

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Human Resources

**AGENDA DATE:** 10/21/08

**CONTACT PERSON/PHONE:** Human Resources, Linda Ball Thomas, (915) 541-4509

**DISTRICT(S) AFFECTED:** City Wide

**SUBJECT:**

**APPROVE:** Resolution so that the Classification and Compensation Plan be amended, as set forth on the attachment posted with this agenda, as recommended by the Civil Service Commission on October 9, 2008 (Per Attachment "A").

**BACKGROUND / DISCUSSION:**

The creation of the proposed job specifications, have been requested by the respective Department Heads to implement strategic and operational efficiencies. In each case, no job specification currently exists within the City that includes the duties and functions that are needed to be performed. No current specifications adequately describe the nature, scope and level of the assignments and requirements of these positions. Funding for these positions was allocated in the FY09 budget for the City and the FY2008-2009 annual budget for the El Paso Water Utilities/Public Service Board. These are new positions which will be filled through the competitive recruitment process in accordance with Civil Service Rules & Regulations.

**PRIOR COUNCIL ACTION:**

FY09 Budget Resolution on 8/19/08 City Council

**AMOUNT AND SOURCE OF FUNDING:**

FY09 Budget Resolution as approved by the City Council on 8/19/08  
FY2008-2009 Annual Budget as approved by the EPWU/PSB on 1/09/08

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

These positions were presented to the Civil Service Commission and recommended for City Council approval on October 9, 2008

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_JRB\_\_

**FINANCE:** (if required) \_\_\_\_\_

**OTHER:**

\_\_\_\_\_  
(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RESOLUTION**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

That inconformity with the approved FY09 City budget and FY2008-2009 El Paso Water Utilities/Public Service Board annual budget, the Classification and Compensation Plan shall be amended to create the job specifications for positions for which funding was previously allocated and approved by the City Council in the FY09 budget and the El Paso Water Utilities/Public Service Board FY2008-2009 annual budget, as set forth on the attachment posted with this agenda, as recommended by the Civil Service Commission. (See Attachment "A").

PASSED AND APPROVED this \_\_\_\_\_ day of October, 2008.

THE CITY OF EL PASO

\_\_\_\_\_  
John F. Cook  
Mayor

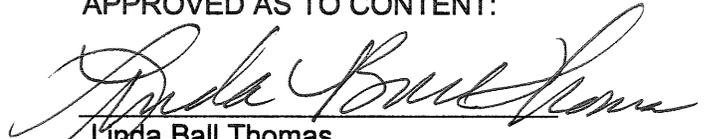
ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

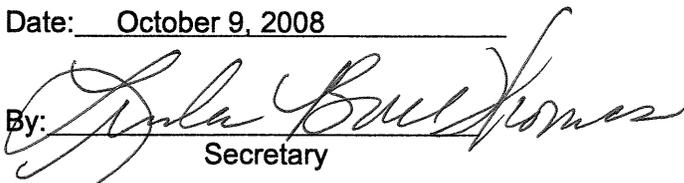
  
\_\_\_\_\_  
John R. Batoon  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Linda Ball Thomas  
Human Resources Director

APPROVED BY THE CIVIL  
SERVICE COMMISSION:

Date: October 9, 2008

By:   
\_\_\_\_\_  
Secretary

CITY CLERK DEPT.  
08 OCT 16 PM 4:19

“ATTACHMENT A“

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class **CAPITAL IMPROVEMENTS PROGRAM MANAGER** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **13050**. The Grade is **EX 3**. This position will be in the Engineering Department and funding was budgeted, approved by the City Council and is available.

Salary Range: \$84,820.64 - \$139,954.05 (EX 3)

[Human Resources, Linda Ball Thomas, (915) 541-4509

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class of **DEPUTY DIRECTOR OF GENERAL SERVICES** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **18015**. The Grade is **EX 3**. This position will be in the General Services Department and funding was budgeted, approved by the City Council and is available.

