials, supplies, and equipment;	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Nunca <input type="checkbox"/> Con Poca Frecuencia <input type="checkbox"/> Algo Con Frecuencia <input type="checkbox"/> Con Frecuencia <input type="checkbox"/> Con Mucha Frecuencia	<input type="checkbox"/> No Es Importante <input type="checkbox"/> Menor Importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	
8	Coaches sports teams at practice sessions as required;	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Nunca <input type="checkbox"/> Con Poca Frecuencia <input type="checkbox"/> Algo Con Frecuencia <input type="checkbox"/> Con Frecuencia <input type="checkbox"/> Con Mucha Frecuencia	<input type="checkbox"/> No Es Importante <input type="checkbox"/> Menor Importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	
9	Performs basic cleaning and maintenance of the gym facility and surrounding grounds;	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Nunca <input type="checkbox"/> Con Poca Frecuencia <input type="checkbox"/> Algo Con Frecuencia <input type="checkbox"/> Con Frecuencia <input type="checkbox"/> Con Mucha Frecuencia	<input type="checkbox"/> No Es Importante <input type="checkbox"/> Menor Importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	
10	Prepares (lines and rakes) baseball fields;	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Nunca <input type="checkbox"/> Con Poca Frecuencia <input type="checkbox"/> Algo Con Frecuencia <input type="checkbox"/> Con Frecuencia <input type="checkbox"/> Con Mucha Frecuencia	<input type="checkbox"/> No Es Importante <input type="checkbox"/> Menor Importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	

Ciudad de San Luis y CPS HR Consulting
Cuestionario de descripción de posición para clasificaciones - Debe de ser completada por el empleado

#	Función Esencial	Realizado por clasificación?	Frecuencia	Importancia	Necesario en tiempo de entrada	% de tiempo dedicado a tareas
11	Assists in grounds/park cleaning and maintenance as required or assigned;	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Nunca <input type="checkbox"/> Con Poca Frecuencia <input type="checkbox"/> Algo Con Frecuencia <input type="checkbox"/> Con Frecuencia <input type="checkbox"/> Con Mucha Frecuencia	<input type="checkbox"/> No Es Importante <input type="checkbox"/> Menor Importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	
12	May record information about games such as player names, scores, forfeits, violations, protests, league standings, schedules, etc.	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Nunca <input type="checkbox"/> Con Poca Frecuencia <input type="checkbox"/> Algo Con Frecuencia <input type="checkbox"/> Con Frecuencia <input type="checkbox"/> Con Mucha Frecuencia	<input type="checkbox"/> No Es Importante <input type="checkbox"/> Menor Importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	
13		<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Nunca <input type="checkbox"/> Con Poca Frecuencia <input type="checkbox"/> Algo Con Frecuencia <input type="checkbox"/> Con Frecuencia <input type="checkbox"/> Con Mucha Frecuencia	<input type="checkbox"/> No Es Importante <input type="checkbox"/> Menor Importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	
14		<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Nunca <input type="checkbox"/> Con Poca Frecuencia <input type="checkbox"/> Algo Con Frecuencia <input type="checkbox"/> Con Frecuencia <input type="checkbox"/> Con Mucha Frecuencia	<input type="checkbox"/> No Es Importante <input type="checkbox"/> Menor Importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	
15		<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Nunca <input type="checkbox"/> Con Poca Frecuencia <input type="checkbox"/> Algo Con Frecuencia <input type="checkbox"/> Con Frecuencia <input type="checkbox"/> Con Mucha Frecuencia	<input type="checkbox"/> No Es Importante <input type="checkbox"/> Menor Importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	

Ciudad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completada por el empleado

Hay adicionales funciones esenciales realizadas por esta clasificación que no cubrieron las declaraciones anteriores? Por favor enumérelas en la zona de abajo.

Cuidad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completado por el empleado

3. CONOCIMIENTO/HABILIDAD/CAPACIDAD

Después de leer cada una de las afirmaciones de conocimiento, habilidad y capacidad (CHC) en las páginas siguientes, califique cada declaración con los siguientes:

- **Correspondientes a la clasificación:** La declaración describe con precisión el conocimiento/habilidad/capacidad (CHC) que se necesita para realizar las funciones esenciales de esta clasificación?
- **Importancia:** Que importante es este CHC para realizar con éxito su trabajo?
 - **0 = No es importante.** Este CHC no es importante para el desempeño exitoso.
 - **1 = Menor importancia.** Este CHC es de menor importancia al desempeño laboral exitoso.
 - **2 = Importante.** Este CHC es importante para el desempeño exitoso.
 - **3 = Crítico.** Este CHC es esencial para el trabajo y es de vital importancia para el desempeño exitoso.
- **Necesario en tiempo de entrada:** Es necesario al entrar en este trabajo este CHC? En otras palabras, un individuo debe ser competente en un área determinada antes de entrar en el trabajo, o un individuo debe obtener a través de formación o experiencia en el trabajo.
 - **No =** Desempeño laboral exitoso no requiere competencia en este CHC antes de la entrada. Competencia en esta área debe ser desarrollada con el tiempo a través de formación o experiencia.
 - **Si =** Desempeño laboral exitoso requiere este CHC antes de la entrada. Competencia en esta área es difícil de adquirir y demandas de trabajo requieren este CHC pronto después de alquiler (por ejemplo, en la primera semana).
- **Valor diferenciador:** Más allá de un nivel mínimo requerido los empleados que tienen mayor competencia en este CHC funcionan más eficazmente que los empleados menos competentes en esta CHC?
 - **No =** El éxito en este trabajo no requiere de conocimientos en esta tarea antes de la entrada. Demandas de trabajo permita que una persona recién contratada adquirir dominio de la tarea a través de capacitación o experiencia en el trabajo.
 - **Si =** El éxito en este trabajo requiere experiencia en la realización de esta tarea antes de la entrada. Demandas de trabajo requieren competencia de tarea poco después de alquiler (por ejemplo, en la primera semana más o menos) y no hay ninguna oportunidad para aprender a realizar esta tarea a través de capacitación ni experiencia en el trabajo.

Cuidad de San Luis y CPS HR Consulting

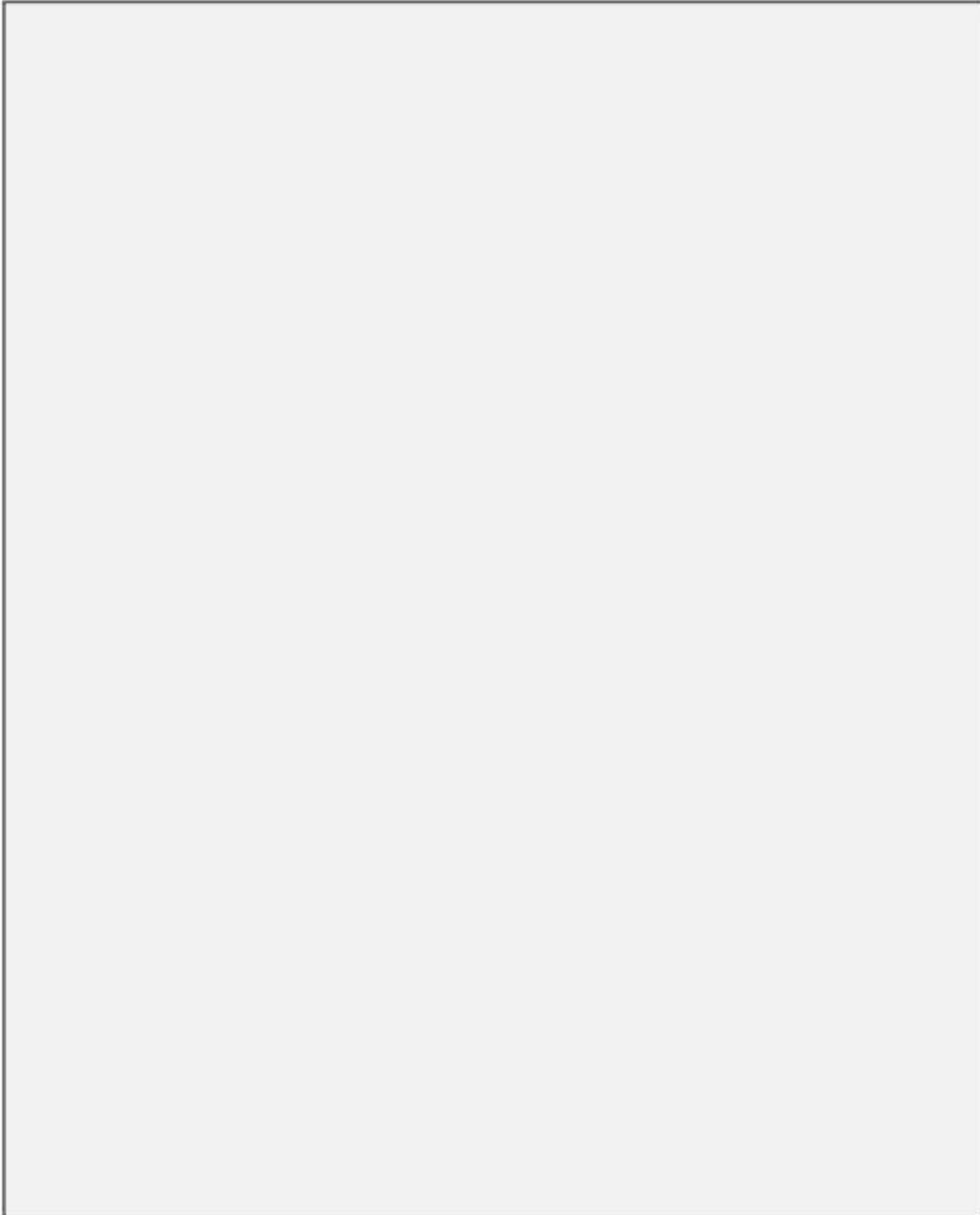
Cuestionario de descripción de posición para clasificaciones - Debe de ser completada por el empleado

Conocimiento					
#	Declaración	Pertinent e a la clasifica- ción?	Importancia	Necesario en tiempo de entrada	Valor Diferenci- ador
1	principles, rules, materials, equipment, and organization of recreational activities;	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> importante <input type="checkbox"/> Critico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
2	rules and regulations applicable to sporting events;	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> importante <input type="checkbox"/> Critico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
3	safety and sanitary practices and procedures and related standards and regulations;	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> importante <input type="checkbox"/> Critico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
4	grounds and building maintenance.	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> importante <input type="checkbox"/> Critico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
5		<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> importante <input type="checkbox"/> Critico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
6		<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> importante <input type="checkbox"/> Critico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
7		<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> importante <input type="checkbox"/> Critico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No

Cuidad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completada por el empleado

Hay declaraciones de conocimiento adicional que hay que agregar? Por favor enumérelas en la zona de abajo.



Cuidad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completada por el empleado

Capacidad					
#	Declaración	Pertinent e a la clasifica- ción?	Importancia	Necesario en tiempo de entrada	Valor Diferenci- ador
1		<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
2		<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
3		<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
4		<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
5		<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
6		<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
7		<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
8		<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
9		<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
10		<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No

Cuidad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completada por el empleado

Hay declaraciones de capacidad adicional que hay que agregar? Por favor enumérelas en la zona de abajo.

