



November 18, 2019

Classification Study Final Report

City of Rohnert Park

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Ms. Victoria Perrault
Human Resources Director
City of Rohnert Park
Office of the City Manager
130 Avram Avenue
Rohnert Park, CA 94928

Dear Ms. Perrault:

Koff & Associates is pleased to present the classification and compensation report for the study of all positions in the City of Rohnert Park. Volume I documents the classification study process and provides recommendations for the classification plan, allocations of individual positions for all City of Rohnert Park employees, and class specifications. Volume II, to be sent under separate cover, documents the market compensation survey, findings, and recommendations.

This first volume incorporates a summary of the study's multi-step process, which included results of written Position Description Questionnaires, interviews with employees and management, and employee review and comments in the form of draft class descriptions, and class allocation recommendations.

We would like to thank you for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with you and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,



Katie Kaneko
President



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EXECUTIVE SUMMARY

Background

In March 2019, the City of Rohnert Park (City) contracted with Koff & Associates (K&A) to conduct a classification and total compensation study for all of the City's classifications. All classification and compensation findings, recommendations, and options for implementations are in Volumes I and II of this report.

This classification review process was precipitated by:

- The concern of City Council, management, and the employee groups that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows the City to recruit and retain a high-quality staff;
- To ensure that class descriptions reflect current programs, responsibilities, and technology;
- The desire to have a compensation plan that can meet the needs of the City; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across the City.

The goal of the classification and compensation study is to assist the City in developing a competitive pay and benefit structure, which is based upon market data to ensure that the plan is fiscally responsible, and that meets the needs of the City with regards to recruitment and retention of qualified staff.

CLASSIFICATION STUDY GOALS

The goals and objectives of the classification portion of the study were to:

- Obtain detailed information regarding each position through a variety of techniques, including written Position Description Questionnaires (PDQs) and interviews with employees and management;
- Prepare an updated classification plan, including recommended class descriptions and position allocations that recognizes the scope and level of the various classes and positions, and is perceived equitable by management and employees alike;
- Provide class descriptions and other documentation that includes information required for compliance with the Americans with Disabilities Act (ADA) and appropriate qualifications, including knowledge, skills, and other requirements that are job-related and meet other legal guidelines; and
- Provide sufficient documentation to allow the City to maintain the classification system on a regular basis.



CLASSIFICATION STUDY PROCESS

The classification study procedures were as follows:

- An initial meeting was held with City management to clarify study scope, objectives, processes, and deliverables.
- Orientation meetings were held to which all employees were invited, to meet consultant staff involved with the project, clarify study objectives and procedures, answer questions, and distribute the PDQs.
- After the PDQs were completed by employees and reviewed by management and consultant staff, interviews were conducted with all employees and management.
- Following the analysis of the classification information gathered, draft class concepts, specifications, and position allocations were developed for management and employee review.
- After resolution of issues, wherever possible, including additional contacts with employees and management to gain details and clarification, appropriate modifications were made to the draft specifications and allocations and this final report was prepared.

CLASSIFICATION CONCEPTS

Positions vs. Classifications

“Position” and “Classification” are two terms that are often used interchangeably but have very different meanings. As used in this report:

- A position is an assigned group of duties and responsibilities performed by one person. A position can be full-time, part-time, regular or temporary, filled or vacant. Often the word “job” is used in place of the word “position.”
- A classification or class may contain only one position or may consist of a number of positions. When you have several positions assigned to one class, it means that the same title is appropriate for each position; that the scope, level, duties, and responsibilities of each position assigned to the class are sufficiently similar (but not identical) that the same core knowledge, skills, abilities, and other requirements are appropriate for all positions, and that the same salary range is equitable for all positions in the class.

The description of a position often appears as a working desk manual, going into detail regarding work process steps, while a class description emphasizes the general scope and level of responsibilities, plus the knowledge, skills, abilities, and other requirements for successful performance.



When positions are classified, the focus is on assigned job duties and the job-related requirements for successful performance, not on individual employee capabilities or amount of work performed. Positions are thus evaluated and classified on the basis of such factors as knowledge, skills, and abilities required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization), and the impact of the position on the organization and working conditions.

The Relationship Between Classification and Compensation

Classification and the description of the work and the requirements to perform the work are separate and distinct from determining the worth of that work in the labor market and to the organization. While recommending the appropriate compensation for the work of a class depends upon an understanding of what that work is and what it requires (as noted above), compensation levels are often influenced by two factors:

- The external labor market; and
- Internal relationships within the organization.

Compensation findings and recommendations for the City are covered in Volume II of this report.

The Purpose of Having a Classification Plan

A position classification plan provides an appropriate basis for making a variety of human resources decisions such as the:

- Development of job-related recruitment and selection procedures;
- Clear and objective appraisal of employee performance;
- Development of training plans and succession planning;
- Design of an equitable and competitive salary structure;
- Organizational development and the management of change; and
- Provision of an equitable basis for discipline and other employee actions.

In addition to providing this basis for various human resources management and process decisions, a position classification plan can also effectively support systems of administrative and fiscal control. Grouping of positions into an orderly classification system supports planning, budget analysis and preparation, and various other administrative functions.

Within a position classification plan, job classifications can either be broad (containing a number of positions) or narrow (emphasizing individual job characteristics). Broad job classifications are indicated when:

- Employees can be hired with a broad spectrum of knowledge, skill, and/or academic preparation and can readily learn the details of the City, the department, and the position on-the-job; or



- There is a need for flexibility of the assignment within a department or an organization due to changing programs, technologies, or workload.

Individualized job classifications are indicated when:

- There is an immediate need to recruit for specialty knowledge and skills;
- There is a minimum of time or capability for on-the-job training; or
- There is an organizational need to provide for specific job recognition and to highlight the differences between jobs.

Most classification plans are a combination of these two sets of factors and we have chosen the middle ground in this study as being most practicable in the City's changing environment and service delivery expectations, as well as being in line with the City's strategic plan. This approach resulted in recommendations to retitle classifications to more accurately reflect current responsibilities or use more contemporary titles (e.g. Payroll/Fiscal Specialist to Accounting Technician), or to reclassify certain individuals into existing or entirely new classifications that more accurately reflect current responsibilities (e.g. Community Services Program Coordinator to Theatre Services Coordinator). Detailed allocation recommendations are found in Appendix I of the report.

Classification Descriptions

In developing the new and revised classification descriptions for all positions, the basic concepts outlined in the previous pages were utilized. The recommended class descriptions are included in Appendix II of this report.

As mentioned earlier, the class descriptions are based upon the information from the written PDQs completed by each employee, the individual job audit interviews (if required), and from information provided by employees and managers during the review processes. These descriptions provide:

- A written summary documenting the work performed and/or proposed by the incumbents of these classifications;
- Distinctions among the classes; and
- Documentation of requirements and qualifications to assist in the recruitment and selection process.

Just as there is a difference between a position and a class, there is also a difference between a position description and a class description. A position description, often known as a "desk manual", generally lists each duty an employee performs and may also have information about how to perform that duty. A class description normally reflects several positions and is a summary document that does not list each duty performed by every employee. The class description, which is intended to be broader, more general and informational, is intended to indicate the general scope and level of responsibility and requirements of the class, not detail-specific position responsibilities.



