

City of Piedmont
COUNCIL AGENDA REPORT

DATE: April 20, 2026

TO: Mayor and Council

FROM: Rosanna Bayon Moore, City Administrator

SUBJECT: Consideration of Adoption of Resolutions to: (1) Approve Two New Job Classifications and Set Compensation and Employment Terms for Administrative Analyst and Pool Operations and Facility Technician, and add the Classifications to the Unrepresented Professional, Technical and Supervisory Unit; (2) Approve Revised Job Classifications for Human Resources Manager, Planning Technician, Police Captain, Police Sergeant and Support Services Commander

RECOMMENDATION

It is recommended that the City Council approve resolutions taking the following actions:

1. Approve the new Administrative Analyst and the new Pool Operations and Facility Technician classifications, set the salary and compensation for the classifications, and add the classifications to the Unrepresented Professional, Technical and Supervisory Unit.
2. Approve the revised job classifications for Human Resources Manager, Planning Technician, Police Captain, Police Sergeant and Support Services Commander.

BACKGROUND

A job classification is a foundational document for personnel employed by the City of Piedmont. A job classification establishes supervisory arrangements, representative duties, skills and qualifications, the work environment and other features that help to define the workplace. Once a job classification is created, it is best practice to periodically review as agency needs and staffing models evolve over time.

The City of Piedmont Civil Service Commission met on Monday, April 13, 2026, to consider seven job classifications as follows:

- **Administrative Analyst** - The Administrative Analyst classification was newly established to better align with the evolving operational needs and demands of the Public Works Department. This role is designed to provide a higher level of technical, analytical, program and project support, allowing the department to more effectively manage projects, studies, and professional-level administrative and programmatic work. The classification emphasizes

skills in data analysis, contract administration, and interdepartmental coordination, ensuring that Public Works operations are supported by informed decision-making and efficient resource management.

- **Pool Operations and Facility Technician** - This new classification plays a critical role in supporting the City's new all-electric pool by maintaining optimal performance standards, ensuring regulatory compliance, and providing a clean, safe, and welcoming environment for the public.
- **Human Resources Manager** - The Human Resources Manager classification, formerly titled Human Resources Administrator, has been retitled and updated to better reflect the scope and responsibilities of the role. Originally established in 2016, the classification has been revised to align with current human resources practices, organizational needs, and industry standards. The updated title more accurately conveys the operational responsibilities of the position, supporting the City's ability to attract highly qualified candidates.
- **Planning Technician** - The Planning Technician classification has been revised from the former Planning Technician I/II structure to a single, journey-level para-professional role, reflecting the City's intent to recruit experienced candidates capable of performing the full scope of duties. A 2024 staffing study conducted by Matrix Consulting recommended converting an Administrative Assistant position to this classification and with a recent retirement within the department, the City is looking to fill the vacancy with the Planning Technician, per Matrix's recommendation.
- **Police Captain and Police Sergeant** – Revisions were made to precisely align with the scope of job duties and responsibilities. These updates align the positions with law enforcement best practices, accurately reflect the knowledge, skills, and abilities required in today's law enforcement environment, and support the City's efforts to attract and retain highly qualified professionals to serve the community.
- **Support Services Commander** – Minimal revisions were made to precisely align with the scope of job duties and responsibilities. Additionally, a review of comparable job classifications indicated the need to adjust the education and experience requirements to support a successful and competitive recruitment for this position in the near future.

The Civil Service Commission recommended approval of the two new job classifications and the five updated job classifications as described above.

CITY ATTORNEY REVIEW

The City Attorney has reviewed the staff report.

FISCAL IMPACT

Approval of the proposed resolutions will have no additional fiscal impact beyond what is included in the adopted FY 2025–26 budget. Funding for the new and revised classifications is incorporated

within existing departmental budgets, no additional appropriations are required. To the extent that these classifications affect future hiring, compensation, or organizational structure, any ongoing impacts will be evaluated and incorporated through the City's annual budget process.

ATTACHMENTS

- A. Resolution to Approve New Job Classifications and Set Compensation and Employment Terms for the Administrative Analyst and Pool Operations and Facility Technician and Add the Classifications to the Unrepresented Professional, Technical and Supervisory Unit; Exhibit A – Job Classification for Administrative Analyst; Exhibit B – Job Classification for Pool Operations and Facility Technician
- B. Resolution to Approve the Revised Job Classifications for Human Resources Manager, Planning Technician, Police Captain, Police Sergeant and Support Services Commander Positions; Exhibit A – Job Classification for the Human Resources Manager; Exhibit B – Job Classification for the Planning Technician; Exhibit C – Job Classification for the Police Captain; Exhibit D - Job Classification for the Police Sergeant; and Exhibit E - Job Classification for the Support Services Commander

By: Daniel Gonzales, Public Works Director
Kevin Jackson, Planning & Building Director
Stacy A. Jennings, Human Resources Administrator
Chelle Putzer, Recreation Director
Frederick Shavies, II, Police Chief

RESOLUTION NO. _____

RESOLUTION TO APPROVE JOB CLASSIFICATIONS AND SET COMPENSATION AND
EMPLOYMENT TERMS FOR THE NEW ADMINISTRATIVE ANALYST AND THE NEW
POOL OPERATIONS AND FACILITY TECHNICIAN AND ADD THE CLASSIFICATIONS
TO THE UNREPRESENTED PROFESSIONAL, TECHNICAL AND SUPERVISORY UNIT
AND REVISE RESOLUTION 57b-2025

WHEREAS, City staff has recommended creating new job classifications of Administrative Analyst and Pool Operations and Facility Technician; and

WHEREAS, after a review of similar positions in comparable cities, it is recommended that the Administrative Analyst's salary be set at \$8,162.50 per month for Fiscal Year 2025-2026; and

WHEREAS, after a review of similar positions in comparable cities, it is recommended that the Pool Operations and Facility Technician's salary be set at \$6,933.88 per month for Fiscal Year 2025-2026; and