Salary Range: \$84,820.64 - \$139,954.05 (EX 3)

[Human Resources, Linda Ball Thomas, (915) 541-4509

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class of **ENVIRONMENTAL FIELD TECHNICIAN** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **13835**. The Grade is **GS 48**. This position will be in the Environmental Services Department and funding was budgeted, approved by the City Council and is available.

Salary Range: \$25,804.87 - \$39,759.11 (GS 48)

[Human Resources, Linda Ball Thomas, (915) 541-4509

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class of **ENVIRONMENTAL SCIENTIST** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **13430**. The Grade is **PM 126**. This position will be in the Environmental Services Department and funding was budgeted, approved by the City Council and is available.

Salary Range: \$41,531.29 - \$61,424.77 (PM 126)

[Human Resources, Linda Ball Thomas, (915) 541-4509

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class of **ENVIRONMENTAL SENIOR FIELD TECHNICIAN** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **13825**. The Grade is **GS 52**. This position will be in the Environmental Services Department and funding was budgeted, approved by the City Council and is available.

Salary Range: \$30,712.53 - \$49,073.24 (GS 52)

[Human Resources, Linda Ball Thomas, (915) 541-4509

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class of **ENVIRONMENTAL SENIOR SCIENTIST** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **13415**. The Grade is **PM 130**. This position will be in the Environmental Services Department and funding was budgeted, approved by the City Council and is available.

Salary Range: \$49,471.91 - \$75,692.02 (PM 130)

[Human Resources, Linda Ball Thomas, (915) 541-4509

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class of **ENVIRONMENTAL STAFF SCIENTIST** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **13435**. The Grade is **PM 124**. This position will be in the Environmental Services Department and funding was budgeted, approved by the City Council and is available.

Salary Range: \$38,454.89 - \$54,913.59 (PM 124)

[Human Resources, Linda Ball Thomas, (915) 541-4509

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class of **FOOD SAFETY SPECIALIST** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **22400**. The Grade is **PM 122**. This position will be in the Public Health Department and funding was budgeted, approved by the City Council and is available.

Salary Range: \$34,879.72 – 49,808.24 (GS 48)

[Human Resources, Linda Ball Thomas, (915) 541-4509

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class of **UTILITY LABORATORY SAMPLER** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **20555**. The Grade is **GS 47**. This position will be in the El Paso Water Utilities and funding was budgeted, approved by the El Paso Water Utilities/Public Service Board and is available.

Salary Range: \$25,110.33 - \$37,256.06 (GS 47)

[Human Resources, Linda Ball Thomas, (915) 541-4509

JOHN COOK  
MAYOR

JOYCE WILSON  
CITY MANAGER

LINDA BALL THOMAS  
HUMAN RESOURCES DIRECTOR



CITY COUNCIL  
ANN MORGAN LILLY, DISTRICT 1  
SUSANNAH M. BYRD, DISTRICT 2  
EMMA ACOSTA, DISTRICT 3  
MELINA CASTRO, DISTRICT 4  
RACHEL QUINTANA, DISTRICT 5  
EDDIE HOLGUIN JR., DISTRICT 6  
STEVE ORTEGA, DISTRICT 7  
BETO O'ROURKE, DISTRICT 8

## HUMAN RESOURCES DEPARTMENT

DATE: October 1, 2008  
TO: Civil Service Commission  
FROM: Linda Ball Thomas, Human Resources Director   
SUBJECT: Proposed Changes to the Classification and Compensation Plan: New/Revised Job Specifications

**ITEM 2 A**

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
<b>PROPOSED</b>	<b>Capital Improvements Program Manager</b>	<b>13050</b>	<b>EX 3</b>

The creation of the proposed job class was requested by Engineering Services Department to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Mr. R. Alan Shubert, P.E. City Engineer/Director of Engineering Services Department and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

*"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."*

*"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."*

Attachment (*Proposed* Job Specification)





## JOB SPECIFICATION

Code 13050

Grade EX 3

# CAPITAL IMPROVEMENTS PROGRAM MANAGER

### **General Purpose**

Under general direction, plan, organize and manage the administration of the city's Capital Improvements Program and provide expert advice to top management on allied non-engineering issues.