The sections of each class description are as follows:

Title: This should be brief and descriptive of the class and consistent with other titles in the classification plan and the occupational area.

- The title of a classification is normally used for organization, classification, and compensation purposes within the City. Often working titles are used within a department to differentiate an individual. All positions have a similar level of scope and responsibility; however, the working titles may give assurance to a member of the public that they are dealing with an appropriate individual. Working titles should be authorized by Human Resources to ensure consistency within the City and across departmental lines.

Definition: This provides a capsule description of the job and should give an indication of the type of supervision received, the scope and level of the work and any unusual or unique factors. The phrase “performs related work as required” is not meant to unfairly expand the scope of the work performed, but to acknowledge that jobs change and that not all duties are included in the class specification.

Supervision Received and Exercised: This section specifies which class or classes provide supervision to the class being described and the type and level of work direction or supervision provided to this class. The section also specifies what type and level of work direction or supervision the class provides to other classes. This assists the reader in defining where the class “fits” in the organization and alludes to possible career advancement opportunities.

Class Characteristics: This can be considered the “editorial” section of the specification, slightly expanding the Definition, clarifying the most important aspects of the class and distinguishing this class from the next higher-level in a class series or from a similar class in a different occupational series.

Examples of Typical Job Functions: This section provides a list of the major and typical duties, intended to define the scope and level of the class and to support the Qualifications, including Knowledge and Skills. This list is meant to be illustrative only. It should be emphasized that the description is a summary document, and that duties change depending upon program requirements, technology, and organizational needs.

Qualifications: This element of the description has several sections:

- A listing of the job-related knowledge and skills required to successfully perform the work. They must be related to the duties and responsibilities of the work and capable of being validated under the Equal Employment Opportunity Commission’s Uniform Guidelines on Selection Procedures. Knowledge (intellectual comprehension) and Abilities (acquired proficiency) should be sufficiently detailed to provide the basis for selection of qualified employees.
- A listing of educational and experience requirements that outline minimum and alternative ways of gaining the knowledge and abilities required for entrance into the



selection process. These elements are used as the basic screening technique for job applicants.

- Licenses and/or certifications identify those specifically required in order to perform the work. These certifications are often required by an agency higher than the City (i.e., the State), and can therefore be appropriately included as requirements.

Physical Demands: This section identifies the basic physical abilities required for performance of the work. These are not presented in great detail (although they are more specifically covered for documentation purposes in the PDQs) but are designed to indicate the type of pre-employment physical examination (lifting requirements and other unusual characteristics are included, such as “finger dexterity needed to access, enter, and retrieve data using a computer keyboard”) and to provide an initial basis for determining reasonable accommodation for ADA purposes.

Working Conditions: These can describe certain outside influences and circumstances under which a job is performed; they give employees or job applicants an idea of certain risks involved in the job and what type of protective gear may be necessary to perform the job. Examples are loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and other job conditions.

Fair Labor Standards Act

One of the major components of the job analysis and classification review is the determination of each classification’s appropriate Fair Labor Standards Act (FLSA) status, i.e., exempt vs. non-exempt from the FLSA overtime rules and regulations.

As we review position description questionnaires and notes from the interviews, we analyze each classification’s essential functions to determine FLSA status. There are three levels for the determination of the appropriate FLSA status that are utilized and on which we base our recommendations. Below are the steps used for the determination of Exempt FLSA status.

Salary Basis Test: The incumbents in a classification are paid at least \$455 per week (\$23,660 per year), not subject to reduction due to variations in quantity/quality of work performed. Note: computer professionals’ salary minimum is defined in hourly terms as \$27.63 per hour.

Exemption Applicability: The incumbents in a classification perform any of the following types of jobs:

- Executive: Employee whose primary duty is to manage the business or a recognized department/entity and who customarily directs the work of two or more employees. This also includes individuals who hire, fire, or make recommendations that carry particular weight regarding employment status. Examples: executive, director, owner, manager, supervisor.
- Administrative: Employee whose primary activities are performing office work or non-manual work on matters of significance relating to the management or business



operations of the firm or its customers and which require the exercise of discretion and independent judgment. Examples: coordinator, administrator, analyst, accountant.

- Professional: Employee who primarily performs work requiring advanced knowledge/education and which includes consistent exercise of discretion and independent judgment. The advanced knowledge must be in a field of science or learning acquired in a prolonged course of specialized intellectual instruction. Examples: attorney, physician, statistician, architect, biologist, pharmacist, engineer, teacher.
- Computer professional: Employee who primarily performs work as a computer systems analyst, programmer, software engineer or similarly skilled work in the computer field performing a) application of systems analysis techniques and procedures, including consulting with users to determine hardware, software, or system functional specifications; b) design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specification; or c) design, documentation, testing, creation or modification of computer programs based on and related to user or system design specifications; or a combination of the duties described above, the performance of which requires the same level of skills. Examples: system analyst, database analyst, network architect, software engineer, programmer.

Job Analysis: A thorough job analysis of the job duties must be performed to determine exempt status. An exempt position must pass both the salary basis and duties tests. The job analysis should include:

- Review of the minimum qualifications established for the job;
- Review of prior class descriptions, questionnaires, and related documentation;
- Confirmation of duty accuracy with management; and
- Review and analysis of workflow, organizational relationships, policies, and other available organizational data.

Non-exempt classifications work within detailed and well-defined sets of rules and regulations, policies, procedures, and practices that must be followed when making decisions. Although the knowledge base required to perform the work may be significant, the framework within which incumbents work is fairly restrictive and finite. (Please note that FLSA does not allow for the consideration of workload and scheduling when it comes to exemption status).

Finally, often times a classification performs both non-exempt and exempt duties, so we analyze time spent on each type of duties. If a classification performs mostly non-exempt duties (i.e. more than 50% of his or her time), then the classification would be considered non-exempt.



CLASSIFICATION FINDINGS AND RECOMMENDATIONS

Classification Structure and Allocation Factors

The proposed classification plan provides the City with a systematic classification structure based on the interrelationship between duties performed, the nature and level of responsibilities, and other work-related requirements of the jobs.

A classification plan is not a stable, unchanging entity. Classification plans may be updated and revised by conducting classification studies that are organizational wide (review of the all classifications and positions) or position specific. The methodology used for both types of studies is the same, as outlined above.

For either type of study, when identifying appropriate placement of new and/or realigned positions within the classification structure, there are general allocation factors to consider. By analyzing these factors, the City will be able to change and grow the organization while maintaining the classification plan.

1. Type and Level of Knowledge and Skill Required

This factor defines the level of job knowledge and skill, including those attained by formal education, technical training, on-the job experience, and required certification or professional registration. The varying levels are as follows:

A. The entry-level into any occupational field

This entry-level knowledge may be attained by obtaining a high school diploma, completing specific technical course work, or obtaining a four-year or advanced college or university degree. Little to no experience is required.

