

RESOLUTION NO. 2014-101

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING AND APPROVING THE ELIMINATION OF THE ADMINISTRATIVE ANALYST AND INSTRUMENTATION TECHNICIAN POSITIONS AND CREATION OF THE ASSISTANT PUBLIC WORKS DIRECTOR AND PROJECT COORDINATOR POSITIONS AND ASSOCIATED JOB DESCRIPTIONS AND SALARY RANGES IN THE PUBLIC WORKS AND COMMUNITY SERVICES DEPARTMENT

WHEREAS, staffing needs in the Public Works and Community Services Department have been reviewed;

WHEREAS, staff recommends eliminating the vacant positions of Administrative Analyst and Instrumentation Technician and creating a full-time Assistant Public Works Director and a full-time Project Coordinator position;

WHEREAS, a place holder for these positions was in the approved City budget for 2014-2015;

WHEREAS, staff developed job descriptions and consulted with the Rohnert Park Employees' Association (RPEA) regarding the Project Coordinator job description; and

WHEREAS, staff recommends approval of the following job descriptions and salary ranges:

<u>Position</u>	<u>Range</u>	<u>Monthly Salary</u>
Assistant Public Works Director	94	\$7,427 - \$9,027
Project Coordinator	85	\$5,399 - \$6,562

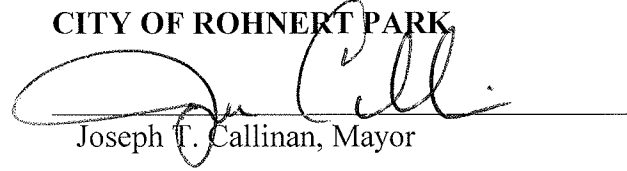
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize and approve the elimination of the Administrative Analyst and Instrumentation Technician job descriptions and salary range.

BE IT FURTHER RESOLVED that the City Council does hereby authorize and approve the creation of the Assistant Public Works Director and Project Coordinator positions and associated job descriptions and salary ranges, which are attached hereto as Exhibit "A" and incorporated by this reference.

DULY AND REGULARLY ADOPTED this 26th day of August, 2014.



CITY OF ROHNERT PARK


Joseph T. Callinan, Mayor

ATTEST:

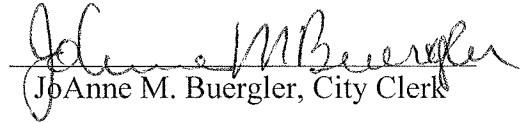

JoAnne M. Buergler, City Clerk

Exhibit A – Job descriptions and Salary Ranges

BELFORTE: AYE MACKENZIE: AYE STAFFORD: AYE AHANOTU: AYE CALLINAN: AYE
AYES: (5) NOES: (0) ABSENT: (0) ABSTAIN: (0)

CITY OF ROHNERT PARK

ASSISTANT PUBLIC WORKS DIRECTOR

DEFINITION

Under administrative direction, assists in directing, managing, supervising, and coordinating the activities of the Public Works Department by managing multiple sections, work groups, and/or service areas, including building maintenance, fleet services, streets, parks and drainage maintenance, water and sewer utility operation and maintenance functions and program areas. Coordinates assigned activities with other departments and outside agencies. Provides highly responsible and complex administrative support to the Director of Public Works and Community Services.

DISTINGUISHING CHARACTERISTICS

This is an assistant department head level classification in the Public Works Department. Under general direction of the Director of Public Works and Community Services, the Assistant Director will exercise considerable independent judgment in developing and supervising the implementation of technical and operational procedures and programs.

SUPERVISION RECEIVED/EXERCISED

This class receives general supervision from the Director of Public Works and Community Services and provides direct supervision to Department supervisors and technical support staff.

ESSENTIAL FUNCTIONS

(These duties are a representative sample; position assignments may vary)

- Plans, organizes, and directs the varied public works maintenance functions, such as water production and distribution, wastewater collection, streets, parks, water meter, storm drains and fleet maintenance
- Assists in directing and coordinating multifunctional Public Works programs, including Water, Sewer, Drainage, Streets, Parks, Public Facilities, and Fleet
- Supervises and evaluates department staff; trains and evaluates employees; initiates and carries out appropriate disciplinary actions
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures
- Establishes short and long-range plans for the design, construction and maintenance of public works projects and facilities; administers and evaluates contractual agreements for service equipment; negotiates and resolves sensitive and controversial issues
- Assists in the preparation of the department operating and capital budget
- Monitors and controls budget expenditures and recommends program changes