### **Typical Duties:**

Plan, organize, develop, implement, oversee and review a citywide CIP to budget and schedule projects for systematic construction, maintenance, upgrading and replacement of public buildings, transportation facilities and other fixed city physical assets as well as for execution of environmental protection initiatives. Involves: Work with user department heads to assist them in development of their strategic planning for CIP purposes. Identify program operational objectives. Formulate project request evaluation criteria. Solicit project proposals. Rank merits and priorities, develop costs, and select projects within limits of available funds. Identify and recommend alternative financing mechanisms for contemplated projects. Monitor and coordinate additions, deletions and modifications to project proposals and work in progress. Draft authorizations to initiate projects, release project funds according to annual and multi-year schedules, distribute forms and supporting documents, and forward approved change orders for issuance. Arrange for guidance or action from higher level executives on unprecedented problems or deviations from City-wide policies or practices, or from qualified engineering professionals on complex technical problems or questions. Confer with engineering and maintenance personnel and consultants to assess conditions of facilities and operating life of equipment, propose timing of building and capital improvement projects to optimize labor and materials allocation and usage, and minimize operating costs and disruption of work of facility occupants. Compile and analyze results, cost and personnel statistics. Represent City interests when conferring with and presenting CIP to department heads, public officials of other cities, counties, states, federal agencies, public utilities and regional jurisdictions, business organizations and civic groups in collaboration with personnel accountable for providing in depth explanations of technological issues to facilitate understanding of program nature, goals, process, projects, and administrative and fiscal issues. Maintain summary CIP documentation for publication. Arrange for, review and advise on annual departmental funding requests and administration of adopted budgets. Approve expenditures and requisitions for tools, equipment, supplies and outside temporary services as authorized.

Plan, organize, develop, implement, oversee and review processes to provide for availability, disbursement and expenditures of bond, grant, matching funds and other revenue for planning, design, construction and allied multi-department and interagency projects. Involves: Collaborate with city financial and funding organizations to devise and integrate fiscal procedures that conform to accepted policies and standards. Write grant proposals, program objectives, funding position statements and master plans. Verify funding for project scope changes during design phases. Analyze bond sales, appropriations, changes and transactions. Journalize charges, balance and reconcile financial accounts. Audit project costs and schedules for adherence to funding and completion requirements. Assess impact of estimate variations and recommend remedial administrative action to City officials, other jurisdictions, and funding or regulatory agencies. Examine, consolidate and coordinate operating and capital budget requests. Check bid advertisements for consistency with fiscal and administrative provisions of construction or other contracts to be awarded and open bids for patterns impacting cost estimates, and recommend contingency funding if necessary.

Participate in contract negotiations and supervise, oversee, or perform preparation and approval of contract documents for consultant and construction work as authorized. Involves: Coordinating with Project Engineering, Purchasing, and user departments to assure project consultant and construction work is contracted in an efficient, timely, and proper manner.

Perform property or Right of Way acquisition functions as required. Involves: Work with subordinate staff and consultants and legal counsel on appraisal, offer, negotiation, contract preparation, approval, and acquisition of properties for the city's needs. Manage rental or licensing of the city's Right of Way to outside interests through management of the Special Privilege Licensing process, street rental process, and other uses of Right of Way.



## JOB SPECIFICATION

Code 13050  
Grade EX 3

# CAPITAL IMPROVEMENTS PROGRAM MANAGER

Supervise assigned staff. Involves: Assign, schedule, guide and monitor work. Appraise employee performance. Provide for staff training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Enforce personnel rules and regulations and work behavior standards firmly and impartially.