WHEREAS, the City Council approved Resolution 57b-2025 on October 20, 2025, which set employment and compensation details for the Unrepresented Professional, Technical and Supervisory Unit employees for the period of July 1, 2025 through June 30, 2029; and

WHEREAS, the Administrative Analyst and the Pool Operations and Facility Technician will be added to the Unrepresented Professional, Technical and Supervisory Unit and so Resolution 57b-2025 will be revised to include the terms and conditions of employment for the new classifications.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Piedmont does hereby resolve, declare, determine and order as follows:

1. The above recitals are correct and are incorporated into this resolution as findings of the City Council.
2. The job classification for new Administrative Analyst Classification, attached hereto as Exhibit "A", is hereby approved.
3. The job classification for new Pool Operations and Facility Technician Classification, attached hereto as Exhibit "B", is hereby approved.
4. The Administrative Analyst and the Pool Operations and Facility Technician classifications will be added to the Unrepresented Professional, Technical and Supervisory Unit.
5. Resolution 57b-2025 will be revised as follows:
 - a. The following will be added to the Appendix A of Resolution 57b-2025 to reflect the salary schedule for the Administrative Analyst and the Pool Operations and Facility Technician:

		Step 1 0-6 Mo.	Step 2 7-18 Mo.	Step 3 19-30 Mo.	Step 4 31-42 Mo.	Step 5 43 mo. +
Administrative Analyst	COLA					
Effective April 21, 2026		\$8,162.50	\$8,571.15	\$8,997.35	\$9,447.68	\$9,920.07
Effective July 1, 2026	3%	\$8,407.68	\$8,828.28	\$9,267.27	\$9,731.11	\$10,217.67
Effective July 1, 2027	3%	\$8,659.91	\$9,093.13	\$9,545.28	\$10,023.04	\$10,524.20
Effective July 1, 2028	3%	\$8,919.71	\$9,365.92	\$9,831.64	\$10,323.73	\$10,839.93

		Step 1 0-6 Mo.	Step 2 7-18 Mo.	Step 3 19-30 Mo.	Step 4 31-42 Mo.	Step 5 43 mo. +
Pool Operations and Facility Technician	COLA					
Effective April 21, 2026		\$6,933.88	\$7,280.57	\$7,644.60	\$8,026.83	\$8,428.17
Effective July 1, 2026	3%	\$7,141.90	\$7,498.99	\$7,873.94	\$8,267.63	\$8,681.02
Effective July 1, 2027	3%	\$7,356.15	\$7,723.96	\$8,110.16	\$8,515.66	\$8,941.45
Effective July 1, 2028	3%	\$7,576.84	\$7,955.68	\$8,353.46	\$8,771.13	\$9,209.69

[END OF RESOLUTION]



**APRIL 2026
FLSA: EXEMPT**

ADMINISTRATIVE ANALYST

DEFINITION

Under general direction, performs a variety of highly responsible duties and complex clerical, technical, analytical, and administrative support duties; provides administrative, program, and project support to a City department; plans, develops, and carries out specific programmatic responsibilities related to the department or program to which assigned;; analyzes practices and procedures and makes recommendations for administrative and operational improvements; coordinates assigned activities with other divisions, outside agencies, and the general public; assigns and reviews the work of assigned administrative support personnel; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned Department Director or designee. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the Administrative Analyst series. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Leads, oversees, reviews, and participates in the work of staff performing duties in support of the City's assigned function(s); assumes responsibility for the workflow of an assigned work unit by making work assignments, ensuring work is consistent with quality standards, and timeline expectations are met.
- Performs the more complex analyst work for which there is little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments.
- Provides input for personnel decisions such as performance evaluations, promotions, hiring, and disciplinary actions.
- Performs a wide variety of complex, responsible, and confidential administrative duties for management personnel.
- Coordinates and performs professional-level administrative and programmatic work in such areas as public information, community outreach, contract administration, legislative analysis, and/or information technology.
- Conducts assessments and monitors program performance by researching and analyzing operational, fiscal, and technical data and impact to determine feasibility, resolves problems, and increases efficiency; consults with City staff, management, and outside agencies; recommends and implements modifications to systems and procedures.
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations regarding staffing, equipment, and facility needs.
- Develops and administers department, programmatic, and project budgets; collects and accounts for fees and other monies collected; monitors revenues and expenditures; identifies and recommends resolutions for budgetary problems; performs accounting functions related to ordering supplies, equipment and services and processes invoices, including development of special invoices, as necessary.

- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the department and programs to which assigned.
- Conducts a variety of analytical and operational studies by selecting, adapting, and applying appropriate analytical, research, and statistical techniques; evaluates alternatives, makes preliminary and final recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive reports, identifies alternatives, and makes and justifies recommendations.
- Participates in research, development, conversion, installation, and maintenance information technology projects for department-specific applications and systems.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scopes of work; evaluates proposals and recommends award; administers contracts to ensure compliance with City specifications and service quality.
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups, and representatives of various organizations.
- Maintains accurate records and files; develops records management systems and complies with retention schedules.
- Manages and responds to Public Records Act requests.
- Assists with response to active and pending claims against the City.
- Attends and participates in professional group meetings; stays abreast of new trends, technologies, and innovations in area(s) of assignment; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in federal and state and local regulations, analyzes impacts, and recommends and implements policy and procedural changes after approval.
- Provides technical and functional direction to assigned staff; reviews and controls quality of work; inspects and evaluates work in progress and upon completion to ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and City policies and procedures.
- Monitors quality of work and identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes and staffing levels; implements changes and improvements after approval.
- Prepares, processes, and tracks forms, and records, such as requests for payments, purchase orders, invoices, requests for proposals, bid packages, contracts and agreements, draft resolutions, and mailing lists.
- Provides a variety of administrative support to City commissions or committees; prepares and distributes agenda packets; arranges for necessary set-up and materials to be available at meetings; attends meetings, acts as meeting and/or committee secretary, prepares minutes; follows-up on decisions as required.
- Orders and purchases supplies for the department.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Theories, principles, and practices of public and business administration as applied to assigned department, programs, and projects.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, budget development and administration, and contract administration.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Principles and techniques of conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Public relations techniques.