B. The experienced or journey-level (fully competent-level) in any occupational field

This knowledge and ability level recognizes a class that is expected to perform the day-to-day functions of the work independently, but with guidelines (written or oral) and supervisory assistance available. This level of knowledge is sufficient to provide on-the-job instruction to a fellow employee or an assistant when functioning in a lead capacity. Certifications may be required for demonstrating possession of the required knowledge and skills.

C. The advanced level in any occupational field

This knowledge and skill level is applied in situations where an employee is required to perform or deal with virtually any job situation that may be encountered. Guidelines may be limited and creative problem solving may be involved. Supervisory knowledge and skills are considered in a separate factor and should not influence any assessment of this factor.



2. Supervisory/Management Responsibility

This factor defines the staff and/or program management responsibility, including short and long-range planning, budget development and administration, resource allocation, policy and procedure development, and supervision and direction of staff.

A. No ongoing direction of staff

The employee is responsible for the performance of his or her own work and may provide side-by-side instruction to a co-worker.

B. Lead direction of staff or program coordination

The employee plans, assigns, directs, and reviews the work of staff performing similar work to that performed by the employee on a day-to-day basis. Training in work procedures is normally involved. If staff direction is not involved, the employee must have responsibility for independently coordinating one or more programs or projects on a regular basis.

C. Full first-line supervisor

The employee performs the supervisory duties listed above, and, in addition, makes effective recommendation and/or carries out selection, performance evaluation, and disciplinary procedures. If staff supervision is not involved, the employee must have programmatic responsibility, including development and implementing goals, objectives, policies and procedures, and budget development and administration.

D. Manager

The employee is considered management, often supervising through subordinate levels of supervision. In addition to the responsibilities outlined above, responsibilities include allocating staff and budget resources among competing demands and performing significant program and service delivery planning and evaluation. This level normally reports to the City Manager.

E. Executive Management

The employee has total administrative responsibility for the City and reports to the City Council.

3. Supervision Received

A. Direct Supervision

Direct supervision is usually received by entry-level employees and trainees, i.e., employees who are new to the organization and/or position they are filling. Initially under close supervision, incumbents learn to apply concepts and work procedures and methods in assigned area of responsibility to resolve problems of moderate scope and complexity. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience



is gained, assignments become more varied and are performed with greater independence.

B. General Supervision

General supervision is usually received by the experienced and journey-level employees, i.e., employees who have been in a position for a period of time and have had the opportunity to be trained and learn most, if not all, duties and responsibilities of the assigned classification. Incumbents are cross-trained to perform the full range of technical work in all of the areas of assignment.

At the experienced-level, positions exercise some independent discretion and judgment in selecting and applying work procedures and methods. Assignments and objectives are set for the employee and established work methods are followed. Incumbents have some flexibility in the selection of steps and timing of work processes.

Journey-level positions receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned projects, programs, and team(s). Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements, and the methodology used in arriving at the end results are not reviewed in detail.

C. General Direction

General direction is usually received by senior level or management positions. Work assignments are typically given as broad, conceptual ideas and directives and incumbents are accountable for overall results and responsible for developing guidelines, action plans, and methods to produce deliverables on time and within budget.

D. Administrative and Policy Direction

Administrative direction is usually received by executive management classifications. The incumbent is accountable for accomplishing City-wide planning and operational goals and objectives within legal and general policy and regulatory guidelines. The incumbent is responsible for the efficient and economical performance of the organization's operations.

4. Problem Solving

This factor involves analyzing, evaluating, reasoning, and creative thinking requirements. In a work environment, not only the breadth and variety of problems are considered, but also guidelines, such as supervision, policies, procedures, laws, regulations, and standards available to the employee.



A. Structured problem solving

Employees learn to apply concepts and work procedures and methods in assigned area of responsibility and to resolve problems and issues that are specific, less complex, and/or repetitive. Exceptions or changes in procedures are explained in detail as they arise.

B. Independent, guided problem solving

Work situations require making independent decisions among a variety of alternatives; however, policies, procedures, standards, and regulations and/or management are available to guide the employee towards problem resolution.

C. Application of discriminating choices

Work situations require independent judgment and decision-making authority when identifying, evaluating, adapting, and applying appropriate concepts, guidelines, references, laws, regulations, policies, and procedures to resolve diverse and complex problems and issues.

D. Creative, evaluative, or critical thinking

The work involves a high-level of problem-solving requiring analysis of unique issues or increasingly complex problems without precedent and/or structure and formulating, presenting, and implementing strategies and recommendations for resolution.

5. Authority for Making Decisions and Taking Action

This factor describes the degree to which employees have the freedom to take action within their job. The variety and frequency of action and decisions, the availability of policies, procedures, laws, and supervisory or managerial guidance, and the consequence or impact of such decisions are considered within this factor.

A. Direct, limited work responsibility

The employee is responsible for the successful performance of his or her own work with little latitude for discretion or decision-making. Work is usually supervised while in progress and fits an established structure or pattern. Direct supervision is readily available.

B. Decision-making within guidelines

The employee is responsible for the successful performance of their own work, but able to prioritize and determine methods of work performance within general guidelines. Supervision is available, although the employee is expected to perform independently on a day-to-day basis. Emergency or unusual situations may occur, but are handled within procedures and rules. Impact of decisions is normally limited to the work unit, project, or program to which assigned.



C. Independent action with focus on work achieved

The employee receives assignments in terms of long-term objectives, rather than day-to-day or weekly timeframes. Broad policies and procedures are provided, but the employee has latitude for choosing techniques and deploying staff and material resources. Impact of decisions may have significant program or City-wide service delivery and/or budgetary impact.

D. Decisions made within general policy or elected official guidance

The employee is subject only to the policy guidance of elected officials and/or broad regulatory or legal constraints. The ultimate authority for achieving the goals and objectives of the City are with this employee.

6. Interaction with Others

This factor includes the nature and purpose of contacts with others, from simple exchanges of factual information to the negotiation of difficult issues. It also considers with whom the contacts are made, from co-workers and the public to elected or appointed public officials.

A. Exchange of factual information

The employee is expected to use ordinary business courtesy to exchange factual information with co-workers and the public. Strained situations may occasionally occur, but the responsibilities are normally not confrontational.

B. Interpretation and explanation of policies and procedures

The employee is required to interpret policies and procedures, apply and explain them, and influence the public or others to abide by them. Problems may need to be defined and clarified and individuals contacted may be upset or unreasonable. Contacts may also be made with individuals at all levels throughout the City.

C. Influencing individuals or groups

The employee is required to interpret laws, policies, and procedures to individuals who may be confrontational or to deal with members of professional, business, community, or other groups or regulatory agencies as a representative of the City.

D. Negotiation with organizations from a position of authority

The employee often deals with the City Council, elected officials, government agencies, and other outside agencies, and the public to advance and represent the priorities and interests of the City, provide policy direction, and/or negotiate solutions to difficult problems.

7. Working Conditions/Physical Demands

This factor includes specific physical, situational, and other factors that influence the employee's working situation.



A. Normal office or similar setting

The work is performed in a normal office or similar setting during regular office hours (occasional overtime may be required, but compensated for). Responsibilities include meeting standard deadlines, using office and related equipment, lifting materials weighing up to 25 pounds, and communicating with others in a generally non-stressful manner.