Cuidad de San Luis y CPS HR Consulting

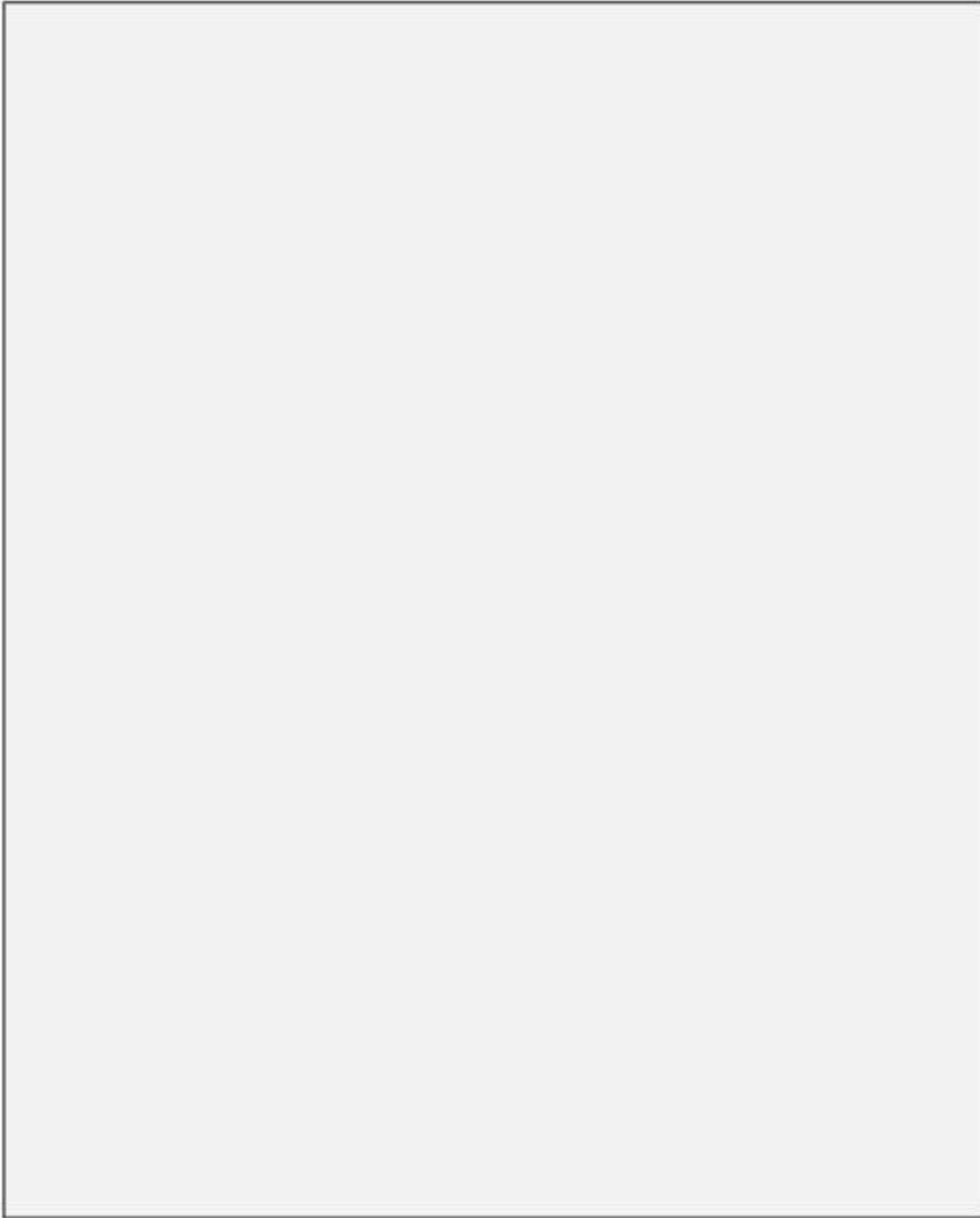
Cuestionario de descripción de posición para clasificaciones - Debe de ser completada por el empleado

Habilidad					
#	Declaración	Pertinente a la clasificación?	Importancia	Necesario en tiempo de entrada	Valor Diferenciador
1	establishing and maintaining effective working relationships with others and interacting with the public;	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
2	maintaining discipline and handling emergency situations;	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
3	implementing rules and regulating the conduct of activity participants;	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
4	preparing and maintaining activity records;	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
5	stimulating interest and enthusiasm among others.	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
6		<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
7		<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No
8		<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> No Es importante <input type="checkbox"/> Menor importancia <input type="checkbox"/> Importante <input type="checkbox"/> Crítico	<input type="checkbox"/> Si <input type="checkbox"/> No	<input type="checkbox"/> Si <input type="checkbox"/> No

Cuidad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completada por el empleado

Hay declaraciones de **habilidad** adicional que hay que agregar? Por favor enumérelas en la zona de abajo.



Cuidad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completada por el empleado

4. SUPERVISION/DIRECCION DADA

La posición directamente supervisa a empleados?

SI NO

Indicar el número total de empleados supervisados directamente:

y indirectamente:

Posición realiza funciones de líder?

(Funciones de trabajador en posición de líder generalmente incluyen capacitación y proveer orientación continué al personal; asignación y seguimiento de trabajos; y en proporcionar información al supervisor en áreas tales como selección de empleados, evaluaciones y horarios extras. Los trabajadores en posición de líder típicamente no son responsables por acción ni disparo de contratación, correctiva, ni la preparación de evaluaciones de desempeño proporcionan entrada para las evaluaciones.

SI NO

Cuidad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completada por el empleado

Haga una lista de los empleados supervisados directamente (Incluir nombre, clasificación y estado). Si supervisa o lleva a más de diez empleados, liste solo los títulos de trabajo y el número de personas supervisadas:

- ESTADO ETC= Empleado de tiempo completo
 TP = Empleado de carrera a tiempo parcial o a tiempo parcial contrato (temporada/intermitente)
 TEMP = Empleado temporal o contrato

Nombre	Título del Trabajo	ETC	TP/TEMP
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Ciudad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completada por el empleado

Que tipo de supervisión/posición de lider es proporcionada? Por favor seleccione todas las tareas de supervisión/posición de lider realizadas el nivel de autoridad e indicar si se realiza la actividad de los empleados, no empleados (por ejemplo, contratistas) o ambos.

Deber	Ninguna autoridad	Recomendar	Con la aprobación previa	Propia autoridad	Empleados o no empleados
Entrenar a otros	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contratar empleados	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planear o programar trabajo para los demas en proyectos específicos.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Planear o programar trabajo para otros sobre una base diaria.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dar o delegar trabajo a otros en proyectos específicos.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dar o delegar trabajo a otros sobre una base diaria.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisar el trabajo de otros en proyectos específicos o sobre una base diaria (por favor explique)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Establecer reglas, procedimientos o normas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Aprobar horas extras o permiso de ausencia.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluar el desempeño	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tomar medidas correctivas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Resolver las quejas o reclamaciones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Otros	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Ciudad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completada por el empleado

5. CALIFICACIONES:

Educación o Experiencia

La siguiente declaración describe con precisión los requisitos mínimos de educación o experiencia para entrar en esta clasificación?

SI NO

Education and/or experience equivalent to one (1) year full-time work coaching, coordinating, or officiating organized recreational activities/sports. Depending upon the needs of the City, some incumbents of the class may be required to demonstrate fluency in both Spanish and English as a condition of employment.

Si **No**, por favor agregue cualquier información adicional pertinente que deba estar incluido o editar la instrucción en las áreas a continuación.

Cuidad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completado por el empleado

DECLARACIÓN DEL EMPLEADO

Si hay otros aspectos de su trabajo que no se incluyeron en este cuestionario que son importantes para comprender el contenido del trabajo, por favor describa abajo.

Nota Importante: Puede usted también adjuntar información adicional o páginas si es necesario. Esto incluye cualquier CDPs anteriores o documentos relacionados con empleo.

Al marcar esta casilla, certifico que soy la persona nombrada abajo que ha completado este cuestionario.

Nombre:

Título de clasificación:

Firma:

Fecha:

Has completado la sección de empleado del Cuestionario de Clasificación.

Por favor, envíe a su supervisor inmediato para su revisión.

Gracias por su participación!

Cuidad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completada por el empleado

INSTRUCCION DEL SUPERVISOR INMEDIATO

Después de revisar el cuestionario de este empleado cuidadosamente para ver que este exacta y completa, complete artículos 1-8 por debajo.

No llene en estos artículos, a menos que usted supervise al empleado directamente. Su certificación más abajo significa que usted acepta responsabilidad por la exactitud y la exhaustividad con la que el cuestionario entero describe los deberes y responsabilidades del trabajo.

Si la declaración del empleado no expresa su visión de los deberes, responsabilidades y funciones esenciales que ha asignado al empleado, por favor aclarar o elaborar a continuación. **Por favor permita que sus empleados revisen sus respuestas si piden verlos.**

Hay dos precauciones esenciales que se deben observar:

- **Bajo ninguna circunstancia** deben modificarse las entradas del empleado en la sección de la declaración del empleado.
- No haga declaraciones ni comentarios sobre el desempeño laboral del empleado, competencia ni calificaciones. Este cuestionario se utilizará para evaluar las funciones que constituyen la **posición**, no el rendimiento ni calificaciones del **empleado**.

1. Refleja el trabajo en resumen/definición de la clasificación (incluyendo las ediciones proporcionadas por el empleado) con precisión las responsabilidades generales y trabajo realizado por esta clasificación? Si no, por favor de aclarar.

2. Está de acuerdo con las tareas esenciales y clasificación de la proporcionada por el empleado? Si no, por favor de aclarar.

3. Está de acuerdo con las declaraciones de (CHCs) Conocimientos/Habilidades/Capacidad y calificación proporcionada por el empleado? Si no, por favor de aclara.

Ciudad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completada por el empleado

4. Está de acuerdo con la declaración de condición de trabajo? Si no, por favor de aclarar.

5. Está de acuerdo con la declaración de **la experiencia y de la educación**? Si no, por favor de aclarar.

6. Está de acuerdo con la declaración de **licencias/certificación**? Si no, por favor de aclarar.

7. Qué información adicional debe considerarse en la evaluación de la clasificación apropiada para este cargo?

Ciudad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completada por el empleado

8. Se esta llevando acabo reorganización o otros cambios previstos o llevando a cabo en su organización que afectara el contenido o el nivel de este trabajo?

- Al marcar esta casilla, yo certifico que superviso al empleado que ha completado este cuestionario.

Nombre:

Titulo de clasificacion:

Firma:

Fecha:

Cuidad de San Luis y CPS HR Consulting

Cuestionario de descripción de posición para clasificaciones - Debe de ser completado por el empleado

DECLARACIÓN DE JEFE DE DEPARTAMENTO

Después de revisar el cuestionario de este empleado cuidadosamente para ver que este exacta y completa, complete los puntos descritos a continuación.

No llene estos artículos a menos que usted es el jefe de servicio aplicable. Su certificación a continuación significa que usted acepta la responsabilidad por la exactitud y completitud con la que todo el cuestionario se describen las funciones y responsabilidad del puesto de trabajo.

Si la declaración del empleado no expresa su visión de los deberes, responsabilidades y funciones esenciales que ha asignado al empleado, por favor aclarar o elaborar a continuación. **Por favor permita que sus empleados revisen sus respuestas si piden verlos.**

Hay dos precauciones esenciales que se deben observar:

- **Bajo ninguna circunstancia** deben modificarse las entradas del empleado en la sección de la declaración del Empleado.
- No haga declaraciones ni comentarios sobre el desempeño laboral del empleado, competencia ni calificaciones. Este cuestionario se utilizará para evaluar las funciones que constituyen la **posición**, no el rendimiento ni calificaciones del **empleado**.

Después de haber revisado este cuestionario y completado esta página, por favor, guarde este documento y envíarlo a HRDept@cityofsanluis.org.

Esta de acuerdo con la otra información proporcionada por el empleado y/o supervisor inmediato?

SI **NO**

Si no, por favor de aclarar:

Nombre:

Título de clasificación:

Firma:

Fecha:

Appendix B: Schedule of Employees Interviewed During Study

Project Consultant, Alfred Bingham

Monday, 11/7 San Luis, AZ

Name	Classification	Time	Consultant
Yolanda Duenas	Office Manager	8:00	Al Bingham
Oswaldo Rodriguez	Lead Custodian	8:30	Al Bingham
Alfredo Leon	Building Maintenance Tech	9:00	Al Bingham
Group of 4 incumbents (Facilities)	Custodian	9:30	Al Bingham
Break			
Salvador Sandoval	Lead Mechanic	10:15	Al Bingham
Group of 3 incumbents (Fleet)	Mechanic	10:45	Al Bingham
Francisco De la Hoya	Senior Services Director	11:15	Al Bingham
Lunch			
Tadeo Martinez	Office Support Specialist	1:10	Al Bingham
Areiza Munoz	Office Support Specialist	1:45	Al Bingham
Xochital Lopez	Office Support Specialist	2:15	Al Bingham
Group of 2 incumbents (Youth Center)	Recreation Specialist	2:45	Al Bingham
Break			
Lizeth Chavez	Recreation Coordinator	3:30	Al Bingham
Jesus Meza	Recreation Coordinator	4:00	Al Bingham

Tuesday, 11/8 San Luis, AZ

Name	Classification	Time	Consultant
Benito Gonzales (Park)	Crew Leader Supervisor	8:00	Al Bingham
Group of 4 incumbents (Park Maintenance)	Maintenance Tech	8:30	Al Bingham
Herberto Vargas (PW)	Maint Supervisor	9:15	Al Bingham
Gilberto Torres (PW)	Wastewater Supervisor	10:00	Al Bingham
Break			
Antonio Sandoval (PW)	Water Supervisor	10:15	Al Bingham
Group of 2 incumbents (PW/WW)	Chief Operator	10:45	Al Bingham
Carlos Gonzales (PW/Highway)	PW Supervisor	11:30	Al Bingham
Lunch			
Group of 3 incumbents (PW/Highway)	Equipment Operator	1:00	Al Bingham
Meracruz Morado	Office Support Specialist	1:45	Al Bingham
Juan Castillo	Meter Reader	2:15	Al Bingham