Attachment 2

City of Rohnert Park
Assistant Public Works Director
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- Maintains up-to-date knowledge of state and federal laws and regulations pertaining to water and wastewater utilities and drainage system and air quality regulations and makes the procedural changes necessary to keep the division in compliance
- Provides guidance to division supervisors on all administrative, budget, personnel, and policy matters
- Directs and participates in the preparation of technical, operational, and administrative reports; presents reports and recommendations to the department director, City Manager, and City Council
- Reviews, develops, recommends, and implements goals, objectives, policies, and procedures
- Makes presentations to City committees, commissions, and City Council
- Acts on behalf of the Director of Public Works as required
- Assists the Director of Public Works with various administrative projects

CITY EMPLOYEES ARE EXPECTED TO:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrate care for the organization, customers and coworkers
- Practice and encourage initiative and innovation to improve the workplace

QUALIFICATIONS AND REQUIREMENTS

Education

A Bachelor's degree from an accredited college or university in Public Administration, Business Administration or a closely related field

Experience

A minimum of five (5) years of increasingly responsible supervisory experience in a variety of cross-functional public works programs that demonstrates the ability to successfully perform the duties of the position. Examples of qualifying experience include but are not limited to facility, fleet, streets, parks, water, sewer, and drainage operation, maintenance and improvement.

License/Certificate

- Possession of a valid Class C Driver's License by date of appointment

Attachment 2

City of Rohnert Park
Assistant Public Works Director
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- A Grade III Water Treatment Plant Operator Certificate and Grade III Water Distribution System Operator issued by the California Department of Health Services is desirable

Knowledge of:

- Principles and practices of Public Works administration, management, and budget preparation and control
- Modern and complex principles and practices of project management and coordination
- Local ordinances, State codes and Federal laws regulating Public Works funding, programs, facilities and professionals
- Principles and practices of effective supervision, training, and performance evaluation
- Occupational safety and safe work practices

Ability to:

- Manage the activities and personnel of the Public Works Department
- Plan, prepare and implement long-range plans for the Public Works Department
- Analyze problems and effectively develop plans, procedures and policies
- Establish and maintain effective working relationships with other City officials, State and Federal authorities, civic leaders, public groups and organizations, and the general public
- Direct departmental training programs and instructional procedures
- Prepare comprehensive reports, plans and cost estimates
- Develop and plan a departmental budget and work program
- Select, train, supervise and evaluate employees
- Represent the City, Department and/or Director in a variety of meetings
- Make sound and effective decisions regarding operational and personnel functions
- Respond to emergency and problem situations in an effective manner
- Analyze unusual situations and resolve them through application of management and engineering principles and practices
- Deal constructively with conflict and develop effective resolutions
- Develop new policies impacting divisional operations/procedures
- Attend meetings and/or events on evenings and/or weekends

Attachment 2

City of Rohnert Park
Assistant Public Works Director
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WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. It requires grasping, repetitive hand movement, and fine coordination in preparing and reviewing construction plans, statistical reports and data, and using a computer key board. Additionally, the position requires near, far, and color vision in reading reports, reviewing plans and specifications, and using the computer. Hearing and speaking is required in communicating with individuals and groups. When visiting construction site, the incumbent may be required to walk on uneven and slippery surfaces, be exposed to all weather conditions, dust and pollen, noise and mechanical hazards such as construction equipment.

FLSA Status: Exempt
Employee Unit: Rohnert Park Management Unit
Approved By:
Date Approved:

CITY OF ROHNERT PARK

PROJECT COORDINATOR

DEFINITION

Under general direction, responsible for planning, organizing, coordinating and executing capital projects for City infrastructure and facilities.

DISTINGUISHING CHARACTERISTICS

The **Project Coordinator** works with considerable independence. The incumbent has the responsibility to administer and coordinate the design and construction of complex projects through final construction and enforcing contract compliance. The Project Coordinator works closely with various design and engineering consultants, public agencies, and contractors to ensure that City ordinances and standards are upheld and project schedules are met.

SUPERVISION RECEIVED/EXERCISED

This class receives general supervision from the Director of Public Works and Community Services and may provide lead direction to administrative and technical support staff.

ESSENTIAL FUNCTIONS

(These duties are a representative sample; position assignments may vary)

- Plans, coordinates, and manages facilities and maintenance projects; administers projects from program planning through final acceptance of construction and warranty period
- Works with engineers and consultants on preparation of plans, specifications, and estimates pertaining to construction, maintenance, and operation of municipal facilities and equipment
- Manages consultant and contractor selection process, fee negotiations, and approval of contracts and agreements
- Assembles construction contract package including bid, contract and technical documents and final cost estimate; oversees invitation and receipt of bids
- Researches and investigates, and makes recommendations on project problems; provides technical support in the updating of various city projects
- Tracks and monitors all project activities; reviews work under construction to make sure that all new construction and alteration work being performed by contractors complies with plans, specifications and codes; oversees projects' staff/contractors and attends meetings at various sites; represents the department in meetings and conferences related to construction materials or work standards; coordinates the work of multi-disciplinary staff across organizational boundaries