B. Varied working conditions with some physical or emotional demands

The work is normally performed indoors, but may have some exposure to noise, heat, weather, or other uncomfortable conditions. Stand-by, call back, or regular overtime may be required. The employee may have to meet frequent deadlines, work extended hours, and maintain attention to detail at a computer or other machinery, deal with difficult people, or regularly perform moderate physical activity.

C. Difficult working conditions and/or physical demands

The work has distinct and regular difficult demands. Shift work (24-7 or rotating) may be required; there may be exposure to hazardous materials or conditions; the employee may be subject to regular emergency callback and extended shifts; and/or the work may require extraordinary physical demands.

Based on the above factors, in the maintenance of the classification plan when an employee is assigned an additional duty or responsibility and requests a change in classification, it is reasonable to ask:

- What additional knowledge and skills are required to perform the duty?
- How does one gain this additional knowledge and skills – through extended training, through a short-term seminar, through on-the-job experience?
- Does this duty or responsibility require new or additional supervisory responsibilities?
- Is there a greater variety of or are there more complex problems that need to be solved as a result of the new duty?
- Does the employee have to make a greater variety of or more difficult decisions as a result of this new duty?
- Are the impacts of decisions greater because of this new duty (effects on staff, budget, City-wide activities, and/or relations with other agencies)?
- Are guidelines, policies, and/or procedures provided to the employee for the performance of this new duty?
- Is the employee interacting with internal and external stakeholders others more frequently or for a different purpose as a result of this new assignment?
- Have the working or physical conditions of the job changed as a result of this new assignment?



The analysis of the factors outlined above, as well as the answers to these questions, were used to determine recommended classifications for all City employees. The factors above will also help to guide the placement of specific positions to the existing classification structure and/or revision of entire classification structure in the future.

Classification Allocation Recommendations

All class descriptions were updated in order to ensure that the format is consistent, and that the duties and responsibilities are current and properly reflect the required knowledge, abilities, and skills. Prior to Koff & Associates being contracted to conduct a study, the City had already engaged in an effort with the Service Employees International Union (SEIU) to update the City's maintenance classes from broad classes to narrow classifications. The classes are listed as follows:

- Collection System Operator I, II, III, and Supervisor
- Facilities Maintenance Worker I, II, III, and Supervisor
- Landscape Maintenance Worker
- Meter Technician
- Parks Maintenance Worker I, II, III, and Supervisor
- Streets Maintenance Worker I, II, III, and Supervisor
- Water Distribution Operator I, II, III, and Supervisor
- Water System Operator I, II, III, and Supervisor

The aforementioned classes were not part of the study that was conducted by Koff & Associates. Therefore, no allocation decisions were made related to incumbents in the class, but for consistency these updated job descriptions were converted to the same format as the rest of the class descriptions being drafted in the course of the study.

When evaluating the allocation of positions, the focus is on assigned job duties and the job-related requirements for successful performance, not on individual employee capabilities or amount of work performed. Positions are evaluated and classified on the basis of such factors as knowledge and skill required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization), the impact of the position on the organization, and working conditions.

Furthermore, it is necessary to: (i) identify the duties that the incumbents are currently being required to perform; (ii) determine if those duties are captured in the current classification description; and (iii) identify the percentage of duties being performed, if any, which are outside of the current classification.

Title Change

One of the changes in the classification plan, is the recommended title change for fifteen classifications.



Table 1. Title Change Recommendations

Current Classification Title	Proposed Classification Title
Accounting Services Supervisor	Accounting Supervisor
Accounting Specialist II (two positions)	Accounting Assistant
Building Inspector	Building Inspector I
Civil Engineer - Reg PT 75%	Associate Engineer
Community Development Assistant (two positions)	Community Development Technician
Development Engineering Manager/Building Official	Chief Building Official
Management Analyst (two positions)	Management Analyst II
Payroll/Fiscal Specialist	Accounting Technician I
Payroll/Fiscal Specialist (two positions)	Accounting Technician II
Performing Arts Center Supervisor	Performing Arts Center Manager
Planner I	Assistant Planner
Planner II	Associate Planner
Public Safety Dispatcher (three positions)	Public Safety Dispatcher I
Public Safety Dispatcher (seven positions)	Public Safety Dispatcher II
Public Works Inspector	Public Works Inspector II
Senior Payroll/Fiscal Specialist - Reg PT 50%	Senior Accounting Technician
Supervising Accountant	Accounting Supervisor

Title changes are recommended to more clearly reflect the level and scope being performed, to consolidate work into broader categories that could be used City-wide, as well as establish consistency with the labor market and industry standards. Any compensation recommendations (detailed in Volume II) are not dependent upon a new title, but upon the market value as defined by job scope, level and responsibilities, and the qualifications required for successful job performance. All recommended position allocations are outlined in Appendix I.



Reclassification

Reclassification recommendations are made for positions that are working out of class due to level and scope of work and/or job functions that have been added or removed from those positions over time.

The study resulted in twelve incumbents, allocated to nine classifications, to be reclassified, as noted in the table below. These recommendations are based on the individual positions interviewed. Not every incumbent in the current classification are recommended for a reclassification

Table 2. Reclassification Recommendations

Current Classification Title	Proposed Classification Title
Accounting Specialist II	Accounting Technician II
Administrative Assistant	Accounting Technician II
Administrative Assistant - Reg PT 75%	Communications Specialist
Community Services Program Coordinator I	Community Services Supervisor
Community Services Program Coordinator I	Theater Services Coordinator
Community Services Program Coordinator II	Community Services Analyst
Community Services Program Coordinator II	Community Services Supervisor
Community Services Supervisor	Community Services Manager
Information Systems Technician I	Information Systems Technician II
Planner III - Housing Specialist	Housing Program Administrator
Secretary I (two positions)	Administrative Assistant

New Classifications

The study resulted in five new classifications. To accommodate changes in operational need, and to appropriately reflect the responsibilities assigned to certain positions, it was proposed to develop the following classifications to meet those needs: Assistant Engineer, Building Inspector II, Management Analyst I, Public Works Inspector I, and Support Services Manager.

CONCLUSION

The revised classification descriptions serve as a general description of the work performed and provide a framework of the expectations of each position for the employee. Requests for the addition of new positions and classifications and/or reclassification of an existing position should follow established City policies and procedures. Any decisions related to the addition of new positions and classifications, reclassification of an existing position, and promotion of an existing



position will depend on the needs and resources of the City and the availability of work, as well as the ability of existing positions to meet the qualifications of and perform the duties of the higher-level class.

Finally, as mentioned previously, a classification plan is not a static, unchanging entity. The classification plan should be reviewed on a regular, on-going basis and may be amended or revised as required.