Project Consultant, Barbara Santos

Monday, 11/7 San Luis, AZ

Name	Classification	Time	Consultant
Group of 3 incumbents (45 min)	Accountant	7:40	Barbara Santos
Francia Alonso	Administrative Assistant	8:25	Barbara Santos
Ayala, Sorocce	Administrative Assistant	9:00	Barbara Santos
Elizabeth Bonilla	Administrative Coordinator	9:35	Barbara Santos
Break			
Jose Guzman	Assistant Planner	10:20	Barbara Santos
Group of 3 incumbents	Court Clerk II	11:05	Barbara Santos
Josue Aranda	Court Compliance	11:45	Barbara Santos
Lunch			
Angelica Castro	Contractand Grant Coord	1:10	Barbara Santos
Maria Sabori	Senior HR Analyst	1:45	Barbara Santos
Dania Castillo	Economic Development Asst	2:20	Barbara Santos
Rogelio Martinez	Secretary	2:55	Barbara Santos
Break			
John Starkey	Building Safety Director	3:45	Barbara Santos

Tuesday, 11/8 San Luis, AZ

Name	Classification	Time	Consultant
Craig Higgins Jr.	Chief of Police	7:45	Barbara Santos
Kay Marion Macuil	City Attorney	8:30	Barbara Santos
Sonia Cornelio	City Clerk	9:15	Barbara Santos
Break			
Jenny Torres	Community Development Director	10:15	Barbara Santos
Andrea Ruiz	Court Administrator	11:00	Barbara Santos
Lunch			
Ketie St. Louis	Finance Director	1:00	Barbara Santos
Lizandro Galaviz	Parks and Recreation Director	1:45	Barbara Santos
Eulogio Vera	Public Works Director	2:30	Barbara Santos
Break			
Olivia Jenkins	Utilities Director	3:15	Barbara Santos
Tadeo De La Hoya	Interim City Administrator	4:00	Barbara Santos

Project Consultant, Justin Tucker

Monday, 11/7 San Luis, AZ

Name	Classification	Time	Consultant
Isaac Gutierrez	G.I.S. Technician	8:00	Justin Tucker
Jonathan Dumadag	I.T. Technician	8:35	Justin Tucker
Derek Duenas	I.T. Manager	9:15	Justin Tucker
Andrea Moreno	Police Administrator	9:50	Justin Tucker
Break			
Monica Ruiz	Communication Coordinator	10:30	Justin Tucker
Alexis Gomez Cordova	Transit Enforcement Officer	11:15	Justin Tucker
Lunch			
Luis Marquez	Code Enforcement Police Officer	1:00	Justin Tucker
Ernesto Prieto	Police Officer	1:35	Justin Tucker
Gerardo Zaragoza	Police Officer	2:15	Justin Tucker
Aurelio Junior Galvan	Police Officer	2:50	Justin Tucker
Break			
Alan Guevara	Police Corporal	3:30	Justin Tucker
Marco Santana	Police Sergeant	4:15	Justin Tucker

Tuesday, 11/8 San Luis, AZ

Name	Classification	Time	Consultant
Victor Figueroa	Police Lieutenant	8:00	Justin Tucker
Manuel Pelayo	Firefighter	8:35	Justin Tucker
Tyler Green	Firefighter/Paramedic	9:15	Justin Tucker
Aldo Garcia	Firefighter EMT	9:50	Justin Tucker
Break			
Rodrigo Valencia	Firefighter EMT	10:30	Justin Tucker
Noel Chavez (Group of 2 incumbents)	Paramedic	11:15	Justin Tucker
Guadalupe Gutierrez (Group of 2 incumbents)	Paramedic	11:15	Justin Tucker
Lunch			
Fabian Felix	Engineer/Paramedic	1:15	Justin Tucker
Jeremy Humphrey (Group of 3 incumbents)	Fire Captain	2:00	Justin Tucker
Enrique Lopez (Group of 3 incumbents)	Fire Captain	2:00	Justin Tucker
Jose Barragan (Group of 3 incumbents)	Fire Captain	2:00	Justin Tucker
Break			
Richard Bauermann	Fire Inspector	3:15	Justin Tucker
Henry Green	Fire Chief	4:00	Justin Tucker

Appendix C: Position Allocations Master Spreadsheet

Recommended Allocations

Employee Name	Department	Existing Title	CPS Allocation Recommendation	Outcome
Alonso, Francia	City Administration	Administrative Assistant	Administrative Coordinator	Reclassification
Herrera, Laura ²	City Administration	Assistant to Council/PIO	Assistant to Council/Public Information Officer	No Change, See Footnote
De La Hoya, Tadeo Azael	City Administration	Interim City Administrator	City Manager	No Change
Hagen, Christine	City Administration	Management Analyst	Management Analyst	No Change
Gimbut, Glenn	City Attorney/Prosecutor	Assistant City Attorney	Assistant City Attorney	No Change
Macuil, Kay Marion	City Attorney/Prosecutor	City Attorney	City Attorney	No Change
De La Vara, Jose A	City Attorney/Prosecutor	City Prosecutor	City Prosecutor	No Change
Taylor, Janet	City Attorney/Prosecutor	Legal Secretary	Legal Secretary	No Change
Vasquez, Sylvia	City Attorney/Prosecutor	Legal Secretary	Legal Secretary	No Change
Cornelio, Sonia	City Clerk	City Clerk	City Clerk	No Change
Lopez, Melissa	City Clerk	Deputy City Clerk	Deputy City Clerk	No Change
Castillo, Dania	Economic Development	Economic Development Assistant	Economic Development Assistant	No Change
Torres, Jenny	Economic Development	Community Development Director	Economic Development Manager	Title Change
Martinez, Rogelio ³	Economic Development	Secretary	Office Assistant	New Class
Jouanne De Encinas, Roula T.	Finance	Accountant	Accountant I	Title Change
Luna, Debora Susana	Finance	Accountant	Accountant I	Title Change
Ramirez, Miguel Magana	Finance	Accountant	Accountant I	Title Change
Dominguez, Margarita	Finance	Accounting Specialist	Accounting Specialist	No Change
Hernandez, Ibett	Finance	Accounting Specialist	Accounting Specialist	No Change
Reyes, Luz	Finance	Accounting Specialist	Accounting Specialist	No Change
Cortes, Carlos	Finance	Assistant Finance Director	Assistant Director of Finance	Title Order
Vacant ⁴	Finance	Utilities Director	Billing & Collections Manager	New Class
Leon, Laura	Finance	Administrative Coordinator	Business License Specialist	New Class
Perez, Jorge ⁵	Finance	Administrative Coordinator	Administrative Coordinator	See Footnote
Castro, Angelica V	Finance	Contracts & Grants Coordinator	Contracts & Grants Coordinator	No Change

² Position of Assistant to Council PIO within City Administration was vacant when classification study began. Laura Herrera has since filled this position which was not changed; she was not included in the PDQ or interview process.

³ Martinez Rogelio, in the existing title of Secretary, was moved from the Department of Planning and Zoning to City Administration based on CPS HR's organizational structure recommendations.

⁴ Position of Utilities Director was held by Olivia Jenkins at time of study. During the study Olivia Jenkins, was moved to the position of Director of Human Resources within the Human Resources Department.

⁵ Jorge Perez, currently in Administrative Coordinator, was promoted from Meter Reader Technician to Administrative Coordinator during the time of the study. Mr. Perez completed his PDQ based on the position of Meter Reader Technician.

Employee Name	Department	Existing Title	CPS Allocation Recommendation	Outcome
Henderson, Cynthia	Finance	Customer Service I	Customer Service Representative	Title Change
Munoz, Maria	Finance	Customer Service I	Customer Service Representative	Title Change
St. Louis, Keti	Finance	Finance Director	Director of Finance	Title Change
Velasco, Ivan ⁶	Finance	Meter Reader	Meter Reader	See Footnote
Foster, Melissa ⁷	Finance	Meter Reader Technician	Meter Reader	See Footnote
Castillo, Juan	Finance	Meter Reader Technician	Meter Reader Technician	No Change
Martinez, Tadeo	Finance	Office Support Specialist	Office Assistant	New Class
Cifuentes, Angelica	Finance	Purchasing Agent III	Purchasing Coordinator	New Class
Catania, Andrea	Finance	Risk and Property Manager	Risk Property Coordinator	Title Change
Hernandez, Diana M.	Fire Department	Administrative Assistant	Administrative Coordinator	Reclassification
Vacant	Fire Department	Assistant Fire Chief	Assistant Fire Chief	No Change
Barragan, Jose	Fire Department	Fire Captain	Fire Captain	No Change
Humphrey, Jeremy	Fire Department	Fire Captain	Fire Captain	No Change
Lopez, Enrique	Fire Department	Fire Captain	Fire Captain	No Change
Morris, Johnnie	Fire Department	Fire Captain	Fire Captain	No Change
Ramirez, Angel	Fire Department	Fire Captain	Fire Captain	No Change
Solis, Roberto	Fire Department	Fire Captain	Fire Captain	No Change
Green, Henry	Fire Department	Fire Chief	Fire Chief	No Change
Coronado, Arturo	Fire Department	Engineer/Paramedic	Fire Engineer	Reclassification
Felix, Fabian	Fire Department	Engineer/Paramedic	Fire Engineer	Reclassification
Gonzalez, Javier	Fire Department	Engineer	Fire Engineer	Title Change
Phillips, Justin	Fire Department	Fire Engineer	Fire Engineer	No Change
Silva, Francisco	Fire Department	Fire Engineer	Fire Engineer	No Change
Bauermann, Richard	Fire Department	Fire Inspector	Fire Inspector	No Change
Cabreros, Luis Enrique Junior	Fire Department	Firefighter EMT	Firefighter	Reclassification
Garcia, Aldo	Fire Department	Firefighter EMT	Firefighter	Reclassification
Garcia, Juan	Fire Department	Firefighter/Paramedic, Part-Time	Firefighter	Reclassification
Geith, Aaron	Fire Department	Firefighter	Firefighter	No Change
Gomez, Marco	Fire Department	Firefighter EMT	Firefighter	Reclassification
Green, Tyler	Fire Department	Firefighter/Paramedic	Firefighter	Reclassification
Hernandez, Javier	Fire Department	Firefighter/Paramedic, Part-Time	Firefighter	Reclassification
Mora, Cesar A	Fire Department	Firefighter/Paramedic	Firefighter	Reclassification
O'dell, Michael R	Fire Department	Firefighter EMT	Firefighter	Reclassification

⁶ Position of Meter Reader was held by Teodoro Romero at the time of the study. Mr. Romero has since left the City and the position has been filled by Ivan Velasco and Melissa Foster, neither of whom were surveyed during the study. The recommendations made by CPS HR for the classification of Meter Reader are based on the PDQ completed by Mr. Romero.

⁷ See previous footnote for Teodoro Romero.

Employee Name	Department	Existing Title	CPS Allocation Recommendation	Outcome
Pelayo, Manuel	Fire Department	Firefighter	Firefighter	No Change
Pelfrey, Colt A	Fire Department	Firefighter EMT	Firefighter	Reclassification
Rodarte, Rodrigo	Fire Department	Firefighter	Firefighter	No Change
Rodriguez, Mauro	Fire Department	Firefighter/Paramedic	Firefighter	Reclassification
Sillas, Jesus Alejandro	Fire Department	Firefighter EMT	Firefighter	Reclassification
Stevenson, Michael D	Fire Department	Firefighter EMT	Firefighter	Reclassification
Urzua, Alejandro	Fire Department	Firefighter/Paramedic, Part-Time	Firefighter	Reclassification
Valencia, Rodrigo	Fire Department	Firefighter EMT	Firefighter	Reclassification
Young, Brent T	Fire Department	Firefighter EMT	Firefighter	Reclassification
Aguirre, Luis	Fire Department	Fire Fighter/EMT, Part-Time	Fire Fighter	Reclassification
Campas, Jesus	Fire Department	Fire Fighter/EMT, Part-Time	Fire Fighter	Reclassification
Dinwiddie, Mathew	Fire Department	Fire Fighter/EMT, Part-Time	Fire Fighter	Reclassification
Elizarraras, Mario	Fire Department	Fire Fighter/EMT, Part-Time	Fire Fighter	Reclassification
Fuentes, David	Fire Department	Fire Fighter/EMT, Part-Time	Fire Fighter	Reclassification
Jacobo, Daniel	Fire Department	Fire Fighter/EMT, Part-Time	Fire Fighter	Reclassification
Teran, Omar	Fire Department	Fire Fighter/EMT, Part-Time	Fire Fighter	Reclassification
Zamora, Jose	Fire Department	Fire Fighter, Part-Time	Fire Fighter	Reclassification
Dominguez, Daniel	Fire Department	Fire Fighter	Fire Fighter	Reclassification
Flores, Emmanuel	Fire Department	Fire Fighter	Fire Fighter	Reclassification
Flores, Marcos	Fire Department	Fire Fighter	Fire Fighter	Reclassification
Ibarra, Alan	Fire Department	Fire Fighter	Fire Fighter	Reclassification
Ramirez, Eduardo	Fire Department	Fire Fighter/EMT	Fire Fighter	Reclassification
Zendejas, Guillermo	Fire Department	Fire Fighter	Fire Fighter	Reclassification
Beltran, Leanna	Fire Department	Office Support Specialist	Office Assistant	New Class
Chavez, Noel	Fire Department	Paramedic ⁸	Firefighter	Reclassification See Footnote
Gutierrez, Guadalupe	Fire Department	Paramedic	Firefighter	Reclassification
Lopez, Isidro	Fire Department	Paramedic	Firefighter	Reclassification
Navarro, Ricardo	Fire Department	Paramedic	Firefighter	Reclassification

⁸ The existing classification of Paramedic may be abolished as a result of this study. The City has requested that CPS HR survey the paramedic certification within the labor market in order to address specialty pay for the Firefighter classification during the compensation phase of the study. Incumbents will remain in their existing salary range pending results of the compensation study.