### **Knowledge, Skills, and Abilities**

- Application of comprehensive knowledge of public sector accounting and budgeting principles and standards.
- Application of considerable knowledge of municipal or comparable capital projects services and operations.
- Application of considerable knowledge of managerial, personnel and administrative practices and procedures.
- Application of good knowledge of automated financial management information systems.
- Application of good knowledge of customer service and safety programs.
- Analyze numerous concrete and abstract factors, and exercise judgment in weighing suitability and effects of alternatives to make decisions or solve problems pertaining to non-engineering CIP administrative matters of considerable complexity under unusual circumstances.
- Coordinate or engage in consolidating, preparing, presenting, implementing and controlling in depth multi-department operating and capital budgets, financial and economic analyses and reports, project funding schedules, related accounts and records, and administrative policies and procedures.
- Establish and maintain effective working relationships involving persuasive dealings with fellow employees, executives, consultants, contractors, elected officials and the public, and firmly and impartially exercise supervisory authority over assigned subordinates.
- Clear, concise oral and written communications to effectively explain technical and regulatory standard practices in reports, correspondence, and discussions.

### **Other Job Characteristics**

- Occasionally drive automobile through city traffic
- Work extended hours and subject to on-call during non-working hours

### **Minimum Qualifications**

Education and Experience: A Bachelor's Degree in Business or Public Administration, Engineering or related field, plus six (6) years professional, managerial or administrative experience, dealing with preparation and fiscal oversight of operating budgets or capital improvement and acquisition projects; including three (3) years supervisory experience.

*All employees hired into an executive level position after June 2006 are required to meet the educational requirement of the respective job class*

Licenses and Certificates: Texas Class "C" Driver's License or equivalent issued by another state.

Approved: \_\_\_\_\_

Human Resources Director

Approved: \_\_\_\_\_

Engineering Services Director

ITEM 2B

JOHN COOK  
MAYOR

JOYCE WILSON  
CITY MANAGER

LINDA BALL THOMAS  
HUMAN RESOURCES DIRECTOR



CITY COUNCIL  
ANN MORGAN LILLY, DISTRICT 1  
SUSANNAH M. BYRD, DISTRICT 2  
EMMA ACOSTA, DISTRICT 3  
MELINA CASTRO, DISTRICT 4  
VERONICA RACHEL QUINTANA, DISTRICT 5  
EDDIE HOLGUIN JR., DISTRICT 6  
STEVE ORTEGA, DISTRICT 7  
BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

DATE: October 2, 2008  
TO: Civil Service Commission  
FROM: Linda Ball Thomas, Human Resources Director *[Signature]*  
SUBJECT: Proposed Changes to the Classification and Compensation Plan: New Job Specifications

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
<b>PROPOSED</b>	<b>Deputy Director of General Services</b>	<b>18015</b>	<b>EX 3</b>

The creation of the proposed job class was requested by the Deputy City Manager of Development and Infrastructure Services to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Deputy City Manager of Development and Infrastructure Services and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

*"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."*

*"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."*

Attachment (*Proposed Job Specification*)





## JOB SPECIFICATION

Code 18015

Grade EX 3

# DEPUTY DIRECTOR OF GENERAL SERVICES

### **General Purpose**

Under general direction, plan, organize and coordinate all daily projects and activities of the General Services Department.

### **Typical Duties:**

Assist in planning, implementing, directing and managing of all functions and resources of the department. Involves: Perform managerial and administrative tasks involving daily operation and long-range planning and assist with managing the maintenance of fleet and facilities for the City. Manage development of programs and operating procedures. Assist in coordinating the development of goals and objectives, review plans for maintenance and evaluate progress toward achievement. Assist in budget preparation and forecasting, expenditure control and record keeping for all fleet and facilities operations and make recommendations relative to the fleet and facilities funds. Ensure daily operations meet or exceed compliance with applicable federal, state, and city rules, regulations, codes, and ordinances related to occupational health and safety, environmental protection, transportation and vehicular maintenance. Ensure Environmental Protection Agency (EPA) compliance with the disposal of hazardous or toxic materials and supplies.

Oversee citywide fleet maintenance: Involves: Direct and coordinate the maintenance and disposal of automotive and off road vehicles and other non-stationary motorized equipment fleets for the City. Administer through subordinate personnel repair, service, preventative maintenance, fueling, disposal of toxic materials, and storage of equipment. Assist in conducting analysis and research of fleet usage, maintenance, construction and replacement needs, innovative options, and technical specifications. Assist in preparing technical specifications for bid proposals to insure adherence to laws, rules, regulations, policies and procedures related to city vehicles and equipment.