It has been a pleasure working with City on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,
Koff & Associates

Katie Kaneko
President



Appendix I

Recommended Position Allocations

City of Rohnert Park
Allocation Listing (Combined List)
August, 2019

Last Name	First Name	Department	Current Title	Recommended Title	Classification Action	FLSA Action
AGUILAR JR.	VICTOR	Pub Safety	Public Safety Officer I	Public Safety Officer I	No Change	No Change = Non-Exempt
AGUIRRE	JENNIFER	Dev Svs	GIS Technician	GIS Technician	No Change	No Change = Non-Exempt
AHART	AMANDA	Pub Safety	PT Public Safety Dispatcher	PT Public Safety Dispatcher	No Change	No Change = Non-Exempt
ALVES	NATALIE	Pub Safety	PT Public Safety Dispatcher	PT Public Safety Dispatcher	No Change	No Change = Non-Exempt
ANGELESCO	KEVIN	Pub Safety	Public Safety Officer Trainee	Public Safety Officer Trainee	No Change	No Change = Non-Exempt
AVILA	MARTIN	Pub Works	Fleet Services Supervisor	Fleet Services Supervisor	No Change	No Change = Non-Exempt
AZEVEDO	SUSAN	Dev Svs	Planner I	Assistant Planner	Title Change	No Change = Non-Exempt
BACIGALUPI	MICHAEL	Pub Safety	Public Safety Officer I	Public Safety Officer I	No Change	No Change = Non-Exempt
BAGLEY	CYNTHIA	Com Svcs	Deputy Director of Community Services	Deputy Director of Community Services	No Change	No Change = Exempt
BAKKE	CHRISTINA	Finance	Accounting Specialist II	Accounting Assistant	Title Change	No Change = Non-Exempt
BATES	MICHAEL	Pub Safety	Public Safety Deputy Chief	Public Safety Deputy Chief	No Change	No Change = Exempt
BATES	RICHARD	Pub Safety	Public Safety Sergeant	Public Safety Sergeant	No Change	No Change = Non-Exempt
BEARDSLEY	ELLEN	Dev Svs	Administrative Assistant	Accounting Technician II	Reclassification	No Change = Non-Exempt
BEISWENGER	JEFFREY	Dev Svs	Planning Manager	Planning Manager	No Change	No Change = Exempt
BENNETT	NICHOLAS	Pub Works	Environmental Coordinator	Environmental Coordinator	No Change	No Change = Exempt
BERAN	ANGELA	Pub Works	Management Analyst	Management Analyst II	Title Change	No Change = Exempt
BORGES	VON	Pub Safety	Public Safety Officer Trainee	Public Safety Officer Trainee	No Change	No Change = Non-Exempt
BRACEWELL	KELEY	Dev Svs	Administrative Assistant	Administrative Assistant	No Change	No Change = Non-Exempt
BRADFORD	JAY	Dev Svs	Development Engineering Manager/Bldg Offic	Chief Building Official	Title Change	No Change = Exempt
BRANCONI	MARK	Pub Safety	Fire Public Safety Officer III	Public Safety Officer III	No Change	No Change = Non-Exempt
BUERGLER	JOANNE	Admin	City Clerk	City Clerk	No Change	No Change = Exempt
BURKE	GINA	Finance	Payroll/Fiscal Specialist	Accounting Technician II	Title Change	No Change = Non-Exempt
CALLISON	KELI	Pub Safety	Public Safety Officer I	Public Safety Officer I	No Change	No Change = Non-Exempt
CAMILLERI	SEAN	Pub Works	Maintenance Worker II	Maintenance Worker II	No Change	No Change = Non-Exempt
CAMPBELL	LAURA	Pub Works	Maintenance Worker II	Maintenance Worker II	No Change	No Change = Non-Exempt
CIRIMELE	LISA	Dev Svs	Office Assistant I	Office Assistant I	No Change	No Change = Non-Exempt
COOPER	LEE	Pub Safety	Fire Public Safety Officer III	Public Safety Officer III	No Change	No Change = Non-Exempt
DAUBS	STEVE	Dev Svs	Building Inspector	Building Inspector I	Title Change	No Change = Non-Exempt
DAVIDGE	BRANDON	Pub Safety	Fire Assignment Sergeant	Public Safety Sergeant	No Change	No Change = Non-Exempt
DAVIS	JENNIFER	Pub Safety	Public Safety Records Clerk	Public Safety Records Clerk	No Change	No Change = Non-Exempt
DEHELEAN	MANFRED	Pub Works	Maintenance Worker II	Maintenance Worker II	No Change	No Change = Non-Exempt
DeROSA	CATHERINE	Pub Safety	Administrative Assistant - Confidential	Administrative Assistant	No Change	No Change = Non-Exempt
DOUGLAS	TARA	Pub Safety	Public Safety Officer IV	Public Safety Officer IV	No Change	No Change = Non-Exempt
DUNLAP	JENAYE	Pub Safety	Public Safety Dispatcher	Public Safety Dispatcher I	Title Change	No Change = Non-Exempt
EDGAR	KATIE	Finance	Accountant	Accountant	No Change	No Change = Non-Exempt
EGER	RENEE	Pub Works	Administrative Assistant	Administrative Assistant	No Change	No Change = Non-Exempt
ELIZALDE	PAULA	Pub Safety	Public Safety Dispatcher	Public Safety Dispatcher I	Title Change	No Change = Non-Exempt
ELLIS	CECILIA	Dev Svs	Engineering Technician I	Engineering Technician I	No Change	No Change = Non-Exempt
ESCHER	KEVIN	Pub Safety	Public Safety Officer I	Public Safety Officer I	No Change	No Change = Non-Exempt
ESPINO	SONIA	Dev Svs	Community Development Assistant	Community Development Technician	Title Change	No Change = Non-Exempt
FEENY	WILLIAM	Pub Works	Maintenance Worker II	Maintenance Worker II	No Change	No Change = Non-Exempt
FERNANDEZ	BENJAMIN	Pub Safety	Public Safety Officer IV	Public Safety Officer IV	No Change	No Change = Non-Exempt
FOLEY	AMANDA	Sr Ctr	Community Services Program Coordinator II	Community Services Supervisor	Reclassification	No Change = Non-Exempt
FORTE	NICHOLAS	Pub Safety	Community Services Officer	Community Services Officer	No Change	No Change = Non-Exempt
FRASER	BRYCE	Pub Safety	Public Safety Officer III	Public Safety Officer III	No Change	No Change = Non-Exempt
FRASER	SARA	Pub Safety	Public Safety Records Clerk	Public Safety Records Clerk	No Change	No Change = Non-Exempt
FROSTICK	GEORGE	Dev Svs	Public Works Inspector	Public Works Inspector II	Title Change	No Change = Non-Exempt
GARCIA	ROLANDO	Pub Works	Fleet Mechanic	Fleet Mechanic	No Change	No Change = Non-Exempt
GARCIA	JENNA	Dev Svs	Planner III - Housing Specialist	Housing Program Administrator	Reclassification	No Change = Exempt