Employee Name	Department	Existing Title	CPS Allocation Recommendation	Outcome
Jenkins, Olivia ⁹	Human Resources	Human Resources Director	Director of Human Resources	Title Change, <i>See Footnote</i>
Carbajal, Edgardo	Human Resources	HR Specialist	HR Coordinator	Reclassification
Heredia, Omar	Human Resources	HR Program & Training Coordinator	HR Coordinator	Title Change
Ramirez, Kassandra	Human Resources	HR Technician	HR Technician	No Change
Sabori, Maria	Human Resources	HR Senior Analyst	Senior HR Analyst	No Change
Sosa, Domingo	Information Technology	Graphic Arts Specialist	Graphics & Media Specialist	Title Change
Duenas , Derek V	Information Technology	I.T. Manager	IT Manager	No Change
Orozco Torres, Francisco A	Information Technology	I.T. Technician	IT Technician	No Change
Dumadag, Jonathan	Information Technology	I.T. Technician	Senior IT Technician	New Class
Leon, Aurora	Municipal Court	Chief Court Clerk	Chief Court Clerk	No Change
Ruiz, Andrea	Municipal Court	Court Administrator	Court Administrator	No Change
Morado, Maricruz	Municipal Court	Office Support Specialist	Court Clerk I	Reclassification
Rosado, Daysi	Municipal Court	Court Clerk I	Court Clerk I	No Change
Aranda, Elizabeth	Municipal Court	Court Clerk II	Court Clerk II	No Change
Barcenas, Crystal	Municipal Court	Court Clerk II	Court Clerk II	No Change
Kasid, Adilia	Municipal Court	Court Clerk II	Court Clerk II	No Change
Aranda, Josue	Municipal Court	Court Compliance Officer	Bailiff	Title Change
Mcmanus, Kristin C	Municipal Court	Magistrate	Magistrate	No Change
Fragozo Fierro, Crystal Alejandra	Parks and Recreation	Administrative Assistant	Administrative Assistant	No Change
Vacant	Parks and Recreation	Assistant Parks and Recreation Director	Assistant Director of Parks and Recreation	No Change
Duenas, Yolanda	Parks and Recreation	Office Manager	Facilities Supervisor	Reclassification
Leon, Alfredo	Parks and Recreation	Building Maintenance Technician	Building Maintenance Technician	No Change
Correa, Juan ¹⁰	Parks and Recreation	Crew Leader Supervisor	Crew Leader Supervisor	See Note
Cortes, Maria	Parks and Recreation	Custodian	Custodian	No Change
Leon, Apolinar	Parks and Recreation	Custodian	Custodian	No Change
Rodriguez, Agustin	Parks and Recreation	Custodian	Custodian	No Change
Vanegas, Hector	Parks and Recreation	Custodian	Custodian	No Change
Vargas, Araceli C	Parks and Recreation	Custodian	Custodian	No Change
Galaviz, Lizandro	Parks and Recreation	Parks and Recreation Director	Director of Parks and Recreation	Title Change

⁹ Olivia Jenkins held the existing title of Utilities Director at the time of the study. Since then, Ms. Jenkins has been moved to the position of Director of Human Resources. Ms. Jenkins completed a PDQ for the Utilities Director.

¹⁰ The position of Crew Leader Supervisor within the Parks and Recreation Department was held by Benito Gonzalez at the time of the study. Mr. Gonzalez has since left the City and the position has been filled by Juan Correa who held the position of Maintenance Technician at the time. The recommendation made by CPS HR for the position of Crew Leader Supervisor was based on the PDQ completed by Mr. Benito, not Mr. Correra as his PDQ was completed for his current position at the time.

Employee Name	Department	Existing Title	CPS Allocation Recommendation	Outcome
Rodriguez, Marcos Benito	Parks and Recreation	Driver	Driver	No Change
Seasonal ¹¹	Parks and Recreation	Head Lifeguard	Head Life Guard	No Change, <i>See Footnote</i>
Seasonal	Parks and Recreation	Head Lifeguard	Head Life Guard	No Change
Rodriguez, Osvaldo	Parks and Recreation	Lead Custodian	Lead Custodian	No Change
Seasonal ¹²	Parks and Recreation	Lifeguard	Life Guard	No Change, <i>See Footnote</i>
Seasonal	Parks and Recreation	Lifeguard	Life Guard	No Change
Seasonal	Parks and Recreation	Lifeguard	Life Guard	No Change
Seasonal	Parks and Recreation	Lifeguard	Life Guard	No Change
Seasonal	Parks and Recreation	Lifeguard	Life Guard	No Change
Seasonal	Parks and Recreation	Lifeguard	Life Guard	No Change
Seasonal	Parks and Recreation	Lifeguard	Life Guard	No Change
Seasonal	Parks and Recreation	Lifeguard	Life Guard	No Change
Seasonal	Parks and Recreation	Lifeguard	Life Guard	No Change
Fregoso, Jesus ¹³	Parks and Recreation	Maintenance Technician	Maintenance Specialist	<i>See Footnote</i>
Flores, Elvis	Parks and Recreation	Maintenance Technician	Maintenance Specialist	Reclassification
Gonzalez, Jesus Edward	Parks and Recreation	Maintenance Technician	Maintenance Specialist	Reclassification
Lopez, Jesus	Parks and Recreation	Maintenance Technician	Maintenance Specialist	Reclassification
Santiago, Jose	Parks and Recreation	Maintenance Technician/Irrigation Spec	Maintenance Specialist	Reclassification
Lopez, Victor	Parks and Recreation	Maintenance Technician	Maintenance Technician	No Change
Madrigal, Jose	Parks and Recreation	Maintenance Technician	Maintenance Technician	No Change
Munoz, Gerardo	Parks and Recreation	Maintenance Technician	Maintenance Technician	No Change
Urquijo, Salvador ¹⁴	Parks and Recreation	Maintenance Technician	Maintenance Technician	<i>See Footnote</i>
Reyes, Victor	Parks and Recreation	Maintenance Technician	Maintenance Technician	No Change
Samaniego, Rodolfo	Parks and Recreation	Maintenance Technician	Maintenance Technician	No Change
Munoz, Areiza	Parks and Recreation	Office Support Specialist	Office Assistant	New Class
Velasquez, Omar	Parks and Recreation	Parks Supervisor	Parks Supervisor	No Change
Meza, Jesus	Parks and Recreation	Recreation Coordinator	Recreation Coordinator	No Change
Seasonal	Parks and Recreation	Recreation Intern	Recreation Intern	No Change

¹¹ The position of Head Lifeguard was evaluated based on PDQ completed by the incumbent of the position at the time.

¹² The position of Lifeguard was evaluated based on the PDQs completed by the incumbents of the position at the time.

¹³ Jesus Fregoso was not with the City at the time of the study. CPS HR's recommendation for Mr. Fregoso's position was based on the evaluation of the PDQs and interviews of the other Maintenance Technicians.

¹⁴ Urquijo Salvador was not with the City at the time of the study. CPS HR's recommendations Mr. Urquijo's position was based on the evaluation of the PDQs and interviews of the other Maintenance Technicians.

Employee Name	Department	Existing Title	CPS Allocation Recommendation	Outcome
Seasonal	Parks and Recreation	Recreation Intern	Recreation Intern	No Change
Seasonal	Parks and Recreation	Recreation Intern	Recreation Intern	No Change
Seasonal	Parks and Recreation	Recreation Intern	Recreation Intern	No Change
Seasonal	Parks and Recreation	Recreation Intern	Recreation Intern	No Change
Seasonal	Parks and Recreation	Recreation Intern	Recreation Intern	No Change
Seasonal	Parks and Recreation	Recreation Intern	Recreation Intern	No Change
Seasonal	Parks and Recreation	Recreation Intern	Recreation Intern	No Change
Juarez, Edgar ¹⁵	Parks and Recreation	Recreation Coordinator	Recreation Coordinator	See Footnote
Vacant	Parks and Recreation	Recreation Coordinator	Recreation Coordinator	No Change
Vacant	Parks and Recreation	Recreation Specialist	Recreation Specialist	No Change
Varela, Lizette	Parks and Recreation	Recreation Specialist	Recreation Specialist	No Change
Villegas, Francisco	Parks and Recreation	Recreation Specialist	Recreation Specialist	No Change
Chavez, Lizeth	Parks and Recreation	Recreation Coordinator	Recreation Coordinator	No Change
Varela, Maria Teresa	Parks and Recreation	Senior Aide	Senior Services Assistant	Title Change
Luna, Jesus	Parks and Recreation	Senior Aide/Driver	Senior Services Assistant/Driver	Title Change
De La Hoya, Francisca	Parks and Recreation	Senior Services Director	Senior Services Manager	Title Change
Fernandez, Jeni	Parks and Recreation	Swimming Pool Coordinator	Recreation Specialist (Pool)	Reclassification
Guzman, Jose A	Planning and Zoning	Assistant Planner	Associate Planner	New Class
Jimenez, Martha R.	Planning and Zoning	Building Inspector	Building Inspector II	Reclassification
Campa, Joaquin	Planning and Zoning	Building Plans Examiner	Building Plans Examiner	No Change
Gonzalez, Elias	Planning and Zoning	Compliance Officer	Code Enforcement Officer	Title Change
Starkey, John	Planning and Zoning	Building Safety Director	Director of Planning and Zoning	No Change
Gutierrez, Isaac	Planning and Zoning	G.I.S. Technician	GIS Specialist	Title Change
Urrea, Angela M	Planning and Zoning	Office Support Specialist	Office Assistant	New Class
Pacheco, Roman	Planning and Zoning	Planning Technician	Planning Technician	No Change
Bonilla, Elizabeth	Police Department	Administrative Coordinator	Administrative Coordinator	No Change
Galaz, Heber A.	Police Department	Animal Control Officer	Animal Control Officer	No Change
Vacant	Police Department	Animal Control Officer	Animal Control Officer	No Change
Higgins Jr, Craig P	Police Department	Chief of Police	Chief of Police	No Change
Moreno, Andrea	Police Department	Police Administrator	Police Administrator	No Change
Vacant	Police Department	Commander	Police Commander	Title Change
Ruiz, Monica	Police Department	Communication Coordinator	Police Communications Supervisor	New Class
Arcos Jr, Humberto	Police Department	Communication Officer	Police Communications Officer	Title Change
Gonzalez, Elias Junior	Police Department	Communication Officer	Police Communications Officer	Title Change
Guevara, Gabriela	Police Department	Communication Officer	Police Communications Officer	Title Change

¹⁵ Edgar Juarez was a Recreation Specialist at the time of the study. He was promoted to the position of Recreation Coordinator, not reclassified.