Oversee citywide facility maintenance and copy center services. Involves: Direct and coordinate the installation of building equipment. Administer through subordinate personnel building maintenance and repair to include mechanical equipment, air conditioning, refrigeration, fire systems, stand-by emergency power and related preventive maintenance. Ensure that the conditions of plans and specifications are met by observing the progress of projects, interpreting plans and specifications, recommending change orders and reviewing completed work. Evaluate the condition of citywide facilities by assisting in conducting audits and make recommendations for corrective action. Ensure cost effectiveness and efficiency of copy center services.

Represent the department in a professional manner as requested by the Director. Involves: Interact with a variety of managers, supervisors, employees and the public. Manage special assignments and programs. Ensure quality standards and compliance with regulations are maintained, and monitor productivity/workflow and resolve problems. Respond to concerns or complaints relating to the timeliness or quality of services. Assist in developing long and short range strategic plans for transportation, construction, fleet development, capital and preservation based on collaboration with city departments. Serve as the Director during absences.

Supervise assigned personnel. Involves: Schedule, assign, guide and check work. Appraise employee performance and review evaluations by subordinate supervisors. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, and merit pay or other employee status changes.



## JOB SPECIFICATION

Code 18015

Grade EX 3

### DEPUTY DIRECTOR OF GENERAL SERVICES

#### ***Knowledge, Skills, and Abilities***

- Application of comprehensive knowledge of federal, state, and city rules, regulations, codes and ordinances related to occupational health and safety, environmental protection, transportation and vehicular maintenance.
- Application of comprehensive knowledge of the hazards and safety precautions of the automotive and building maintenance trades.
- Application of considerable knowledge of vehicular repair and maintenance.
- Application of considerable knowledge of building maintenance and repair practices and procedures.
- Application of good knowledge of public speaking and public relations methods to persuade, negotiate, and mediate issues.
- Ability to interpret oral, written, mathematical, legal, statistical and regulatory information dealing with long and short term budgets, transportation, public works equipment, occupational health and safety standard.
- Ability of provide clear concise oral and written communication.
- Ability to establish and maintain effective working relationships with coworkers, officials, customer departments, vendors, contractors, regulatory and funding agencies and the general public.
- Ability to safely operate and provide care of motor vehicles, fleet construction equipment or assigned city owned equipment.

#### ***Other Job Characteristics***

- Occasional exposure to hazardous fumes and materials common to major equipment maintenance and repair areas, and building maintenance and construction areas.
- Occasional operation of equipment and vehicles through City traffic.

#### ***Minimum Qualifications***

**Education and Experience:** A Bachelor's degree in engineering, fleet or transportation management, business or public administration or a related field, and six (6) years of fleet or facilities maintenance management experience, including three (3) years supervisory or managerial experience.

*All employees hired into an executive level position after June 2006 are required to meet the educational requirement of the respective job class.*

**Licenses and Certificates:** Texas Class "C" Driver's License or equivalent from another state.

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Human Resources Director

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Department Head

Effective

Page 2 of 2

*As provided under Classification and Compensation 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis.*

ITEM 2 C

JOHN COOK  
MAYOR

JOYCE WILSON  
CITY MANAGER

LINDA BALL THOMAS  
HUMAN RESOURCES DIRECTOR



CITY COUNCIL  
ANN MORGAN LILLY, DISTRICT 1  
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RACHEL QUINTANA, DISTRICT 5  
EDDIE HOLGUIN JR., DISTRICT 6  
STEVE ORTEGA, DISTRICT 7  
BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

TO: Civil Service Commission  
FROM: Linda Ball Thomas, Human Resources Director   
DATE: October 06, 2008  
SUBJECT: Proposed Change to the Classification and Compensation Plan: New Job Specification

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
<b>PROPOSED Environmental Field Technician</b>	<b>13835</b>	<b>GS 48</b>

The creation of the proposed job class was requested by the Director of Environmental Services to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

*"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."*

*"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."*

Attachment (*Proposed* Job Specification)





## JOB SPECIFICATION

Code 13835  
Grade GS 48

# ENVIRONMENTAL FIELD TECHNICIAN

### **General Purpose:**

Under general supervision, performs basic aspects of providing technical support for environmental programs.