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GARRETT	VANESSA	Dev Svs	Deputy City Engineer	Deputy City Engineer	No Change	No Change = Exempt
GEDDES	JOSHUA	Pub Safety	Public Safety Officer I	Public Safety Officer I	No Change	No Change = Non-Exempt
GENTRY	TREVOR	Pub Safety	Public Safety Officer I	Public Safety Officer I	No Change	No Change = Non-Exempt
GILCHRIST	ALANA	Pub Works	Maintenance Worker I	Maintenance Worker I	No Change	No Change = Non-Exempt
GIORDANO	CHRISTINE	Pub Safety	Property and Records Supervisor	Property and Records Supervisor	No Change	No Change = Exempt
GOLDY	MARA	Pub Safety	Public Safety Dispatcher	Public Safety Dispatcher II	Title Change	No Change = Non-Exempt
GOMEZ	MARIO	Pub Works	Maintenance Worker I	Maintenance Worker I	No Change	No Change = Non-Exempt
GONZALES III	RAUL	Pub Safety	Public Safety Officer II	Public Safety Officer II	No Change	No Change = Non-Exempt
GRAY	LINDA	Pub Safety	Public Safety Dispatcher	Public Safety Dispatcher II	Title Change	No Change = Non-Exempt
GREUEL	SHANE	Pub Safety	Public Safety Officer I	Public Safety Officer I	No Change	No Change = Non-Exempt
GRINDLE	PETER	Pub Works	Supervising Maintenance Worker	Supervising Maintenance Worker	No Change	No Change = Non-Exempt
GROAT	NICOLE	Pub Safety	Public Safety Officer I	Public Safety Officer I	No Change	No Change = Non-Exempt
GUAJUMI	GABRIELA	Pub Safety	Public Safety Officer Trainee	Public Safety Officer Trainee	No Change	No Change = Non-Exempt
GUZMAN GONZALEZ	LUIS	Pub Works	Landscape Maintenance Worker	Landscape Maintenance Worker	No Change	No Change = Non-Exempt
HALL	AARON	Pub Safety	Fire Inspector - Reg PT 87.5%	Fire Inspector	No Change	No Change = Non-Exempt
HALL	DEBORAH	Pub Safety	Public Safety Officer II	Public Safety Officer II	No Change	No Change = Non-Exempt
HANSEN JR	GERALD (EDDY)	PAC	Technical Director	Technical Director	No Change	Change = Exempt
HARGREAVES	DANIEL	Pub Safety	Fire Public Safety Officer III	Public Safety Officer III	No Change	No Change = Non-Exempt
HARMON	CHUCK	Pub Works	Maintenance Worker II	Maintenance Worker II	No Change	No Change = Non-Exempt
HARTLIEB	ALEX	Pub Safety	Fire Public Safety Officer III	Public Safety Officer III	No Change	No Change = Non-Exempt
HARTNETT	FELICITY	Pub Safety	Public Safety Officer II	Public Safety Officer II	No Change	No Change = Non-Exempt
HAWKINS	CHERI	Finance	Accounting Services Supervisor	Accounting Supervisor	Title Change	No Change = Exempt
HAWKS	BRITTANY	Pub Safety	Public Safety Officer II	Public Safety Officer II	No Change	No Change = Non-Exempt
HEILMAN	MICHAEL	Pub Works	Maintenance Worker II	Maintenance Worker II	No Change	No Change = Non-Exempt
HEILMAN	COLLEEN	Pub Works	Meter Technician	Meter Technician	No Change	No Change = Non-Exempt
HENDERSEN	MARK	Pub Works	Public Works Operations Manager - Utilities	Public Works Operations Manager - Utilities	No Change	No Change = Exempt
HERMAN	NELLE	Com Svcs	Community Services Supervisor	Community Services Manager	Reclassification	Manager = Exempt
HICKEY	SEAN	Pub Safety	Public Safety Officer I	Public Safety Officer I	No Change	No Change = Non-Exempt
HINTON	DENISE	Pub Safety	Public Safety Communications Supervisor	Public Safety Communications Supervisor	No Change	No Change = Non-Exempt
HORTON	DAVID	Pub Safety	Public Safety Officer I	Public Safety Officer I	No Change	No Change = Non-Exempt
HROMEK	ASHLY	Pub Safety	Public Safety Records Clerk	Public Safety Records Clerk	No Change	No Change = Non-Exempt
HUOT	MATTHEW	Pub Safety	Public Safety Officer I	Public Safety Officer I	No Change	No Change = Non-Exempt
HUOT	SEAN	Pub Safety	Public Safety Officer II	Public Safety Officer II	No Change	No Change = Non-Exempt
HUSS	JOSEPH	Pub Safety	Public Safety Officer II	Public Safety Officer II	No Change	No Change = Non-Exempt
IRVING	CRAIG	Pub Works	Maintenance Worker II	Maintenance Worker II	No Change	No Change = Non-Exempt
JAY	KAITLYN	Pub Safety	Public Safety Dispatcher	Public Safety Dispatcher I	Title Change	No Change = Non-Exempt
JENKINS	DARRIN	Admin	City Manager	City Manager	No Change	No Change = Exempt
JOERGER	EDWARD	Pub Works	Maintenance Worker II	Maintenance Worker II	No Change	No Change = Non-Exempt
JOHNSON	AARON	Pub Safety	Public Safety Deputy Chief	Public Safety Deputy Chief	No Change	No Change = Exempt
JOHNSON	JENNIFER	Pub Safety	Public Safety Dispatcher	Public Safety Dispatcher II	Title Change	No Change = Non-Exempt
JOHNSTON	LISA	Finance	Payroll/Fiscal Specialist	Accounting Technician I	Title Change	No Change = Non-Exempt
JONES	BRIAN	Pub Works	Supervising Maintenance Worker	Supervising Maintenance Worker	No Change	No Change = Non-Exempt
JONES	RAYMOND	Pub Safety	Public Safety Officer Trainee	Public Safety Officer Trainee	No Change	No Change = Non-Exempt
JUSTICE	JEFFREY	Pub Safety	Public Safety Lieutenant	Public Safety Lieutenant	No Change	No Change = Exempt
KEANEY	KIERAN	Pub Safety	Public Safety Officer III	Public Safety Officer III	No Change	No Change = Non-Exempt
KELLEY	THOMAS	Pub Works	Public Works Operations Manager - Gen Services	Public Works Operations Manager - Gen Services	No Change	No Change = Exempt
KEMPF	JILL	Pub Safety	Crime Analyst	Crime Analyst	No Change	No Change = Non-Exempt
KEMPF	JON	Pub Safety	Public Safety Officer IV	Public Safety Officer IV	No Change	No Change = Non-Exempt
KINDLE	JASON	Pub Works	Instrumentation Technician	Instrumentation Technician	No Change	No Change = Non-Exempt
KOFFLER	KELLY	Pub Safety	Public Safety Lieutenant	Public Safety Lieutenant	No Change	No Change = Exempt