Employee Name	Department	Existing Title	CPS Allocation Recommendation	Outcome
Hernandez, Kimberly Shanell	Police Department	Communication Officer	Police Communications Officer	Title Change
Juarez, Nancy	Police Department	Communication Officer	Police Communications Officer	Title Change
Juarez, Pedro E	Police Department	Communication Officer	Police Communications Officer	Title Change
Maldonado, Vanessa	Police Department	Communication Officer	Police Communications Officer	Title Change
Martinez, Gilberto	Police Department	Communication Officer	Police Communications Officer	Title Change
Romo, Oscar	Police Department	Communication Officer	Police Communications Officer	Title Change
Velasco, Clarissa	Police Department	Communication Officer	Police Communications Officer	Title Change
Botello, Emmanuel ¹⁶	Police Department	Police Officer	Police Officer	No Change, <i>See Footnote</i>
Guevara, Alan	Police Department	Police Corporal	Police Corporal	No Change
Miller, Damian	Police Department	Police Corporal	Police Corporal	No Change
Ramirez, Alejandro	Police Department	Police Corporal	Police Corporal	No Change
Alvarez-Castellanos, Miguel Angel	Police Department	Police Lieutenant	Police Lieutenant	No Change
Figuroa, Victor	Police Department	Police Lieutenant	Police Lieutenant	No Change
Aldama, Emmanuel	Police Department	Police Officer	Police Officer	No Change
Barron, Miguel A Junior	Police Department	Police Officer	Police Officer	No Change
Bobadilla, Yadira	Police Department	Police Officer	Police Officer	No Change
Cardenas, Ernesto Junior	Police Department	Police Officer	Police Officer	No Change
Carrillo, John	Police Department	Police Officer	Police Officer	No Change
Carrillo, Jose	Police Department	Police Officer	Police Officer	No Change
Curiel, Ramses	Police Department	Police Officer	Police Officer	No Change
De Leon, Jesus	Police Department	Police Officer	Police Officer	No Change
De Los Reyes, Juan Junior	Police Department	Police Officer	Police Officer	No Change
Espinoza, Roger	Police Department	Police Officer	Police Officer	No Change
Galvan, Aurelio Junior	Police Department	Police Officer	Police Officer	No Change
Gomez, Benjamin J	Police Department	Police Officer	Police Officer	No Change
Gonzalez, Karolina ¹⁷	Police Department	Police Officer	Police Officer	<i>See Footnote</i>
Vacant	Police Department	Police Officer	Police Officer	No Change
Vacant	Police Department	Police Officer	Police Officer	No Change
Jessup, Richard	Police Department	Police Officer	Police Officer	No Change
Lara, Paulino	Police Department	Police Officer	Police Officer	No Change
Pacheco, Carlos	Police Department	Police Officer	Police Officer	No Change

¹⁶ Emmanuel Botello held the position of Police Corporal at the time of the study. Mr. Botello has since moved to the position of Police Officer.

¹⁷ Karolina Gonzalez, in the existing position of Police Officer, was hired after the study was conducted. She was not included in the PDQ or interview process and CPS HR recommendations are based on those of the Police Officers in the position currently.

Employee Name	Department	Existing Title	CPS Allocation Recommendation	Outcome
Perez, Haziell	Police Department	Police Officer	Police Officer	No Change
Prieto, Ernesto	Police Department	Police Officer	Police Officer	No Change
Rojas Jr, Jose M	Police Department	Police Officer	Police Officer	No Change
Ruiz, Oscar R	Police Department	Police Officer	Police Officer	No Change
Valencia, Lino	Police Department	Police Officer	Police Officer	No Change
Valenzuela, Jaime	Police Department	Police Officer	Police Officer	No Change
Vasquez, Jose Armando	Police Department	Police Officer	Police Officer	No Change
Zaragoza, Gerardo	Police Department	Police Officer	Police Officer	No Change
Marquez, Luis	Police Department	Code Enforcement Police Officer	Police Officer [Code Enforcement]	Title Change
Ayala, Socorro	Police Department	Administrative Assistant	Police Records Clerk	Reclassification
Castro, Greta	Police Department	Police Records Clerk	Police Records Clerk	No Change
Vacant	Police Department	Police Sergeant	Police Sergeant	No Change
Reynoso, Nigel	Police Department	Police Sergeant	Police Sergeant	No Change
Santana, Marco	Police Department	Police Sergeant	Police Sergeant	No Change
Sauceda, Joel	Police Department	Police Sergeant	Police Sergeant	No Change
Zaragoza, Julian M	Police Department	Evidence Technician	Property and Evidence Technician	Title Change
Garcia, Adan	Police Department	Transit Enforcement Officer	Transit Enforcement Officer	No Change
Gomez Cordova, Alexis I	Police Department	Transit Enforcement Officer	Transit Enforcement Officer	No Change
Laguna, Lizeth	Police Department	Transit Enforcement Officer	Transit Enforcement Officer	No Change
Rios, Stephanie	Police Department	Transit Enforcement Officer	Transit Enforcement Officer	No Change
Torres, Melina	Police Department	Transit Enforcement Officer	Transit Enforcement Officer	No Change
Lopez, Xochitl	Public Works	Office Support Specialist	Administrative Assistant	Reclassification
Evangelista, Liliana	Public Works	Administrative Coordinator	Administrative Coordinator	No Change
Rojas, Manuel	Public Works	Assistant PW Director	Assistant Director of Public Works	Title Change
Gonzalez, Miguel	Public Works	Chief Operator	Chief Operator	No Change
Lopez, Alberto	Public Works	Chief Operator	Chief Operator	No Change
Vera, Eulogio	Public Works	Public Works Director	Director of Public Works	Title Change
Gonzalez, Andrei	Public Works	Electrician	Electrician	No Change
Correa, Enrique	Public Works	PW Equipment Operator	Equipment Operator	Title Change
Herrera, Edgar	Public Works	PW Equipment Operator	Equipment Operator	Title Change
Huerta, Jose	Public Works	PW Equipment Operator	Equipment Operator	Title Change
Molina, Jose Jesus	Public Works	PW Equipment Operator	Equipment Operator	Title Change
Padilla, Gustavo	Public Works	PW Equipment Operator	Equipment Operator	Title Change
Torres, Carlos	Public Works	PW Equipment Operator	Equipment Operator	Title Change
Zatarain, Eduardo	Public Works	PW Equipment Operator	Equipment Operator	Title Change
Galvan, Jesus	Public Works	PW Heavy Equipment Operator	Heavy Equipment Operator	Title Change
Magallanes, Cesar	Public Works	PW Heavy Equipment Operator	Heavy Equipment Operator	Title Change
Sandoval, Salvador Junior	Public Works	Lead Mechanic	Lead Mechanic	No Change
Flores, Norberto	Public Works	Maintenance Technician	Maintenance Specialist	New Class
Fragozo, Walter A	Public Works	Maintenance Technician	Maintenance Specialist	New Class

Employee Name	Department	Existing Title	CPS Allocation Recommendation	Outcome
Gonzalez, Samuel	Public Works	Maintenance Technician	Maintenance Specialist	New Class
Fregoso, Cervando ¹⁸	Public Works	Maintenance Technician	Maintenance Specialist	New Class
Mojica Castaneda, Jose M	Public Works	Maintenance Technician	Maintenance Specialist	New Class
Solorzano, Pedro ¹⁹	Public Works	Maintenance Technician	Maintenance Specialist	New Class
Vargas, Heriberto	Public Works	PW Maintenance Supervisor	Maintenance Supervisor	Title Change
Contreras, Alfonso	Public Works	Maintenance Technician	Maintenance Specialist	New Class
Duenas, Ramon Rodolfo	Public Works	Maintenance Technician	Maintenance Specialist	No Change
Arciga, Carlos F	Public Works	Mechanic	Mechanic	No Change
Ruiz, Jaime	Public Works	Mechanic	Mechanic	No Change
Sanchez, Jose Raul	Public Works	Mechanic	Mechanic	No Change
Boucher, Melissa ²⁰	Public Works	Office Clerk	Office Assistant	See Footnote
Gonzalez, Carlos	Public Works	PW Supervisor	Public Works Supervisor	No Change
Cazarez, Paul	Public Works	Wastewater Plant Operator	Wastewater Plant Operator	No Change
Cortez, Manuel	Public Works	Wastewater Plant Operator	Wastewater Plant Operator	No Change
Felix, Alvaro A	Public Works	Wastewater Plant Operator	Wastewater Plant Operator	No Change
Jauregui, Cesar	Public Works	Wastewater Plant Operator	Wastewater Plant Operator	No Change
Rosas, Abel P	Public Works	Wastewater Plant Operator	Wastewater Plant Operator	No Change
Sanchez, Ricardo	Public Works	Wastewater Plant Operator	Wastewater Plant Operator	No Change
Toro, Jose S	Public Works	Wastewater Plant Operator	Wastewater Plant Operator	No Change
Valenzuela, Leandro	Public Works	Wastewater Plant Operator	Wastewater Plant Operator	No Change
Torres, Gilberto	Public Works	Wastewater Supervisor	Wastewater Supervisor	No Change
Gil, Luis	Public Works	Water Systems Operator	Water Systems Operator	No Change
Hernandez, Samuel	Public Works	Water Systems Operator	Water Systems Operator	No Change
Herrera, Martin	Public Works	Water Systems Operator	Water Systems Operator	No Change
Lara, Oscar	Public Works	Water Systems Operator	Water Systems Operator	No Change
Lopez, Fausto	Public Works	Water Systems Operator	Water Systems Operator	No Change
Martinez, Nerys	Public Works	Water Systems Operator	Water Systems Operator	No Change
Torres, Jose	Public Works	Water Systems Operator	Water Systems Operator	No Change
Valenzuela, Sergio	Public Works	Water Systems Operator	Water Systems Operator	No Change
Sandoval, Antonio	Public Works	Water Supervisor	Water Systems Supervisor	Title Change

¹⁸ At the time of the study, Cervando Fregoso, Maintenance Technician, was not with the City.

¹⁹ At the time of the study, Pedro Solorzano was a Maintenance Technician and completed PDQ for Maintenance Technician. He has since moved to Equipment Operator.

²⁰ At the time of the study, the position of Office Clerk was held by Carlos Muela. Since then, Mr. Muela has left the City and the position has been filled by Melissa Boucher.

Appendix D: Approved Class Specification Template



HUMAN RESOURCES DEPARTMENT
City of San Luis

Margins: All set at 1"
Font: Calibri 11 & 12
Footer: Path & file name

[CLASS TITLE]

(If this is a career series it should be stated here)

DEFINITION:

[General statement of the type and level of work performed; including a statement regarding the level of supervision received] ...and include in statement "and performs other related duties as required."

Example: Under direction, performs professional level accounting functions...

DISTINGUISHING CHARACTERISTICS:

[Use this field for career series to distinguish the level of work performed and supervision received at each level in the career series OR to distinguish from next promotional level not in the career series]

DUTIES AND RESPONSIBILITIES:

(Note in order of criticality or importance and lead in with statement below)

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- [Should describe the vital and characteristic duties and responsibilities, it is not intended to be a list of all duties but a sample that clearly demonstrates the level of work.]
- [All clusters of duties should be related to the general statements of type and level of work in the definition]
- [All clusters of duties should be related to the general statements of type and level of work in the definition]
- [For simple job specs there should be approximately 7 items in this section, for combined/complex specs there should be approximately 10-12. The goal is to identify what is truly vital and characteristic of the class. This should result in a streamlined specification that contains the main elements of the classification.]
- Performs related duties as assigned. [always include statement at the end of duties section]

EMPLOYMENT STANDARDS:

Knowledge of:

- [A list of the most important areas of subject matter knowledge required]
- [Each statement should be related to one or more of the representative duties statements]
- [Common terms: Principles of, Practices of, Procedures, Techniques, etc.]



HUMAN RESOURCES DEPARTMENT City of San Luis

- [The range for knowledge statements is 5-12 with simple specs having about 5-8 and complicated/ complex specs having 9-12. Keep in mind that all "knowledge of" statements are important but we only want to list the MOST important ones. Use your Subject Matter Experts SME's for this; with their opinion in mind use your professional judgment to build a streamlined list of most important and required knowledge statements]

Ability to:

- [A list of the most important personal skills/abilities required]
- [Each statement should be related to one or more representative duties statement]
- [Common terms: Perform, Monitor, Review, Analyze, Collect, Evaluate, Coordinate, Organize, Develop, Establish, Assist, Research, Compose, Lead, Communicate, etc]
- [The range for ability statements is 5-12 with simple spec's having about 5-8 and complicated/ complex spec's having 9-12. Keep in mind that all "ability to" statements are important but we only want to list the MOST important ones. Use your SME's for this; with their opinion in mind use your professional judgment to build a streamlined list of most important and required ability statements]

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

[The minimum education or experience or combination, including allowance for experience to substitute for education]

EXAMPLE: Graduation from an accredited four-year college or university with a bachelor's degree in Business Administration, Public Administration or closely related area of study. Job related experience may substitute for the required education on year-for-year basis.

LICENSES AND CERTIFICATES:

[Drivers license requirement – choose one]

Default Statement: Certain positions within this classification may require driving. When driving is an essential function of the position, a valid Arizona driver license will be required at the time of appointment and must be maintained throughout employment.

OR

WHEN DRIVING IS A REQUIREMENT OF THE CLASSIFICATION: A valid driver license is required at the time of application. A valid Arizona driver license is required at the time of appointment and must be maintained throughout employment.

Special Requirements:

[Listing of other licenses and certificates required for the classification]

- Bilingual in Spanish preferred.
- Residency within 25 miles of San Luis and within the US required, San Luis residency preferred.
- Must have the ability to pass an extensive background check including polygraph examination.