### **Typical Duties**

Collect data, and operate sampling and monitoring equipment. Involves: Safe operation and care of environmental sampling, monitoring and computerized equipment. Follow standard operating procedure and sampling protocol. Record data on forms or in log books. Perform research work by gathering data from personal computer to prepare reports. Perform standard calculations.

Draft basic drawings or maps in accordance with clearly defined guidelines. Involves: Utilize Computer Aided Design Drafting (CADD) methods and Geographic Information System (GIS) software. Prepare basic drawings, sketches, diagrams, and maps. Perform related mathematical calculations.

Perform administrative duties as assigned. Involves: Organize and stock equipment and supplies as assigned. Perform a variety of clerical and paraprofessional tasks to assist staff, as assigned. Refer complex queries to more knowledgeable staff. Compile information and prepare inspection and other reports.

### **Knowledge, Skills, and Abilities**

- Application of good knowledge of basic geometry, algebra and trigonometry.
- Application of some knowledge and use of a personal computer, spreadsheets and database software, sampling and monitoring instruments, drafting, CADD, geographic information system (GIS) and scientific calculators.
- Application of good knowledge in environmental sampling techniques, monitoring equipment or instruments for air, water, and soil sampling.
- Application of some knowledge of customer service practices.
- Application of some knowledge of general office practices and procedures.
- Application of some knowledge of occupational safety and health regulations, working practices and procedures.
- Safe operation and care of equipment.
- Interpret data, manuals, drawings, reports, and specifications.
- Maintain files, record sampling data and prepare reports.
- Clear, concise, oral and written communications.
- Establish and maintain effective working relationships with City officials, customers, consultants, coworkers, supervisors, contractors, regulatory agencies and the general public.



ITEM 2D

JOHN COOK  
MAYOR

JOYCE WILSON  
CITY MANAGER

LINDA BALL THOMAS  
HUMAN RESOURCES DIRECTOR



CITY COUNCIL  
ANN MORGAN LILLY, DISTRICT 1  
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STEVE ORTEGA, DISTRICT 7  
BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

TO: Civil Service Commission  
FROM: Linda Ball Thomas, Human Resources Director *LBT*  
DATE: October 06, 2008  
SUBJECT: Proposed Change to the Classification and Compensation Plan: New Job Specification

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
<b>PROPOSED Environmental Scientist</b>	<b>13430</b>	<b>PM 126</b>

The creation of the proposed job class was requested by the Director of Environmental Services to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

*"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."*

*"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."*

Attachment (*Proposed* Job Specification)





**JOB SPECIFICATION**  
**ENVIRONMENTAL SCIENTIST**

Code 13430  
Grade PM 126

**General Purpose**

Under general supervision, prepare and coordinate environmental studies and inspections; review, interpret prepare plans, projects and specifications; and supervise technical staff.

**Typical Duties:**

Prepare and coordinate environmental studies and projects with regulatory agencies, other departments, consultants, and contractors. Involves: Plan, research projects, conduct data collection and analysis. Oversee design and implementation of environmental projects. Projects include, but are not limited to, Air and Water Quality, Solid Waste Management, Storm Water Management, Environmental Compliance, and Brownfields Redevelopment. Conduct compliance investigations; perform environmental monitoring, sampling and reporting. Prepare scope of work and cost estimates for environmental projects. Conduct and/or monitor ongoing inspections of projects for compliance with contract specifications, approved materials and design. Prepare environmental reports and studies. Conduct or oversee environmental sampling, monitoring, and regulatory reporting. Assess facts and draw valid conclusions to develop or improve accepted methods and techniques. Coordinate asbestos inspections and surveys to locate and evaluate asbestos-containing materials in city owned facilities. Monitor contractor adherence with Local, State and Federal regulations with regard to proper handling and disposal of asbestos containing materials. Manage waste shipments, inventory and reporting of such to regulatory authorities.