- Recent and on-going developments, current literature, and sources of information related to assigned programs, projects, and services.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Methods and techniques of preparing technical and administrative reports and general business correspondence.
- Principles and practices of record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Principles and practices of assigning and reviewing the work of others, including conducting performance evaluations.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper work procedures. Assist in the development of goals, objectives, policies, procedures, and work standards for assigned department, programs, and projects.
- Develop and administer assigned programs, projects, and activities in an independent and cooperative manner, evaluate alternatives, make sound recommendations, and prepare effective reports.
- Coordinate and oversee administrative, budgeting, and fiscal reporting activities.
- Perform responsible and complex administrative work involving the use of independent judgment and personal initiative.
- Plan and conduct effective management, administrative, and operational studies.
- Conduct research on a wide variety of administrative topics including public information, community outreach, contract administration, legislative analysis, and/or information technology.
- Analyze, interpret, summarize, and present information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Experience: Two (2) years of increasingly responsible professional experience in administrative and management analysis, and the performance of clerical and administrative duties involving frequent public contact.

Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration, or a related field.

Licenses and Certifications:

- Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle is necessary to perform the essential functions of the position and the employee cannot travel to/from various work locations by other means in a timely manner.

PHYSICAL DEMANDS

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

ENVIRONMENTAL ELEMENTS

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

OTHER REQUIREMENTS

Depending upon area of assignment, may require the ability to pass a comprehensive background check.



**APRIL 2026
FLSA: NON-EXEMPT**

POOL OPERATIONS AND FACILITY TECHNICIAN

DEFINITION

Under general supervision, performs skilled, journey-level work in the operation, maintenance, and repair of the City's aquatic facility, including maintaining pool water quality, servicing circulation systems, and performing preventative and corrective maintenance on mechanical systems; ensures facilities are safe, clean, and compliant with applicable health and safety regulations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the journey-level classification responsible for the operation, maintenance, and repair of the aquatic facility and related systems. Incumbents perform a full range of skilled and semi-skilled maintenance duties, including water chemistry management, mechanical system maintenance, and facility upkeep. Assignments are given with general guidelines and incumbents are responsible for performing work independently and exercising sound judgment.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Monitors and controls city swimming pool operations, including water quality, chemical feeding pumps, and related equipment, ensuring all areas are maintained in a safe condition and comply with County and State health standards.
- Operates, maintains, and repairs pool circulation, filtration, and chemical feed systems.
- Performs preventative and corrective maintenance on pumps, heaters, valves, and related mechanical systems.
- Troubleshoots and repairs minor plumbing, electrical, and mechanical issues related to aquatic systems and facilities.
- Cleans and maintains pools, decks, mechanical rooms, and associated facility areas.
- Maintains accurate records of water chemistry, maintenance activities, inspections, and system performance.
- Responds to operational issues and emergencies, including equipment failures, contamination incidents, and facility hazards.
- Coordinates with contractors and vendors for specialized maintenance, repairs, and inspections.
- Monitors inventory levels and orders chemicals, supplies, and equipment as needed.
- Ensures compliance with OSHA, Cal/OSHA, and other applicable safety and regulatory requirements.
- Assists in training staff on proper maintenance procedures, safety practices, and regulatory requirements.

- Interacts with regulatory agencies and supports health and safety inspections.
- Ensures the proper storage and handling of chemicals, for the safety of self, City staff, and the public.
- Operates and maintains a variety of hand and power tools and equipment related to work assignment as instructed.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public swimming pool and aquatic facility operations.
- Water chemistry, testing methods, and treatment processes used to maintain safe and compliant pool conditions.
- Operation, maintenance, and repair of pool circulation, filtration, heating, and chemical feed systems.
- Preventive and corrective maintenance practices for mechanical, plumbing, and basic electrical systems.
- Applicable federal, state, and local health and safety regulations related to public swimming pools and aquatic facilities.
- Occupational safety requirements and safe work practices, including hazard recognition and use of personal protective equipment.
- Recordkeeping practices related to inspections, water chemistry, maintenance activities, and regulatory compliance.
- Use of tools, equipment, and materials commonly associated with aquatic facility maintenance.
- Roles of regulatory agencies and inspection processes applicable to aquatic facilities.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Monitor and maintain proper water quality to ensure safe and compliant pool operations.
- Operate, inspect, and maintain aquatic systems and related mechanical equipment.
- Perform preventive maintenance and make minor repairs to pumps, valves, heaters, plumbing, and related systems.
- Troubleshoot and respond to operational issues, equipment malfunctions, and emergency conditions.
- Maintain facilities, decks, and mechanical spaces in a clean, safe, and orderly condition.
- Accurately document water chemistry results, maintenance activities, and operational conditions.
- Follow safety procedures and regulatory requirements in the performance of assigned duties.
- Communicate effectively with supervisors, co-workers, contractors, and regulatory representatives.
- Assist with training staff in maintenance procedures and safety practices.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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

Equivalent to completion of the twelfth (12th) grade, AND three (3) years of increasingly responsible experience in aquatic facility maintenance, pool operations, or related mechanical systems work.

Licenses and Certifications:

- Possession of, or successful acquisition within six (6) months of hire date, a valid Certified Pool Operator (CPO), or Aquatic Facility Operator (AFO) certification, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of hire date, a valid First Aid and CPR/AED certification, to be maintained throughout employment.
- Possession of, or successful acquisition withing six (6) months of hire date, a valid Cal/OSHA Confined Space Certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or aquatics facility setting and use standard office and/or recreation equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment and push and pull drawers open and closed to retrieve and file information. Strength is needed to lift and carry recreation and pool deck equipment weighing up to 100 pounds with assistance. Must possess mobility to work in a field environment and use tools and equipment; strength, stamina, and mobility to perform medium to heavy physical work; and ability to lift and carry materials weighing up to 100 pounds with assistance. Requires standing, walking, bending, kneeling, climbing, and working in wet, hot and cold outdoor conditions. Visual acuity sufficient to perform computer work and other essential functions of the position is necessary. Hearing and speech to communicate in person, before groups, and over the telephone are required.