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KOPSHEVER	BENJAMIN	Pub Safety	Public Safety Officer II	Public Safety Officer II	No Change	No Change = Non-Exempt
KOSITZIN	MELISSA	Pub Safety	Public Safety Dispatcher	Public Safety Dispatcher II	Title Change	No Change = Non-Exempt
LABNO	DUAINE	Pub Safety	Public Safety Officer II	Public Safety Officer II	No Change	No Change = Non-Exempt
LABONTE	NICOLAS	Pub Safety	Public Safety Sergeant	Public Safety Sergeant	No Change	No Change = Non-Exempt
LAYN	BRETT	Pub Safety	Public Safety Officer II	Public Safety Officer II	No Change	No Change = Non-Exempt
LEPORI	STEVEN	Pub Works	Maintenance Worker II	Maintenance Worker II	No Change	No Change = Non-Exempt
LESTANGUET	JEAN	Pub Works	Maintenance Worker II	Maintenance Worker II	No Change	No Change = Non-Exempt
LOPEZ CUEVAS	SYLVIA	Admin	Assistant City Clerk	Assistant City Clerk	No Change	No Change = Exempt
LYSTRA	JACOB	Pub Safety	Fire Public Safety Officer II	Public Safety Officer II	No Change	No Change = Non-Exempt
MANNERS-ASTLEY	KEITH	Pub Safety	Public Safety Sergeant	Public Safety Sergeant	No Change	No Change = Non-Exempt
MARSHALL	TAYLOR	Pub Safety	Public Safety Officer Trainee	Public Safety Officer Trainee	No Change	No Change = Non-Exempt
MARSHALL	JERROD	Pub Safety	Public Safety Sergeant	Public Safety Sergeant	No Change	No Change = Non-Exempt
MARTINEZ	MARIA	Pub Safety	Public Safety Records Clerk	Public Safety Records Clerk	No Change	No Change = Non-Exempt
MATTOS	TIMOTHY	Pub Safety	Director of Public Safety	Director of Public Safety	No Change	No Change = Exempt
MATZEN	ERIC	Pub Safety	Fire Assignment Sergeant	Public Safety Sergeant	No Change	No Change = Non-Exempt
MCARTHUR	JOHN	Pub Works	Director of Public Works and Community Services	Director of Public Works and Community Services	No Change	No Change = Exempt
MEDINA	CHRISTOPHER	Pub Safety	Public Safety Officer IV	Public Safety Officer IV	No Change	No Change = Non-Exempt
MENDOZA	CHRISTOPHER	Pub Safety	Public Safety Officer Trainee	Public Safety Officer Trainee	No Change	No Change = Non-Exempt
MILLER	SHERI	PAC	Performing Arts Center Supervisor	Performing Arts Center Manager	Title Change	No Change = Exempt
MORGAN	CHRISTOPHER	Com Svcs	Community Services Program Coordinator II	Community Services Analyst	Reclassification	No Change = Non-Exempt
MORROW	SHARON	HR	Human Resources Technician	Human Resources Technician	No Change	No Change = Non-Exempt
MORROW	ZACHARY	Pub Safety	Fire Public Safety Officer II	Public Safety Officer II	No Change	No Change = Non-Exempt
NAUMANN	WARREN	Pub Works	Supervising Maintenance Worker	Supervising Maintenance Worker	No Change	No Change = Non-Exempt
NEUMAN	VINCENT	Pub Safety	Public Safety Officer I	Public Safety Officer I	No Change	No Change = Non-Exempt
NEW				Theater Services Coordinator	New Class	Non-Exempt
NEW			Building Inspector II-future use	Building Inspector II-future use	New Class	Non-Exempt
NEW			Public Works Inspector I	Public Works Inspector I	New Class	No Change = Non-Exempt
NEW				Assistant Engineer	New Class	Non-Exempt
NEW		Pub Safety	Support Services Manager	Support Services Manager	New Class	Exempt
NEW				Management Analyst I	New Class	Exempt
NEWSOME	DAVID	Pub Works	Maintenance Worker II	Maintenance Worker II	No Change	No Change = Non-Exempt
NEWZELL	LORI	Finance	Accountant	Accountant	No Change	No Change = Non-Exempt
NICKS	JEFFREY	Pub Safety	Public Safety Lieutenant	Public Safety Lieutenant	No Change	No Change = Exempt
NOVELLO	ALYSSA	Pub Safety	Public Safety Officer I	Public Safety Officer I	No Change	No Change = Non-Exempt
O'DONNELL	SEAN	Pub Works	Arborist	Arborist	No Change	No Change = Non-Exempt
O'QUEST-MUGURUSSA	EMILY	Pub Safety	Public Safety Dispatcher	Public Safety Dispatcher II	Title Change	No Change = Non-Exempt
OROZCO	MANUEL	Finance	Supervising Accountant	Accounting Supervisor	Title Change	No Change = Exempt
ORTEGA DE VALENCIA	YOSSELYN	Finance	Accountant	Accountant	No Change	No Change = Non-Exempt
OSTREM	SARA	Anim Shel	Animal Health Technician	Animal Health Technician	No Change	No Change = Non-Exempt
OVERZET	ZACHARY	Pub Safety	Public Safety Officer Trainee	Public Safety Officer Trainee	No Change	No Change = Non-Exempt
OWEN	DAVID	Pub Works	Meter Technician	Meter Technician	No Change	No Change = Non-Exempt
PADILLA	MONICA	Finance	Accounting Specialist II	Accounting Technician II	Reclassification	No Change = Non-Exempt
PALM	CHRISTINE	Pub Safety	Property Technician	Property Technician	No Change	No Change = Non-Exempt
PAWSON	MARY GRACE	Dev Svs	Director of Development Services	Director of Development Services	No Change	No Change = Exempt
PEARSON	MITCHELL	Pub Works	Maintenance Worker I	Maintenance Worker I	No Change	No Change = Non-Exempt
PEREZ	EDUARDO	Pub Works	Maintenance Worker I	Maintenance Worker I	No Change	No Change = Non-Exempt
PERRAULT	VICTORIA	HR	Human Resources Director	Human Resources Director	No Change	No Change = Exempt
PICCININI	GINA	Pub Safety	Public Safety Officer II	Public Safety Officer II	No Change	No Change = Non-Exempt
PIMENTEL	RONALD	Pub Works	Supervising Maintenance Worker	Supervising Maintenance Worker	No Change	No Change = Non-Exempt
PINAGLIA	KARA	Pub Safety	Public Safety Dispatcher	Public Safety Dispatcher II	Title Change	No Change = Non-Exempt