Conduct environmental surveys, assessments, investigations, sampling and monitoring. Involves: Calculate emissions and pollutant discharge rates using various software. Performs quality assurance on data submissions and processes. Completes correspondence to regulated entities to relay specific deficiencies encountered during a data quality assurance process. Provides technical assistance to general public, regulated entities, and other interested groups in the application of appropriate environmental city, state, and federal rules and regulations.

Inspect, investigate, enforce, and document designated environmental and municipal code violations. Involves: Conduct random test sampling and inspections to ensure compliance with established environmental health and safety standards and regulations. Determine corrective action to be taken such as warning or citation. Recommend corrective action and notify correct authority of action. Respond to and investigate environmental related complaints within the City. Provide education and instruction related to environmental standards and regulations.

Perform administrative duties as assigned. Involves: Prepare bid specifications, assist or prepare draft request for proposals, and review project bid proposals. Research issues, conduct studies, review codes and regulations, compile data, develop spreadsheets to evaluate statistical data and testing/research results. Prepare and authorize contract Change Orders, Purchase Orders, Invoices, and Notice to Proceed notifications. Investigate and respond to citizen, City Official, consultant, or customer inquires and complaints. Manage documents, maintain records, review and prepare assigned project reports.

Supervise and direct technical staff. Involves: Schedule, assign, instruct in, guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules, regulations, and work behavior standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, discipline, merit pay or other employee status changes.

**Knowledge, Skills, and Abilities**

- Application of considerable knowledge of environmental science principles and practices.
- Application of considerable knowledge of environmental compliance activities related to asbestos, mold, hazardous materials and/or waste, underground or above ground storage tanks, and storm water pollution prevention.



ITEM 2E

JOHN COOK  
MAYOR

JOYCE WILSON  
CITY MANAGER

LINDA BALL THOMAS  
HUMAN RESOURCES DIRECTOR



CITY COUNCIL  
ANN MORGAN LILLY, DISTRICT 1  
SUSANNAH M. BYRD, DISTRICT 2  
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MELINA CASTRO, DISTRICT 4  
RACHEL QUINTANA, DISTRICT 5  
EDDIE HOLGUIN JR., DISTRICT 6  
STEVE ORTEGA, DISTRICT 7  
BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

---

TO: Civil Service Commission  
FROM: Linda Ball Thomas, Human Resources Director   
DATE: October 06, 2008  
SUBJECT: Proposed Change to the Classification and Compensation Plan: New Job Specification

---

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
<b>PROPOSED Environmental Senior Field Technician</b>	<b>13825</b>	<b>GS 52</b>

The creation of the proposed job class was requested by the Director of Environmental Services to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

*"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."*

*"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."*

Attachment (*Proposed* Job Specification)





## JOB SPECIFICATION

Code 13825

Grade GS 52

# ENVIRONMENTAL SENIOR FIELD TECHNICIAN

### **General Purpose**

Under general supervision, performs basic aspects of providing technical support for environmental programs.

### **Typical Duties:**

Collect data, operate sampling and monitor equipment, and conduct quality assurance reviews and inspections. Involves: Safe operation and care of environmental sampling, monitoring, and computerized equipment. Follow standard operating procedures and sampling protocol. Assist higher level technicians or professionals within department with a variety of projects or programs, and direct teamwork of lower level technical and clerical personnel, as delegated.

Maintain equipment and keep maintenance records. Involves: Record data on forms or in log books, correlate information and data. Conduct quality assurance reviews of data. Perform research work by gathering data from personal computer to prepare reports. Perform standard calculations.

Draft basic drawings or maps in accordance with clearly defined guidelines. Involves: Utilize Computer Aided Design Drafting (CADD) methods and Geographic Information System (GIS) software. Prepare basic drawings, sketches, diagrams, and maps. Perform related mathematical calculations.

Perform administrative duties as assigned. Involves: Organize and stock equipment and supplies as assigned. Perform a variety of clerical and paraprofessional tasks to assist staff, as assigned. Assist with other environmental program field activities, as assigned.