ENVIRONMENTAL ELEMENTS

Work is performed indoors and outdoors and includes exposure to noise, extreme temperatures, chemicals, mechanical hazards, and confined spaces. Incumbent may be exposed to blood and body fluids rendering First Aid and CPR and may be exposed to chlorine, acids, and other chemicals at aquatics facilities. Employee may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include evenings, weekends and holidays, as needed. Must be fingerprinted for submission for the purposes of a background check.

RESOLUTION NO. _____

RESOLUTION TO APPROVE THE REVISED JOB CLASSIFICATION FOR
HUMAN RESOURCES MANAGER, PLANNING TECHNICIAN, POLICE CAPTAIN,
POLICE SERGEANT AND SUPPORT SERVICES COMMANDER

WHEREAS, City staff has recommended revising the Human Resources Manager, Planning Technician, Police Captain, Police Sergeant and Support Services Commander Classifications to precisely align with the scope of job duties and responsibilities.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Piedmont does hereby resolve, declare, determine and order as follows:

1. The above recitals are correct and are incorporated into this resolution as findings of the City Council.
2. The revised job classifications for the Human Resources Manager, Planning Technician, Police Captain, Police Sergeant and Support Services Commander, attached hereto as Exhibits “A” to “E” are hereby approved.

[END OF RESOLUTION]



APRIL 2026
FLSA: EXEMPT

HUMAN RESOURCES MANAGER

DEFINITION

Under general direction, plans, organizes, manages, and performs all human resource functions required to administer the City's human resources programs including personnel transaction processing and records management, recruitment and selection, classification, compensation, benefits administration, leave management, labor and employee relations, training and development, and risk management activities including worker's compensation, liability claims, general insurance, and safety programs; performs research and analysis; provides consulting services to City departments related to all aspects of human resources programs and activities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Administrator or assigned management personnel. Exercises direct supervision over professional, technical, and administrative support staff, as assigned.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the operations and activities of the City's human resources programs. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to human resources. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. duties

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, manages, and administers comprehensive human resources programs and functions; advises executive and management staff on effective human resources practices to support workforce planning and management.
- Participates in the development and implementation of division goals, objectives, work plans, policies, and priorities; recommends service levels and staffing; and develops and administers policies and procedures within assigned authority.
- Consults with City staff on personnel related issues, needs, and services; counsels management and employees on human resources programs, policies, and processes; explains eligibility requirements and procedures; and assists employees with completing human resources forms and documentation.
- Coordinates and administers recruitment processes for City departments; consults with departments to identify staffing needs; prepares recruitment flyers and job announcements; screens applications and resumes; and identifies qualified candidates.

- Organizes and administers oral and written examinations, including compiling scores, preparing eligibility lists and candidate materials, coordinating and/or conducting interviews, assisting departments with job offers, and coordinating pre-employment testing; monitors hiring and testing processes to ensure compliance with applicable policies.
- Manages the City's employee classification and compensation program, including preparation, review, updating, and maintenance of job descriptions; conducts compensation and benefits surveys; develops salary recommendations; prepares and administers wage and salary schedules for represented and unrepresented employees.
- Advises employees and management on the interpretation and application of City policies, procedures, and programs; investigates employee complaints; conducts personnel and workplace investigations; assists with grievance responses; supports the administration of disciplinary actions.
- Coordinates the annual performance evaluation process for the entire City; trains and assists managers and supervisors to ensure timely, accurate, and consistent evaluations.
- Coordinates City-wide training activities, including identifying training needs, arranging presenters, securing training sites, preparing communications and materials, and maintaining training records and logs.
- Directs and administers employee relations activities, including contract interpretation, grievance administration, and progressive discipline; supports development and revision of policies and procedures; participates in labor negotiations; maintains ongoing communication with City leadership and recognized employee organizations.
- Oversees administration of risk management programs, including workers' compensation, liability and insurance coverage, safety programs, and the Injury and Illness Prevention Program, to ensure compliance and reduce organizational risk.
- Administers City leave programs in compliance with applicable laws and regulations, including the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), and State Disability Insurance (SDI).
- Negotiates with insurance brokers and administers employee benefit programs, including health, dental, and life insurance; serves as liaison with benefit providers to resolve issues and provide information.
- Conducts special research projects; gathers and analyzes data; prepares reports for management, advisory bodies, and committees, including periodic and year-end human resources and compliance reports.
- Manages the commercial driving program, including drug and alcohol testing requirements, and maintains required records and reports.
- Monitors changes in laws, regulations, and technology affecting human resources operations and implements policy or procedural changes, as necessary.
- Assists with the development of the City's annual operating budget, including human resources-related expenditures.
- Responds to visitors and telephone inquiries; provides high-quality customer service; and supplies information to City staff, external agencies, and the public, requiring interpretation of complex policies, rules, and procedures.
- Performs a variety of administrative activities, including maintaining awareness of departmental operations, processing contracts and agreements, attending meetings, preparing agendas and minutes, and serving on task forces and committees.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and functions of public-sector human resources administration.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Workforce planning, organizational development, and talent management principles.
- Recruitment and selection strategies, including examination development, candidate evaluation, and hiring processes.
- Classification and compensation principles, job analysis methods, and salary structure development.
- Compensation and benefits administration, including survey methodologies and internal equity considerations.
- Labor relations practices including contract interpretation, grievance procedures, and progressive discipline.
- Performance management systems and employee evaluation processes.
- Employee training and development principles, assessment techniques, and program coordination.
- Employee relations principles, including conflict resolution, workplace investigations, and complaint handling.
- Risk management concepts related to workers' compensation, general liability, workplace safety, and loss prevention.
- Workplace safety requirements and injury and illness prevention program standards.
- Leave administration requirements and compliance obligations under applicable federal and state statutes.
- Employee benefits program design, administration, and vendor coordination.
- Budget development and administration processes related to human resources operations.
- Research, data analysis, and report-writing techniques applicable to human resources and compliance reporting.
- Principles and practices of public agency risk management, purchasing and contract administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, organize, manage, and evaluate comprehensive human resources programs and services.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Interpret, apply, and explain complex federal, state, and local employment laws, regulations, policies, and collective bargaining agreements.
- Advise executive leadership, managers, and employees on a wide range of human resources and employee relations matters.
- Develop, implement, and administer policies, procedures, and work plans consistent with organizational goals and legal requirements.