HUMAN RESOURCES DEPARTMENT
City of San Luis

PHYSICAL AND MENTAL DEMANDS:

[Optional: below is a sample of the type of language that can be included in job descriptions]

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

Work Environment:

The employee works in an office environment where the noise level is usually quiet. Certain positions within the classification may require availability to work flexible schedule.

OTHER CONDITIONS OF EMPLOYMENT:

[Optional section to address non-standard work schedule, nights, weekends, rotating shifts, etc]

Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 00-00-00

Appendix E: Existing Classification Structure (City Provided Organization Charts)

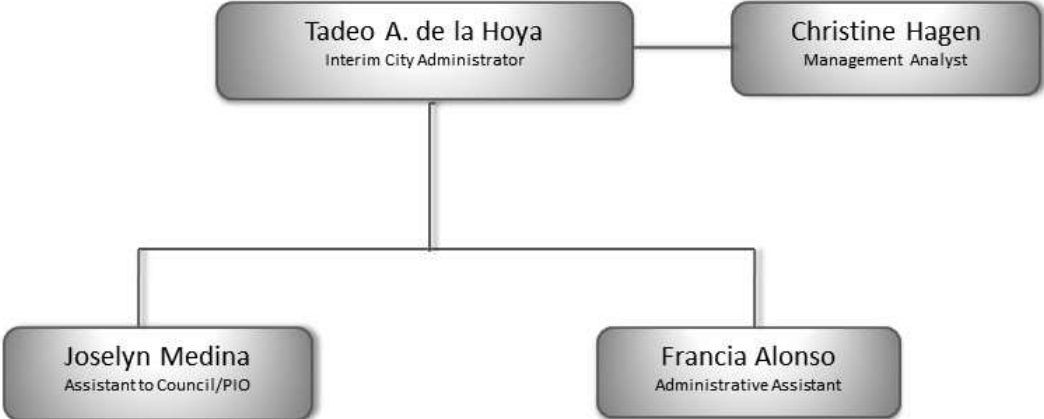
CITY COUNCIL



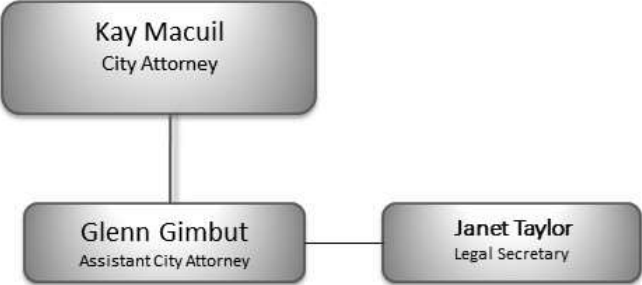
DEPARTMENT HEADS



CITY ADMINISTRATION



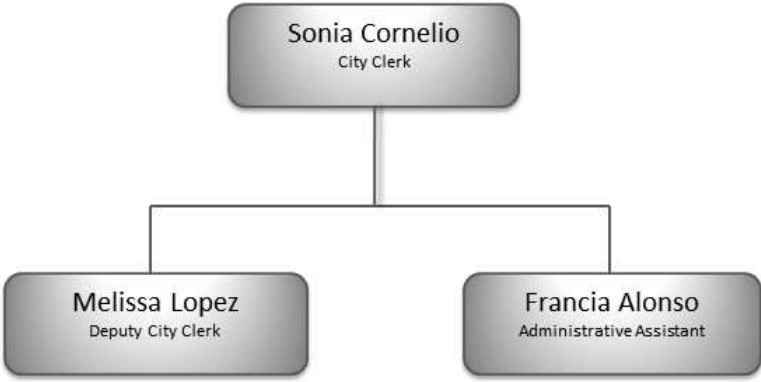
CITY ATTORNEY



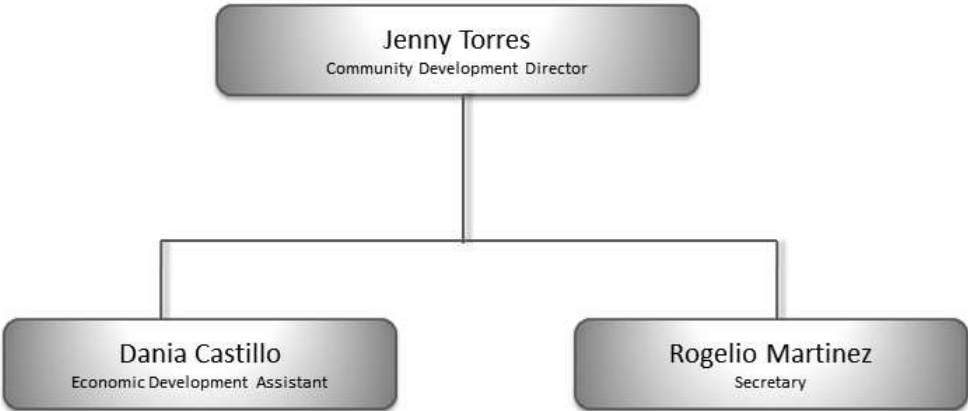
CITY PROSECUTOR



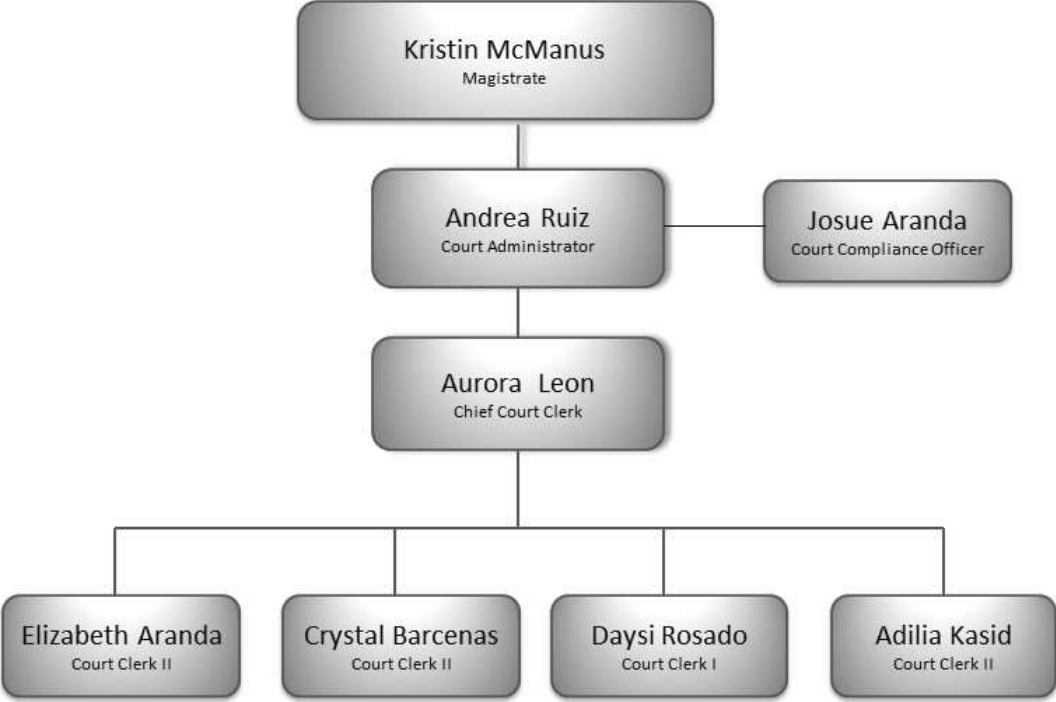
CITY CLERK



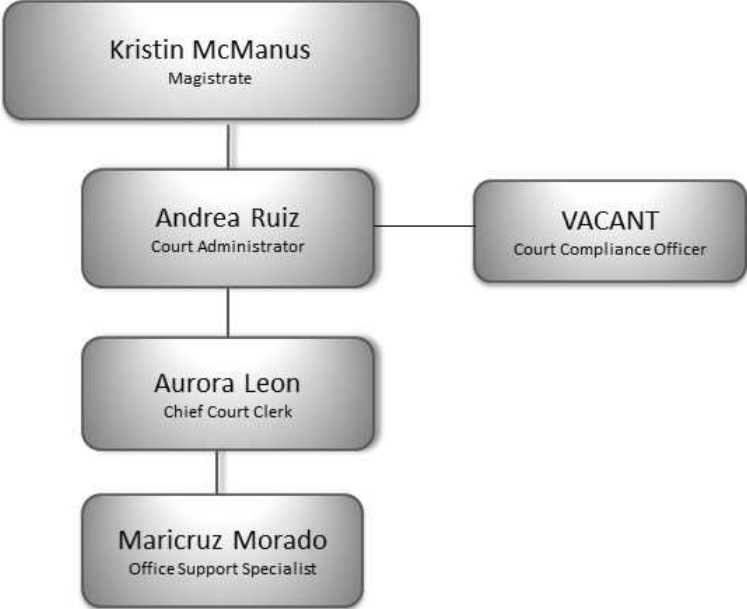
COMMUNITY DEVELOPMENT



COURT



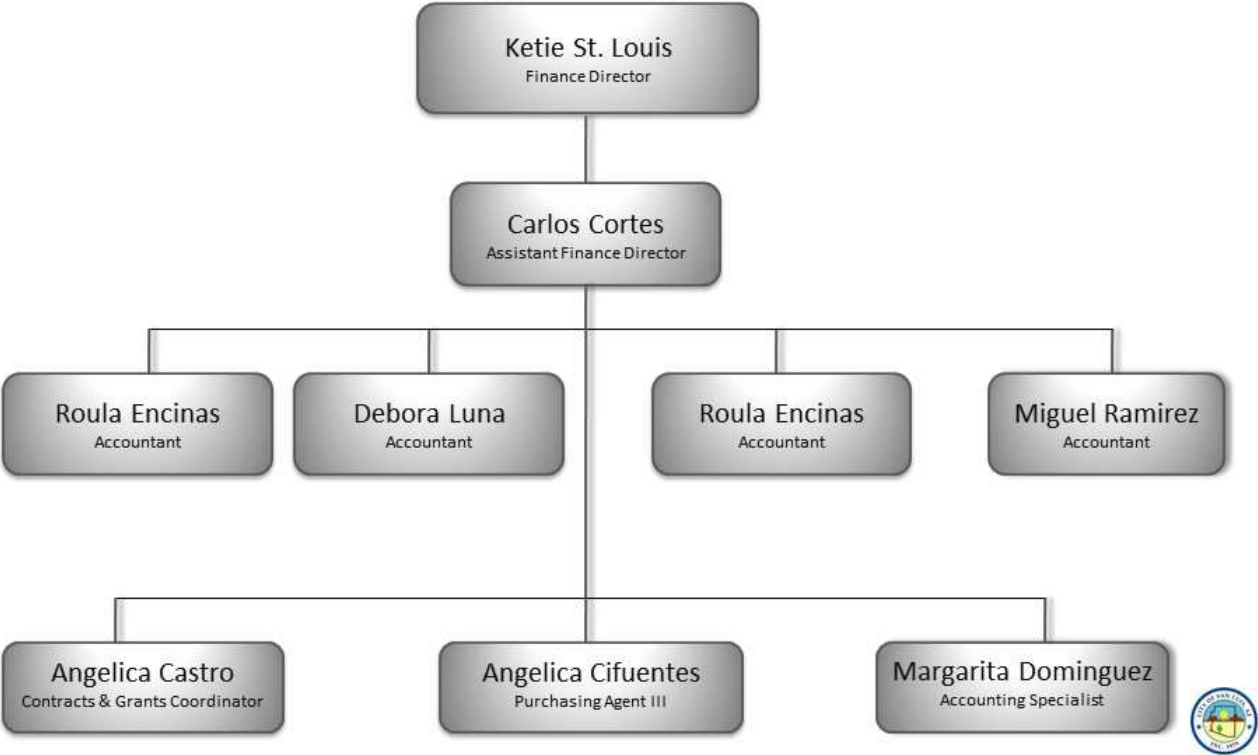
COURT WARRANT



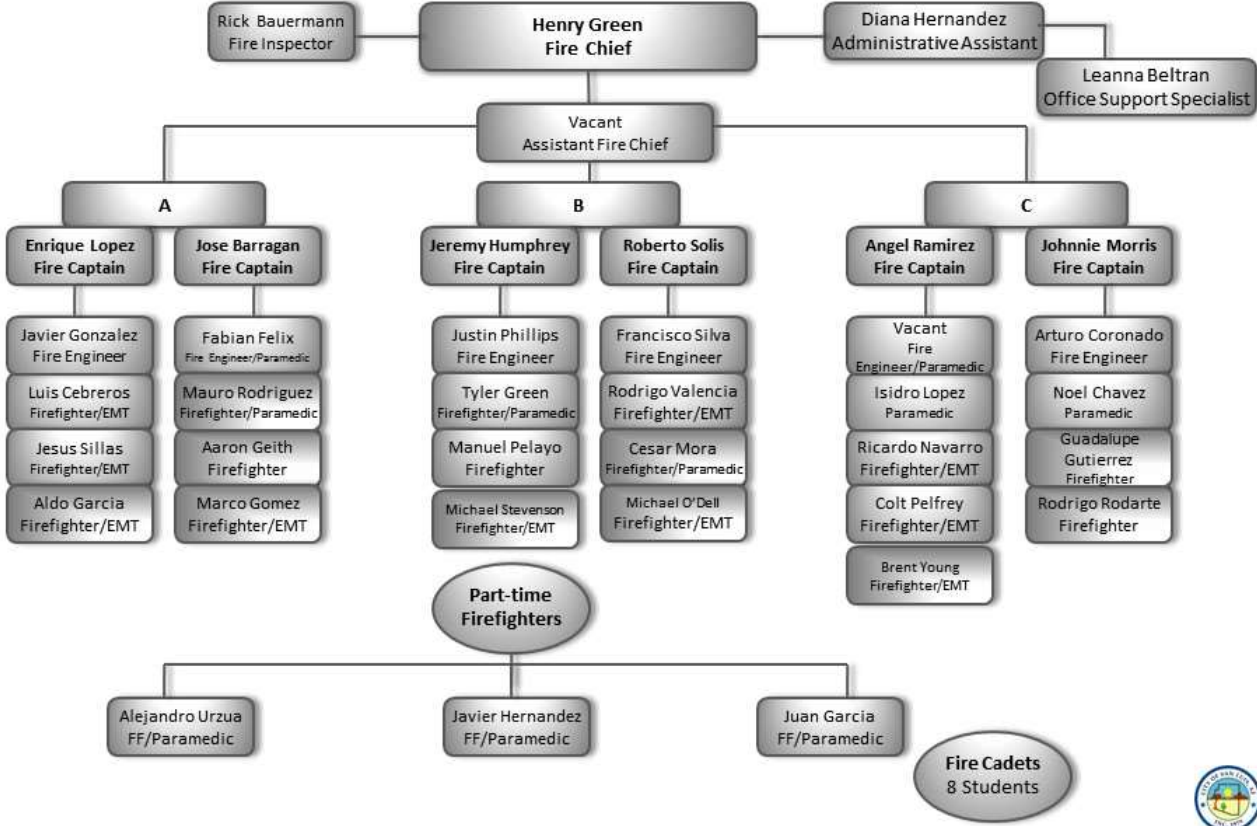
FACILITIES



FINANCE



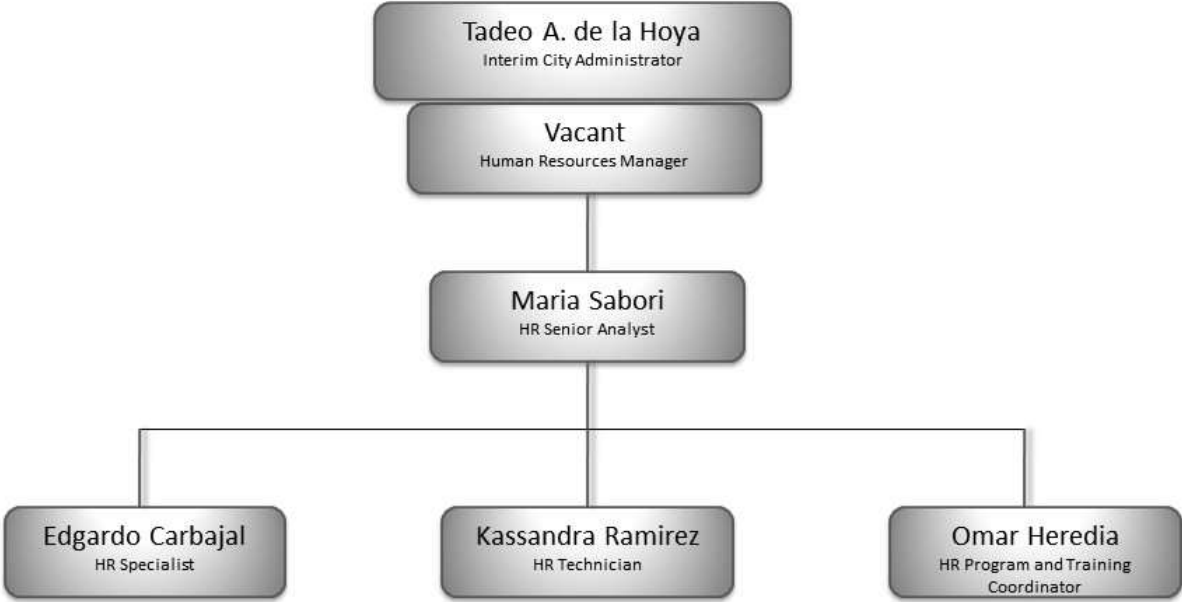
FIRE



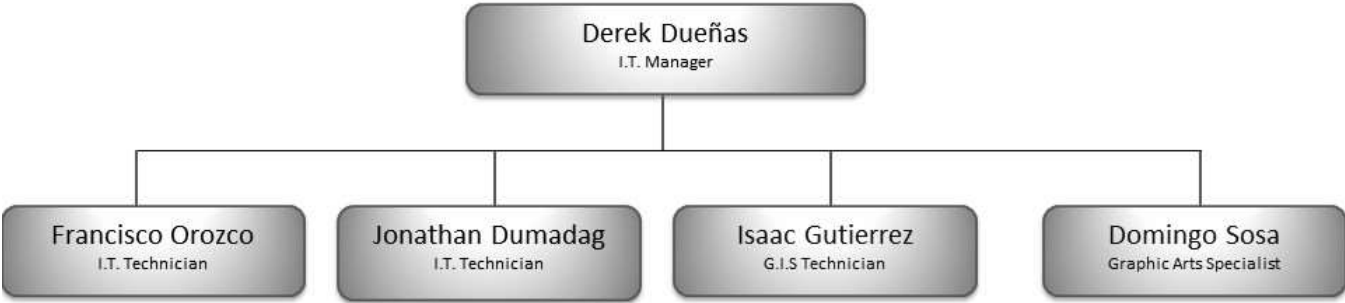
FLEET SERVICES