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PINNEY	KYLE	Pub Safety	Public Safety Officer III	Public Safety Officer III	No Change	No Change = Non-Exempt
PIOTRKOWSKI	TERESA	Finance	Senior Payroll/Fiscal Specialist - Reg PT 50%	Senior Accounting Technician	Title Change	No Change = Non-Exempt
PONIKVAR-DOLNEY	JEFFREY	Pub Works	Landscape Maintenance Worker	Landscape Maintenance Worker	No Change	No Change = Non-Exempt
PROUTY	KIMBERLY	Finance	Payroll/Fiscal Specialist	Accounting Technician II	Title Change	No Change = Non-Exempt
QUINN	CASEY	Pub Safety	Public Safety Officer III	Public Safety Officer III	No Change	No Change = Non-Exempt
RAIA	TRISHA	Pub Safety	Public Safety Dispatcher	Public Safety Dispatcher II	Title Change	No Change = Non-Exempt
RAKHIMI	NARGIZA	Pub Safety	Secretary I	Administrative Assistant	Reclassification	No Change = Non-Exempt
RAMIREZ	FERMIN	Pub Safety	Public Safety Officer Trainee	Public Safety Officer Trainee	No Change	No Change = Non-Exempt
RANKIN	TRACY	HR	Human Resources Analyst	Human Resources Analyst	No Change	No Change = Exempt
REESE	NATHAN	Pub Works	Maintenance Worker I	Maintenance Worker I	No Change	No Change = Non-Exempt
ROSENTRETER	TYLER	Pub Safety	Public Safety Officer Trainee	Public Safety Officer Trainee	No Change	No Change = Non-Exempt
ROWLEY	DAVID	IT	Information Systems Operations Manager	Information Systems Operations Manager	No Change	No Change = Exempt
SAGAN	ROBERT	Pub Safety	Fire Public Safety Officer IV	Public Safety Officer IV	No Change	No Change = Non-Exempt
SAVAS	ANTHONY	Pub Safety	Public Safety Sergeant	Public Safety Sergeant	No Change	No Change = Non-Exempt
SCHWARTZ	DONALD	Admin	Assistant City Manager	Assistant City Manager	No Change	No Change = Exempt
SEDNA	JENNIFER	Dev Svs	Community Development Assistant	Community Development Technician	Title Change	No Change = Non-Exempt
SEGURA DE HARO	OSVALDO	Pub Works	Maintenance Worker II	Maintenance Worker II	No Change	No Change = Non-Exempt
SHARP	MARK	Pub Works	Maintenance Worker II	Maintenance Worker II	No Change	No Change = Non-Exempt
SHELTON	GAIL	PAC	Community Services Program Coordinator I	Theater Services Coordinator	Reclassification	No Change = Non-Exempt
SHERMAN	ARON	Com Svcs	Community Services Program Coordinator I	Community Services Supervisor	Reclassification	No Change = Non-Exempt
SHONLEY	JUSTIN	Pub Safety	Public Safety Officer I	Public Safety Officer I	No Change	No Change = Non-Exempt
SHRECKENGAST	JULIE	HR	Human Resources Technician	Human Resources Technician	No Change	No Change = Non-Exempt
SIMPSON	ALEXIS	Pub Safety	Property Technician	Property Technician	No Change	No Change = Non-Exempt
SITTIG-WATTSON	DAVID	Pub Safety	Public Safety Officer II	Public Safety Officer II	No Change	No Change = Non-Exempt
SITTIG-WATTSON	CODY	Pub Safety	Public Safety Officer II	Public Safety Officer II	No Change	No Change = Non-Exempt
SMITH	ANGELA (ANGIE)	Pub Works	Purchasing Agent	Purchasing Agent	No Change	No Change = Non-Exempt
SMITH	DEBORAH	Pub Safety	Fire Public Safety Officer II	Public Safety Officer II	No Change	No Change = Non-Exempt
SMITH	ANDREW	Pub Safety	Public Safety Lieutenant	Public Safety Lieutenant	No Change	No Change = Exempt
SNODGRASS	MATTHEW	Pub Safety	Fire Public Safety Officer IV	Public Safety Officer IV	No Change	No Change = Non-Exempt
SNYDER	CHRISTOPHER	Pub Safety	Public Safety Officer III	Public Safety Officer III	No Change	No Change = Non-Exempt
SON	MICHAEL	IT	Information Systems Analyst	Information Systems Analyst	No Change	No Change = Exempt
SOTELO	REBECCA	Pub Safety	Secretary I	Administrative Assistant	Reclassification	No Change = Non-Exempt
STRONGMAN	ADAM	Pub Safety	Public Safety Sergeant	Public Safety Sergeant	No Change	No Change = Non-Exempt
STUARD	JENNIFER	Finance	Accounting Specialist II	Accounting Assistant	Title Change	No Change = Non-Exempt
SULLIVAN	RYAN	Pub Safety	Community Services Officer	Community Services Officer	No Change	No Change = Non-Exempt
SUTTER	DAVID	Pub Safety	Fire Assignment Sergeant	Public Safety Sergeant	No Change	No Change = Non-Exempt
TACATA	EYDIE	Dev Svs	Management Analyst	Management Analyst II	Title Change	No Change = Exempt
TACATA JR	LEONARDO	Admin	Senior Analyst	Senior Analyst	No Change	No Change = Exempt
TASSEFF	MICHELLE	Dev Svs	Code Compliance Officer II	Code Compliance Officer II	No Change	No Change = Non-Exempt
THOMPSON	JAMES	Pub Safety	Civilian Fire Marshal	Civilian Fire Marshal	No Change	No Change = Exempt
THOMPSON	JUSTIN	Pub Safety	Public Safety Officer IV	Public Safety Officer IV	No Change	No Change = Non-Exempt
TWEEDIE	STEVEN	Pub Works	Maintenance Worker I	Maintenance Worker I	No Change	No Change = Non-Exempt
VACANT		IT	Information Systems Technician I	Information Systems Technician I	No Change	No Change = Non-Exempt
VACANT		Finance	Finance Director	Finance Director	No Change	No Change = Exempt
VACANT		Dev Svs	Planner II	Associate Planner	Title Change	Change = Exempt
VALENCIA	JOSE	Pub Works	Landscape Maintenance Worker	Landscape Maintenance Worker	No Change	No Change = Non-Exempt
VALENCIA ROBLEDLO JR	DAVID	Pub Works	Landscape Maintenance Worker	Landscape Maintenance Worker	No Change	No Change = Non-Exempt
VIDUYA	SIMON (SEAN)	IT	Information Systems Technician I	Information Systems Technician II	Reclassification	No Change = Non-Exempt
VILLALOBOS	STEVEN	Pub Works	Supervising Maintenance Worker	Supervising Maintenance Worker	No Change	No Change = Non-Exempt
WARD	ALLYSON	Pub Safety	Public Safety Officer I	Public Safety Officer I	No Change	No Change = Non-Exempt

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WARE	LIANE	Dev Svs	Civil Engineer - Reg PT 75%	Associate Engineer	Title Change	No Change = Exempt
WAX	JUSTIN	Pub Safety	Public Safety Officer II	Public Safety Officer II	No Change	No Change = Non-Exempt
WEIRES	LISA	HR	Human Resources Technician - Reg PT 75%	Human Resources Technician - Reg PT 75%	No Change	No Change = Non-Exempt
WELLS	BRANDON	Pub Works	Maintenance Worker I	Maintenance Worker I	No Change	No Change = Non-Exempt
WERLE	MICHAEL	Pub Safety	Public Safety Sergeant	Public Safety Sergeant	No Change	No Change = Non-Exempt
WIEGMAN	KYLE	Pub Safety	Public Safety Officer I	Public Safety Officer I	No Change	No Change = Non-Exempt
WILLIAMSON	EDWARD	Pub Safety	Community Services Officer	Community Services Officer	No Change	No Change = Non-Exempt
WILLIS	CARRIE	Admin	Administrative Assistant - Reg PT 75%	Communications Specialist	Reclassification	No Change = Non-Exempt
WYRSCH	MATTHEW	Pub Safety	Public Safety Officer Trainee	Public Safety Officer Trainee	No Change	No Change = Non-Exempt
ZELDES	MICKEY	Anim Shel	Animal Shelter Supervisor	Animal Shelter Supervisor	No Change	No Change = Exempt
ZWILLINGER	TERESA	Pub Works	Project Manager	Project Manager	No Change	No Change = Exempt

No Change
Title Change
Reclassification
New Class



Appendix II

New Classification Descriptions