- Coordinate and oversee recruitment and selection processes, including examinations, interviews, and hiring activities.
- Conduct job analyses and prepare, review, and update classification specifications.
- Analyze compensation, benefits, and survey data and develop sound salary and benefits recommendations.
- Administer performance management and evaluation processes and provide training and guidance to supervisors and managers.
- Conduct sensitive and confidential personnel and workplace investigations and prepare clear, well-documented findings.
- Manage employee relations matters, including grievances, discipline, and conflict resolution, with professionalism and impartiality.
- Participate effectively in labor relations activities, including negotiations, contract administration, and employee organization communications.
- Administer employee training and development programs, including needs assessment, program coordination, and recordkeeping.
- Oversee risk management and workplace safety programs and ensure compliance with applicable requirements.
- Administer leave programs accurately and consistently, including compliance with applicable federal and state laws.
- Supervise the establishment of filing, record-keeping, and tracking systems. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Make accurate arithmetic, financial and statistical computations.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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

Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources management, business or public administration, or a related field **AND** five (5) years of professional experience in human resources administration.

Licenses and Certifications:

- Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle is necessary to perform the essential functions of the position and the employee cannot travel to/from various work locations by other means in a timely manner.

PHYSICAL DEMANDS

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

ENVIRONMENTAL ELEMENTS

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



**APRIL 2026
FLSA: NON-EXEMPT**

PLANNING TECHNICIAN

DEFINITION

Under general supervision, performs a variety of routine to complex administrative and technical support duties related to land use planning; provides information and assistance to developers and the public on planning related matters and in support of related services and activities of the Planning & Building Department; explains ordinances, requirements, and City codes, and department procedures to building contractors, architects, engineers, builders, and the general public pertaining to design review, applications, permit requests, and concerns; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Planning & Building Director or the Director's designee. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This paraprofessional classification is responsible for performing technical duties in support of planning, public service, and administration. Positions at this level exercise judgment and initiative in their assigned tasks, receive instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The Planning Technician class is distinguished from Assistant Planner in that the latter is the first professional level planning class for the City, responsible for performing a broader range of work and making decisions in a more independent manner.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Provides customer service to the public at the front counter, by telephone, and in writing by responding to inquiries and providing information related to zoning regulations, development standards, approved development proposals, and land use entitlements.
- Performs planning and zoning review functions, including receiving and reviewing planning and building permit applications for completeness and compliance with applicable zoning standards, codes, ordinances, laws, regulations, and policies; reviews and signs off on plans for zoning clearance and permit issuance.
- Reviews routine commercial and residential development proposals and plans; coordinates with applicants; conducts site inspections; and monitors project implementation to verify substantial conformance with approved plans, conditions of approval, and mitigation measures.
- Assists with planning-related complaints and land use violations and recommends or facilitates corrective actions as appropriate.
- Provides support for current planning projects by assisting project coordinators or project managers with application and plan review, preparation and posting of legal notices, background research,

preparation of basic staff reports, and coordination with internal departments, applicants, and outside agencies.

- Participates in and supports regional and interagency programs and initiatives related to climate action, energy management, housing, waste management, transportation, or similar planning efforts.
- Researches, analyzes, and interprets social, economic, demographic, and land use data and trends; compiles information from multiple sources; and prepares statistical, narrative, and technical reports, agenda items, correspondence, and other planning documents, including General Plan-related materials.
- Prepares and develops forms, maps, graphic materials, photographs, and other exhibits to support planning activities, reports, and public meetings.
- Attends Planning Commission and other committee, task force, or advisory body meetings on-site or off-site; provides informational support during meetings and communicates actions and outcomes to City staff.
- Provides administrative and logistical support to the Planning Commission and planning operations, including preparing agendas and agenda packets, maintaining records and files, entering data into automated systems, processing cash receipts and refunds, and assisting with meeting setup and breakdown.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles, terminology, and concepts related to zoning, land use, and development review.
- Applicable zoning ordinances, development standards, codes, and regulations used in routine planning and permit review.
- Procedures for receiving, reviewing, and processing planning and zoning permit applications for completeness and compliance.
- Standard methods for reviewing routine residential and commercial development plans and applications.
- Customer service practices for assisting the public at the counter, by telephone, and in written communications regarding planning requirements and processes.
- Procedures for conducting site inspections and documenting observations related to zoning and development compliance.
- Basic procedures for investigating and documenting planning-related complaints and land use issues.
- Basic awareness of regional planning topics such as housing, transportation, sustainability, and infrastructure, as they relate to assigned duties.
- Practices and formats used for preparing basic staff reports, agenda items, notices, correspondence, and supporting documentation.
- Recordkeeping and file management practices, including creating, maintaining, and organizing manual and electronic records related to planning activities.
- Computer applications related to the work, including permit tracking and GIS software.
- Standard office practices and procedures, including filing and the use of standard office equipment.

Ability to:

- Provide courteous and effective customer service by responding to routine public inquiries regarding zoning regulations, development standards, permit requirements, and planning procedures.