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City of Rohnert Park
Project Coordinator
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- Prepares budget reports and cost control analyses; keeps projects within approved budgets and on their approved schedule; maintains accurate reports of contract work and other assigned activities; analyzes claims and recommends approval of consultant/contracts payment, reviews progress, performance and completion reports, purchase requests, requisitions, and reports of claims against the City
- Coordinates and conducts community meetings associated with project(s) and responds to community issues and concerns; conducts presentations to governmental and regulatory agencies and the City Council
- Prepares and presents a variety of reports, recommendations, contracts, agenda packets, and memoranda relating to department matters to management, City Council, other public agencies, advisory bodies, and the community
- Assists Public Works staff in establishing goals and policies for capital project planning
- Prepares and processes documents necessary for applicable notices, permits and approvals
- Monitors construction for conformity and compliance with plans, specifications, codes and ordinances
- Manages projects during construction, including coordination of City departments and preparation of change orders, payment requests, punch-lists and reports
- Assures that as-built data is properly recorded, operation and maintenance data is distributed and that the project is properly closed out at completion
- Follows through on warranty issues during warranty period and assures timely and proper repair or replacement of covered items
- Provides regular status reports for all assigned projects
- Provides direction and guidance for the work of technical and support staff as needed.

CITY EMPLOYEES ARE EXPECTED TO:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrate care for the organization, customers and coworkers

ATTACHMENT 3

City of Rohnert Park
Project Coordinator
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- Practice and encourage initiative and innovation to improve the workplace

QUALIFICATIONS AND REQUIREMENTS

Experience/Education

Sufficient experience and education to successfully perform the duties of the **Project Coordinator**. A typical way to obtain the required qualifications is to have:

- A Bachelor's Degree in Business, Public Administration, Environmental Studies or a closely related field from an accredited college or university, and
- Three (3) years of full-time, progressively responsible experience in the administration and management of capital improvement projects.

License/Certificate

- Possession of a valid Class C Driver's License by date of appointment
- Possession of a certificate in Project Management, Construction Management or other related program from an accredited college is desirable

Knowledge of:

- Considerable knowledge of the principles and practices of construction project management
- Civil engineering design and construction principles and practices as applied to public works projects, building construction, facilities maintenance and rehabilitation
- Methods of preparing designs, plans, specifications, estimates, and acquiring funding for the development of public works facilities and building construction
- General knowledge of public administration, finance, budgeting, and accounting
- General knowledge of Public Contracts Codes, purchasing, bidding and procurement
- Modern principles related to building and facility design, construction, and long-term maintenance

Skill to:

- Effectively schedule design and construction projects and administer contracts to meet deadlines
- Establish work priorities and realistic time deadlines
- Prepare construction/consultant contracts and requests for proposal
- Use spreadsheets and word processing software packages, organize data and materials, and prepare reports and documents
- Work effectively with consultants, contractors and City staff and coordinate their work
- Use and interpret work products of CAD and GIS software

ATTACHMENT 3

City of Rohnert Park
Project Coordinator
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- Prepare comprehensive and concise technical reports
- Create and maintain appropriate and accurate records
- Communicate professionally and effectively with members of the public, the development community, and staff of other public agencies
- Work without close supervision or direction in the execution and delivery of capital and maintenance projects
- Read and correctly interpret complex plans and specifications

Ability to:

- Formulate, evaluate, and make recommendations on policies and procedures affecting the Capital Improvement Program
- Analyze facts and draw logical conclusions
- Interpret and apply a variety of government rules, laws, and policies while performing a variety of administrative assignments
- Work effectively under pressure
- Take responsibility and exercise good judgment in recognizing scope of authority.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. It requires grasping, repetitive hand movement, and fine coordination in preparing and reviewing construction plans, statistical reports and data, and using a computer key board. Additionally, the position requires near, far, and color vision in reading reports, reviewing plans and specifications, and using the computer. Hearing and speaking is required in communicating with individuals and groups. When visiting construction sites, the incumbent may be required to walk on uneven and slippery surfaces, be exposed to all weather conditions, dust and pollen, noise and mechanical hazards such as construction equipment.