HUMAN RESOURCES



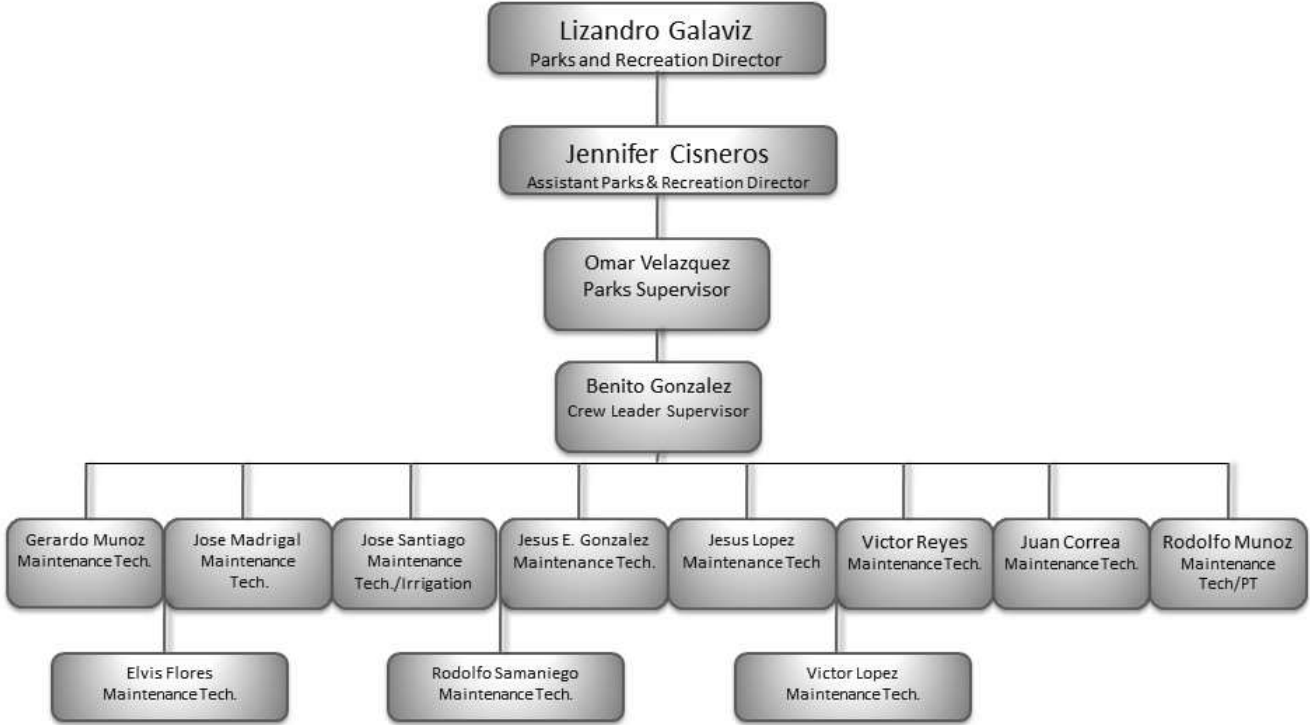
INFORMATION TECHNOLOGY



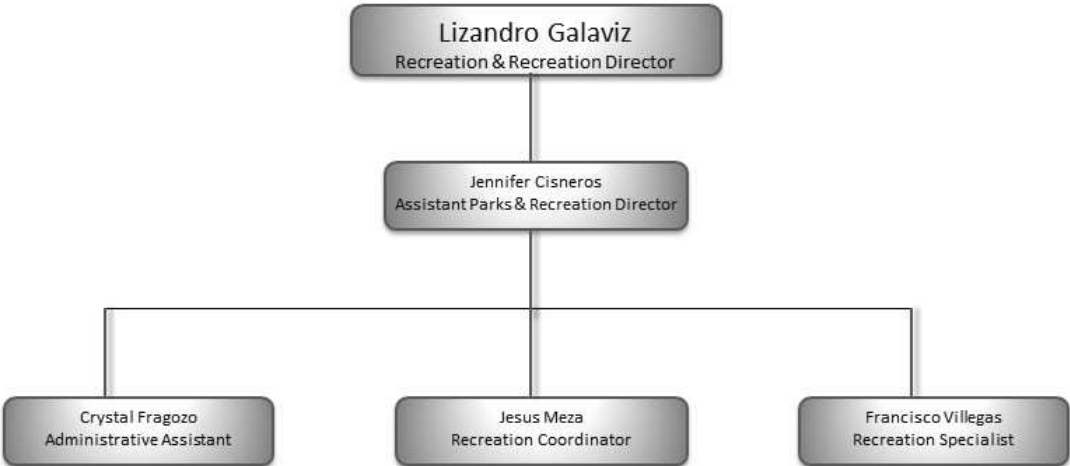
INCUBATOR



PARKS GROUNDS



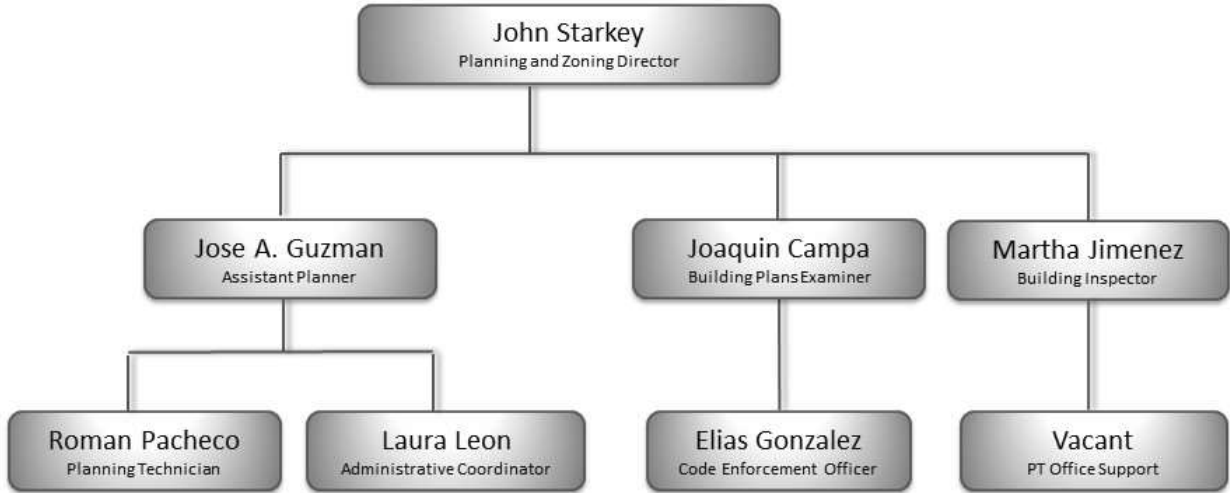
RECREATION



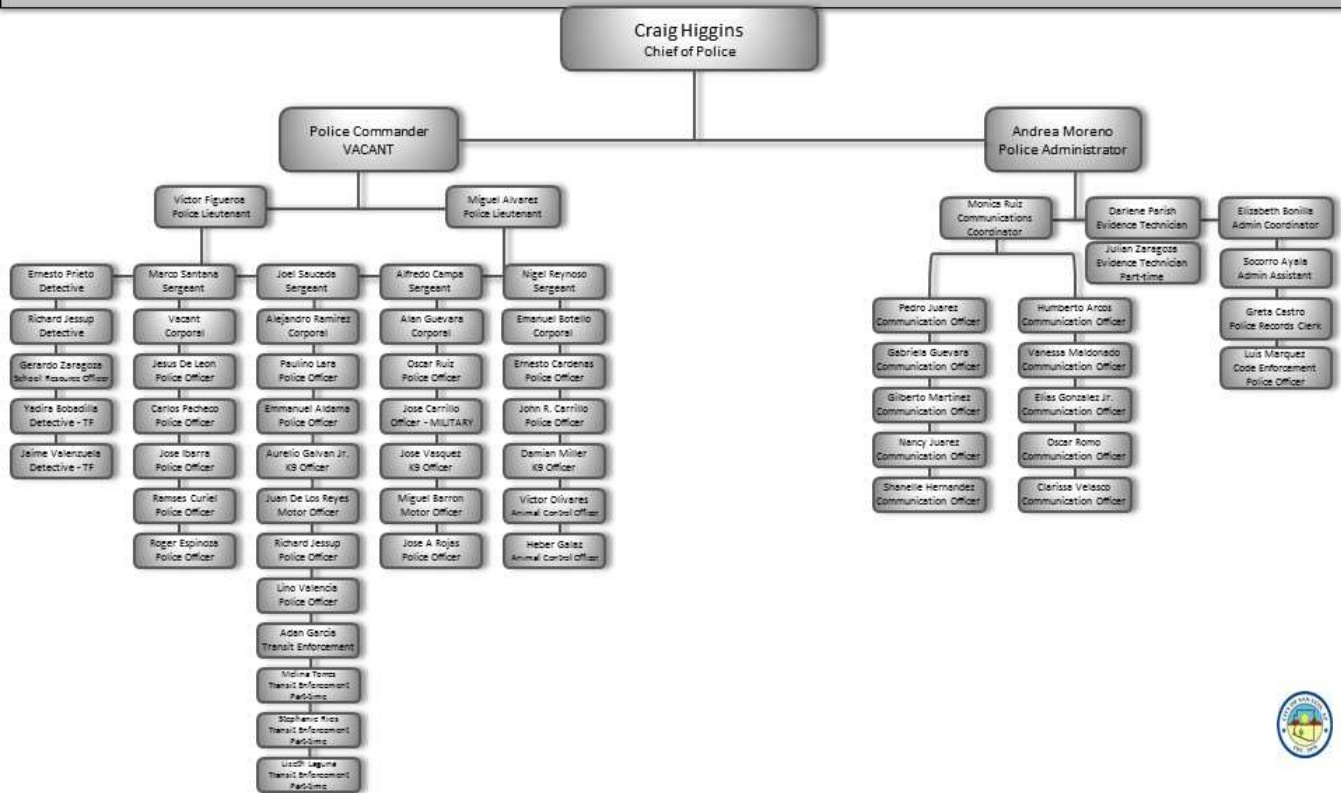
AQUATIC CENTER



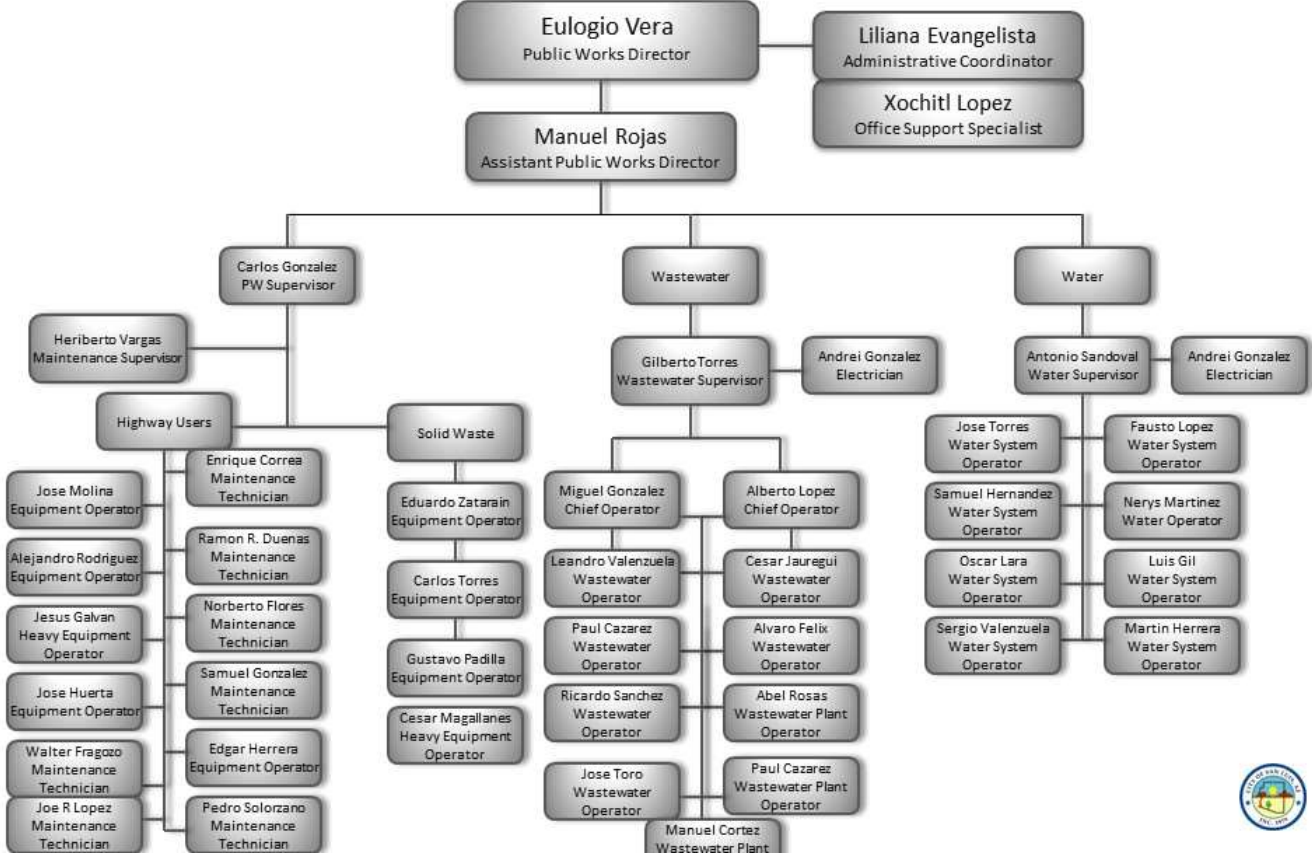
PLANNING AND ZONING DEPARTMENT



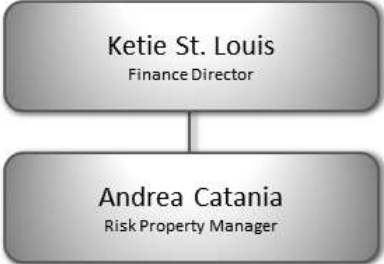
POLICE



PUBLIC WORKS; Wastewater; Water; Highway Users; Solid Waste



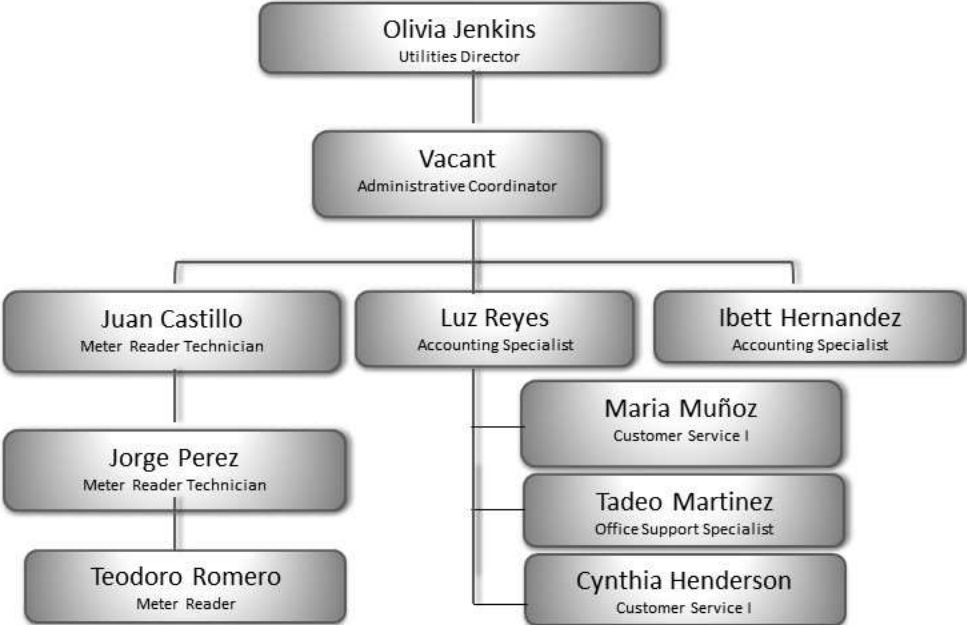
RISK MANAGEMENT



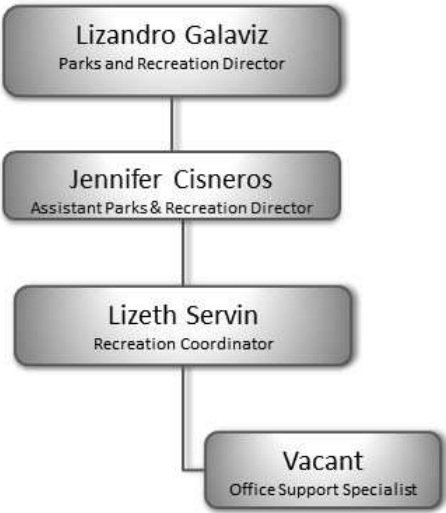
SENIOR SERVICES



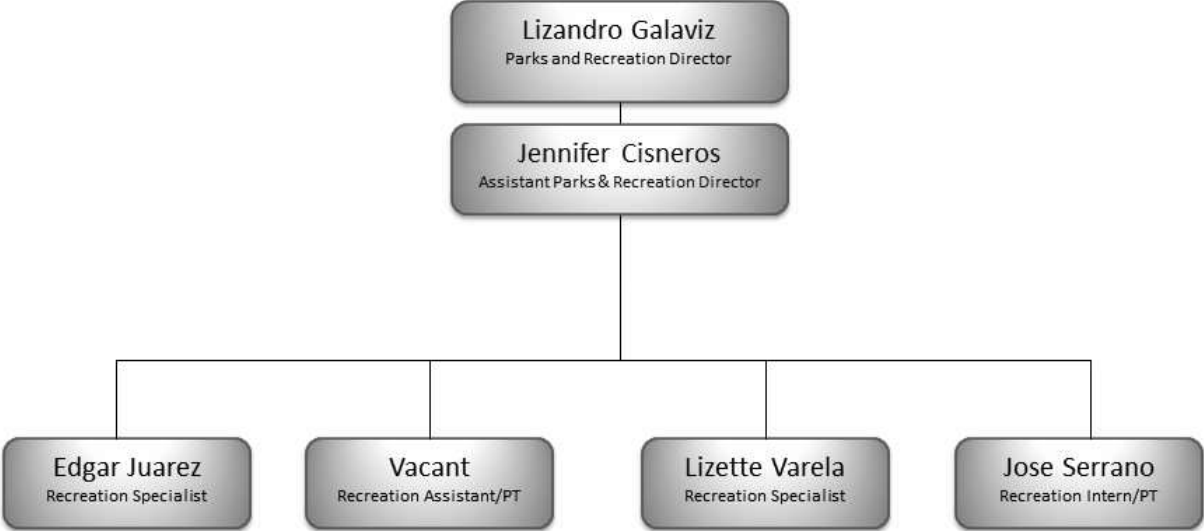
UTILITIES



CULTURAL CENTER



YOUTH CENTER



i