- Receive, review, and process planning and zoning permit applications for completeness and compliance with established codes, ordinances, and development standards.
- Review routine residential and commercial development plans and applications and identify inconsistencies or missing information based on defined criteria.
- Explain ordinances, regulations, and procedures clearly and accurately to applicants, property owners, and the general public.
- Conduct site inspections to verify general compliance with zoning and development requirements and document observations in a clear and organized manner.
- Assist with the investigation and documentation of planning-related complaints and land use issues by gathering information and following established procedures.
- Compile information from a variety of sources and prepare basic staff reports, agenda items, notices, correspondence, and supporting documentation.
- Maintain accurate and organized records, files, logs, and databases related to planning, permitting, and administrative activities.
- Enter, retrieve, and update data in automated record systems with accuracy and attention to detail.
- Prepare forms, maps, exhibits, and basic graphic materials to support planning activities, reports, and public meetings.
- Assist with Planning Commission and committee meetings by preparing agendas and packets, distributing materials, providing logistical support, and recording or communicating meeting outcomes as assigned.
- Prioritize and complete multiple assignments within established deadlines while following established procedures and guidelines.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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

Equivalent to an associate's degree from an accredited college with major coursework in urban planning, architecture, construction management, social sciences or a closely related field AND two (2) years of experience in plans review, zoning administration, building code issuance or surveying.

Licenses and Certifications:

- None

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or

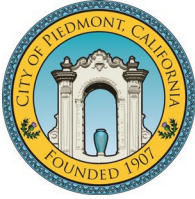
slippery surfaces; to reach, twist, turn, kneel, and bend; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with challenging public and/or private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be able to attend meetings and other activities outside of normal working hours.



APRIL 2026
FLSA: EXEMPT

POLICE CAPTAIN

DEFINITION

Under general direction plans, organizes, oversees, and manages the staff, operations, and activities of a major division within the Police Department; trains sworn and non-sworn staff and provides for their professional development; develops and implements departmental operational programs; provides administrative and budgetary support to the Chief of Police; serves as second in command of the Police Department and acts for the Chief on a relief or as assigned basis; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief of Police. Exercises general supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This mid-management level class is responsible for planning patrol and public service functions or administrative support activities, including assisting the Chief in formulating policy, developing goals and objectives, and administering the department's budget. Incumbents may respond to calls for service, however, the primary responsibilities are managerial, including the coordination of activities with those of other City departments and law enforcement agencies. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. This class is distinguished from the Chief of Police in that the latter has overall management responsibility for all City police law enforcement programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, organizes, assigns, supervises, and evaluates the work of sworn and non-sworn personnel through subordinate supervisors; ensures adequate staffing and coverage for all shifts and assignments; participates in the selection, training, professional development, discipline, and performance management of assigned personnel.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommends within departmental policy,

appropriate service and staffing levels; recommends and administers policies and procedures.

- Participates in the development and administration of division budgets; oversees division budgets; prepares and reviews grant requests and assists in the administration of state and federal grant funds.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends changes to the Chief of Police.
- Oversees the provision of the City's law enforcement, crime prevention programs, operations investigations, parking enforcement, and animal control functions.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- Works to build collaborative partnerships between the department and the individuals and organizations served; focuses on developing proactive solutions and increasing trust in police by encouraging interactive partnerships with relevant stakeholders to develop solutions collaboratively.
- Develops cooperative working relationships and mutual aid agreements with representatives of other local public safety departments; provides and coordinates mutual aid in accordance with departmental policy.
- Proactively collaborates and works closely with public and private groups such as social services providers, educators, health, and other professionals, local government, and state and federal law enforcement to identify and solve problems.
- Serves as liaison between the department, other City departments, the community, the media, and other law enforcement agencies; provides information to the general public; assists in community crime prevention programs and provides public education and policing skills and strategies; speaks before groups of people and responds to questions from the public; attends community functions to represent the department.
- Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff, and the provision of services to the community in an effective, efficient, and economical manner.
- Investigates and resolves problems with requests for services or complaints regarding police functions; conducts internal investigations of complaints from officers and/or the public; mediates any conflicts or disputes with department personnel or the public; takes appropriate action to ensure a timely and equitable resolution.
- Prepares, reviews, and completes various reports, including City Council agenda

reports and department-related documentation and correspondence; directs the maintenance of departmental files.

- Responds to major incidents reported to the Police Department and ensures that the Incident Commander is following Incident Command System/Standardized Emergency Management protocol; assumes role of Incident Commander as needed; may oversee and coordinate the work of multi-agency task forces or committees.
- Provides highly complex staff assistance to the Chief of Police; develops and reviews staff reports related to assigned activities and services; may present information to the City Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Acts for the Police Chief on a relief or as-assigned basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of work organization, staff supervision, training, professional development and work review and evaluation.
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension, and transport of suspects.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Methods and techniques of public relations.
- Incident Command System for large scale emergencies which impact response capabilities.
- Principles and practices of budget development and administration.
- Applicable Federal, State, and local laws, codes, ordinances, regulations, and standards affecting Police Department operations.
- Operational characteristics and safety practices of equipment related to the work, including the safe use and proper care of firearms.
- Community-based policing principles, practices, and techniques related to changing and shifting paradigms, partnerships and diversity, strategic planning, ethics and integrity.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Techniques of first aid and CPR.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for Operations in the Police Department.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost-effective manner.
- Observe accurately, recall faces, names, descriptive characteristics, and facts of incidents and places.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to and investigate inquiries and concerns and prepare an appropriate response; effectively resolve conflict within assigned area of responsibility; negotiate and resolve complex issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of division and department goals and objectives.
- Conduct research, analyze and interpret data, draw conclusions, and summarize and present information, reports, and data in an effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Communicate effectively both orally and in writing using the English language.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Effectively communicate with the public.

Education and Experience:

Equivalent to graduation from a four-year college or university with major course work in criminology, law enforcement, social or police science, public administration, or a closely related field **AND** five (5) years of increasingly responsible sworn law enforcement experience in all major phases of police work including three (3) years of management and administrative responsibilities.