FLSA Status: Exempt
Employee Unit: Rohnert Park Employees Association
Approved By:
Date Approved:

ATTACHMENT 4

Salary Survey - Project Coordinator (7/1/14)

City	title	notes	step 1 monthly	top monthly
Pleasant Hill	Outreach Project Supervisor		\$6,033	\$7,333
County of Sonoma	Project Specialist		\$5,480	\$6,661
Rohnert Park	Project Coordinator	reports to Director of Public Works and Community Services	\$5,399	\$6,562
Belmont	n/a		n/a	n/a
Cotati	n/a		n/a	n/a
Danville	n/a		n/a	n/a
Martinez	n/a		n/a	n/a
Orinda	n/a		n/a	n/a
Pacifica	n/a		n/a	n/a
Rio Vista	n/a		n/a	n/a
San Ramon	n/a		n/a	n/a
Windsor	n/a		n/a	n/a
mean			\$5,757	\$6,997
			-6.21%	-6.22%
median			\$5,757	\$6,997
			-6.21%	-6.22%

Rohnert Park - Internal classifications		Monthly top step	relationship
Project Coordinator		\$6,562	0.00%
Building Inspector		\$6,562	0.00%
Director of Public Works and Community Services		\$11,364	-42.26%
Community Services Manager		\$7,592	-13.57%
Associate Civil Engineer		\$7,388	-11.18%
Associate Planner		\$6,890	-4.76%

ATTACHMENT 4

NEOGOV SALARY SURVEY – PROJECT COORDINATOR

Code	Class Title	Agency	Min Salary	Max Salary
DCBO	Deputy Chief Building Official	City of Rohnert Park	\$5,399.00	\$6,562.00
0587	CONSTRUCTION PROJECT COORDINATOR	City of Huntington Beach	\$6,457.00	\$7,999.00
S350	Capital Projects Coordinator	City of Coronado, California	\$6,278.53	\$8,413.83
083950	Senior Capitol Projects Coordinator	County of Tulare	\$5,754.67	\$7,013.42
001720	Capital Projects Specialist II	County of Tulare	\$5,191.67	\$6,327.25
342/3420	COORDINATOR PUBLIC WORKS PROJECTS	City of Palo Alto	\$5,629.87	\$6,912.06
8125	Community and Economic Development Project Coordinator	City of Riverside	\$5,326.00	\$7,138.00
516	DEVELOPMENT PROJECT COORDINATOR III	City of Palo Alto	\$4,888.00	\$6,517.33
083920	Capital Projects Coordinator II	County of Tulare	\$5,754.67	\$7,013.42
280	Facility Maintenance and Energy Projects Coordinator	City of Santa Cruz	\$4,028.00	\$6,218.00
455	Project Coordinator	AC Transit	\$6,058.00	\$7,234.00
124	Project Coordinator	City of Redding	\$6,380.00	\$8,977.00
158	Associate Redevelopment/Community Project Coordinator	City of Redding	\$5,417.00	\$7,622.00
		Median	\$5,692.27	\$7,075.71
		% Above (Below) Median	-6.00%	-8.00%
		Mean	\$5,596.95	\$7,282.11
		% Above (Below) Mean	-4.00%	-11.00%

ATTACHMENT 5

Salary Survey - Assistant Public Works Director (6/30/14)

City	title	notes	step 1 monthly	top monthly
Belmont	Assistant Public Works Director/ City Engineer	reports to Director of Public Works	\$10,210	\$13,031
Martinez	Deputy Public Works Director	reports to Director of Public Works	\$9,558	\$11,244
Rio Vista	Public Works Superintendent	reports to Director of Public Works	\$5,510	\$6,699
Windsor	Assistant Public Works Director	reports to Public Works Director/Town Engineer	\$8,003	\$9,995
Rohnert Park	Assistant Public Works Director	reports to Director of Public Works and Community Services	\$7,427	\$9,027
Cotati	n/a	Director of Public Works/City Engineer	n/a	n/a
Danville	n/a	Community Development and Development Services Directors	n/a	n/a
Orinda	n/a	Director of Public Works and Engineering Services; Public Works Supervisor	n/a	n/a
Pacifica	n/a	Director of Public Works/City Engineer; Public Works Supervisor	n/a	n/a
Pleasant Hill	n/a	Director of Public Works and Community Development	n/a	n/a
San Ramon	n/a	Director and Division Manager	n/a	n/a
mean			\$8,320	\$10,242
median			-10.74%	-11.87%
			\$8,780	\$10,619
			-15.41%	-15.00%

Rohnert Park - Internal classifications		Monthly top step	relationship
Assistant Public Works Director		\$9,027	0.00%
City Clerk		\$9,027	0.00%
Deputy City Engineer		\$9,027	0.00%
Planning and Building Manager		\$9,027	0.00%
Technical Services Division Manager		\$9,027	0.00%
Director of Public Works and Community Services		\$11,364	-20.56%
Public Works Inspector		\$6,249	44.46%
Community Services Manager		\$7,592	18.90%
Community Services Supervisor		\$5,952	51.66%
Utilities Services Supervisor		\$6,716	34.41%
General Services Supervisor			