Licenses and Certifications:

- Possession of a valid California class C driver's license and a satisfactory driving record to be maintained throughout employment.
- Possession of a valid supervisory certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession of a valid firearms qualification to be maintained throughout employment.

Physical Demands:

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

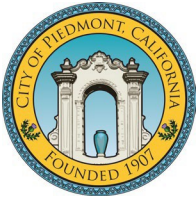
The job involves periodic fieldwork serving as an Incident Commander, requiring walking, or running or standing on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity are needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards, which may include the use of proper equipment.

Environmental Conditions:

Employees work in a field environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases; and outdoor conditions with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Duties are also performed in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Additional Requirements:

- Must pass a detailed background investigation, including an evaluation of character, emotional, and mental condition.
- Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations, hazardous materials, and all-weather conditions.



APRIL 2026
FLSA: NON-EXEMPT

POLICE SERGEANT

DEFINITION

Under general direction, plans, schedules, trains, deploys, organizes, reviews, and participates in the work of officers and non-sworn staff on an assigned shift; provides technical assistance to subordinates and department staff; performs the full range of peace officer duties related to protection of life and property, deterring crime, enforcement of laws and ordinances, assistance to the public and fostering community relations; conducts investigations; assists in the preparation of cases and testifies in court; serves in specialized departmental roles; learns and assists with administrative functions for the department; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Captain. Exercises direct supervision over sworn and non-sworn staff.

CLASS CHARACTERISTICS

This is the first full supervisory level in the sworn peace officer series, responsible for all activities on an assigned shift and for assisting with overall department management and multi-agency activities as assigned. Responsibilities include both watch command and the performance of a variety of administrative duties. This class is distinguished from Police Captain in that the latter has management responsibility for a major division of the Police Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, organizes, assigns, supervises, and reviews the work of sworn and non-sworn staff; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services; recommends and implements policies and procedures including standard operating procedures.
- Monitors activities of assigned services and programs; ensures consistent

application of enforcement and service throughout the department; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

- Provides guidance and direction, by radio or in person, on officer response to a variety of law enforcement situations; interprets points of procedure, policy, and regulations.
- Upholds an organizational philosophy with an emphasis on community-based services, enforcement efforts and internal supervision, and mentoring of staff.
- Evaluates training requirements for assigned staff; reviews staff work performance to identify training needs; approves scheduled training; observes and monitors performance of employees relative to training received.
- Supervises the preparation and review of reports, records, and court cases prepared by subordinate personnel to ensure accuracy, quality, and completeness; coaches staff on report writing and documentation standards; testifies in court as required.
- Oversees and evaluates departmental programs and interagency initiatives; represents the department and City in contacts with other law enforcement agencies; provides mutual aid in accordance with departmental policy.
- Directs ongoing and sensitive internal affairs investigations.
- Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
- Assists in the preparation and administration of the departmental budget; prepares grant proposals for various state and federal programs.
- Develops and maintains effective working relationships with the community to perform community-based policing and leverage those familiarized relationships to identify concerns and issues and engage in collaborative problem solving.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and outside agencies; recommends corrective actions to resolve issues.
- Supervises and performs the duties of a sworn police officer consistent with the Law Enforcement Code of Ethics to maintain a highly visible presence within the community for the purpose of identifying and deterring crime, maintaining good community relations, identifying and resolving community issues and problems, and providing assistance to the public.
- Participates in a variety of public awareness and community engagement activities to promote good public relations and safety awareness.
- Represents the City and the Police Department on special projects, in public presentations, and in youth and other community activities. Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of leadership.
- Operations and services of a comprehensive municipal law enforcement department.
- Principles, practices, methods, and techniques of law enforcement including patrol, investigations, and special operations functions.
- Investigation and identification techniques and equipment.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Methods and techniques of interviewing and eliciting information from victims, witnesses, and suspects.
- Traffic control, enforcement, and education methods.
- Police records, communications, property, and custody system operations.
- Procedures in handling warrants, filing complaints, court appearances, and testifying.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- Methods and techniques of preparing police reports and related documentation.
- Techniques of first aid and CPR.
- Principles and procedures of record keeping, report writing, and preparation of correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Basic budgetary, grant writing and program evaluation practices.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Research and evaluate new service delivery methods, procedures, and techniques.

- Supervise and perform law enforcement duties within an assigned program area to ensure the protection and safety of community member(s) and property.
- Observe accurately; recall faces, names, descriptive characteristics, and facts of incidents and places.
- Identify and be responsive to community issues, concerns, and needs.
- Conduct effective interviews with victims and witnesses.
- Pursue, apprehend, and subdue suspects in accordance with mandated procedures.
- Process crime scenes and maintain chain of custody of evidence.
- Monitor changes in laws and court decisions and apply them in work situations.
- Make sound, independent decisions in emergency situations.
- Operate the equipment and vehicles of the department in a safe and responsible manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with community groups; various business, professional, and community organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively using computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicating clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with the community and others contacted in the course of the work.

Education and Experience:

Equivalent to an associate degree from an accredited college with major coursework in criminal justice, law enforcement or a closely related field AND three years of non-probationary experience as a sworn law enforcement officer by the filing date.

Additional experience as a sworn officer may be substituted for the education requirement on a year-for-year basis to a maximum of one year.

Licenses and Certificates:

- Possession of a valid California class C driver's license and a satisfactory driving record to be maintained throughout employment.
- Possession of a valid intermediate certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession of a valid firearms qualification to be maintained throughout employment.

Physical Demands:

Must possess mobility to work primarily in a patrol and field environment and to maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to operate vehicles in all conditions, frequently at a high rate of speed, to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio.

The job involves fieldwork requiring frequent walking or running or standing on uneven terrain and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity are needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards, which may include the use of proper equipment.

Positions also work in a secondary office or station environment, and use standard office equipment, including a computer.

Environmental Conditions:

Employees work in a field environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases; and outdoor conditions with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Duties are also performed in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Additional Requirements:

- Must be willing to work evening, night, weekend, and holiday shifts.
- Must pass a detailed background investigation including an evaluation of character, emotional and mental condition.
- Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations, hazardous materials, and all-weather conditions.

Civil Service Commission: 4/13/26
City Council: 4/20/26



APRIL 2026
FLSA: EXEMPT

SUPPORT SERVICES COMMANDER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex technical and administrative support related to all programs and activities of the support services functions of the Police Department including dispatch, records, property and evidence, and information technology; administers current and long-term planning activities; manages the effective use of resources to improve organizational productivity and customer service; provides complex and responsible support to the Police Chief in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Chief. Exercises direct supervision over supervisory, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a non-sworn mid-management classification that has management and administrative responsibilities which include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Police Chief in a variety of areas. Successful performance of the work requires an extensive background in police records management as well as skill in coordinating departmental work.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, manages, and oversees the daily functions, operations, and activities of the Police Records function, including maintenance, processing, release and distribution, and security of police records and subpoena and warrant processing; functions as Records Security Officer acting as official custodian of criminal justice records for the department; takes necessary action to ensure compliance with court orders.
- Plans, manages, and oversees the daily functions, operations, and activities of the Public Safety Communications function, including receiving police and emergency calls, dispatching Police units following prescribed procedures, and answering non-emergency calls for public safety and other City departments; acts as the Public Safety Answering Point (PSAP) manager and Agency Terminal Coordinator.
- Performs dispatch duties, when needed, to provide section coverage.
- Contributes to the development of, and monitors performance against, the annual department operating budget.
- Plans, directs, and implements special projects and assignments as directed by the Chief of Police.

- Oversees activities associated with the tracking, handling, and safekeeping of evidence and found property for the Police Department, including maintaining the physical integrity and control of evidentiary items in the City's custody, data input, material cataloging, processing and disposal, and maintaining the chain of evidence.
- Stays abreast of legislative changes affecting areas of assigned responsibility; reviews new technology for use in the division; coordinates the implementation of technology as well as maintenance of existing equipment and systems that support departmental operations.
- Oversees the police department's information technology resources and functions; purchases and implements new computer hardware and software, and manages computer systems including Computer Aided Dispatch (CAD) and Records Management System (RMS); oversees and manages technical services to keep the IT system technologically up-to-date and operating efficiently and reliably.
- Manages, develops, coordinates, and implements social media content which communicates Department activities, community alerts, and other information to the public.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Provides day-to-day leadership and works with supervisors and staff to ensure a high-performance customer service-oriented work environment that supports achieving the department and the City's mission, objectives, and values.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Police Chief.
- Coordinates and performs professional-level administrative and programmatic work in such areas as budget development, financial administration and reporting, grants, purchasing, database management, contract administration, management analysis, public information, and program evaluation.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Oversees and participates in assembling and compiling information for a variety of departmental, State mandated, and statistical reports, including verifying accuracy and completion of reports and maintaining files.
- Oversees all technology programs including the Department's surveillance and Automated License Plate Reader (ALPR) programs, digital evidence storage solutions, investigative databases, and Body Worn Camera program.
- Plans, oversees, coordinates, and implements the Police Department's volunteer program including selection, training, and work coordination.
- Administers the review of parking citations and hearing requests.
- Conducts and prepares regulated State of California Department of Justice (DOJ) and National Crime Information Center (NCIC) audits.
- Oversees the purchasing and maintenance of equipment including radio and telephone dispatching systems and recording systems.
- Participates on a variety of interdisciplinary meetings and represents the City to the community and other organizations.

- Serves as a liaison to employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned areas of responsibility; reviews problems and recommends corrective actions.
- Provides highly complex staff assistance to the Police Chief; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities, including complex financial, budget, personnel, operational, or administrative issues or questions; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of police records management; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of and practices of budget administration and accountability.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned divisions.
- Department's Body Worn Camera (BWC) philosophy, policy, privacy, and procedure, including state public records laws, balancing accountability with transparency, developing effective BWC policies, establishing an effective and efficient public records release process.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility including Public Records Act, National Institute Management System (NIMS), OSHA, and HIPAA requirements.
- Techniques for records management and evidence processing, including records disbursement and chain of evidence procedures.
- Methods used in the collection, tabulation, review, analysis, and distribution of evidence and property, forms, reports, and documents.
- Business letter writing and the standard format for reports and correspondence.
- Modern office practices, methods, and computer equipment and applications related to the work, including automated information systems for federal, state, and regional law enforcement.
- Business arithmetic and statistical techniques.
- Record keeping principles and procedures.
- Principles and practices of data collection and report preparation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- supervision.

- Functions, principles, and practices of law enforcement agencies.
- Principles and practices for records management, including records disbursement procedures.
- Terminology and procedures used in public safety dispatching.
- Operation of computer-aided communications equipment, including multiple telephone lines and radio systems.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Plan and direct the operations of a 24-hour records management and emergency communications operation center.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Maintain accurate records and files of work performed.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of manual and computerized record keeping systems.
- Organize, set priorities and exercise expert independent judgement within areas of responsibility.
- Make sound, independent decisions within established policy and procedural guidelines.
- Represent the City effectively with other police agencies, county, state, and federal emergency operations management, citizens, and the public.
- Organize and manage a variety of programs and projects in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education

- Graduation from an accredited four-year college or university, with a bachelor's degree in administration of justice, business, management or a closely related field; and

Experience

- Three (3) years of increasingly responsible management and/or administrative experience in public safety dispatching, records management, and/or property room management, which must have included at least two (2) years of supervisory experience.

Licenses and Certifications:

- Possession of a valid P.O.S.T. Dispatch or Records Civilian Supervisor certificate required.

PHYSICAL DEMANDS

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

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.