Supervise or lead assigned staff, if assigned. Involves: Schedule, assign, instruct in, guide and check work. Appraise employee performance and review evaluations by subordinates. Provide for training and development. Enforce personnel rules and regulations, and work behavior standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, transfers, discipline, merit pay or other employee status changes.

### **Knowledge, Skills, and Abilities**

- Application of good knowledge of basic geometry, algebra and trigonometry.
- Application of good knowledge and use of a personal computer, spreadsheets and database software, sampling and monitoring instruments, drafting, CADD, geographic information system (GIS) and scientific calculators.
- Application of considerable knowledge in environmental sampling techniques, monitoring equipment or instruments for air, water, and soil sampling.
- Application of good knowledge of customer service practices.
- Application of good knowledge of general office practices and procedures.
- Application of good knowledge of occupational safety and health regulations, working practices and procedures.
- Safe operation and care of equipment.
- Interpret data, manuals, drawings, reports, and specifications.
- Maintain files, record sampling data and prepare reports.

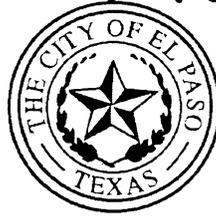


ITEM 2 F

JOHN COOK  
MAYOR

JOYCE WILSON  
CITY MANAGER

LINDA BALL THOMAS  
HUMAN RESOURCES DIRECTOR



CITY COUNCIL  
ANN MORGAN LILLY, DISTRICT 1  
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EMMA ACOSTA, DISTRICT 3  
MELINA CASTRO, DISTRICT 4  
RACHEL QUINTANA, DISTRICT 5  
EDDIE HOLGUIN JR., DISTRICT 6  
STEVE ORTEGA, DISTRICT 7  
BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

---

TO: Civil Service Commission  
FROM: Linda Ball Thomas, Human Resources Director *LB*  
DATE: October 06, 2008  
SUBJECT: Proposed Change to the Classification and Compensation Plan: New Job Specification

---

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
<b>PROPOSED Environmental Senior Scientist</b>	<b>13415</b>	<b>PM 130</b>

The creation of the proposed job class was requested by the Director of Environmental Services to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

*"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."*

*"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."*

Attachment (*Proposed* Job Specification)





## JOB SPECIFICATION

Code 13415

Grade PM 130

# ENVIRONMENTAL SENIOR SCIENTIST

### **General Purpose**

Under direction, oversee, prepare and coordinate environmental studies and inspections; review, interpret prepare and approve plans, projects and specifications; and supervise technical staff.

### **Typical Duties:**

Prepare and coordinate environmental studies and inspections to assure compliance with regulations. Involves: Plan, research projects, conduct data collection and analysis. Oversee and coordinate environmental programs and projects that include, but are not limited to Air and Water Quality, Solid Waste Management, Storm Water Management, Environmental Compliance, and Brownfields Redevelopment. Oversee and conduct compliance investigations, environmental monitoring, sampling, and reporting.

Apply advanced mathematical concepts. Involves: Use exponents, logarithms, quadratic equations, permutations and mathematical operations; determine test reliability, validity, and variance, correlations and factor analysis. Assess facts and draw valid conclusions to develop or improve accepted methods and techniques. Identify application of capacity studies and facility layouts. Coordinate asbestos inspections and surveys to locate and evaluate asbestos-containing materials in city owned facilities. Monitor contractor adherence with Local, State and Federal regulations with regard to proper handling and disposal of asbestos containing materials. Manage waste shipments, inventory and reporting of such to regulatory authorities.

Oversee and coordinate environmental surveys, assessments, investigations, sampling and monitoring. Involves: Calculate emissions and pollutant discharge rates using various software. Performs quality assurance on data submissions and processes. Completes correspondence to regulated entities to relay specific deficiencies encountered during a data quality assurance process. Provides technical assistance to general public, regulated entities, and other interested groups in the application of appropriate environmental city, state, and federal rules and regulations.

Perform administrative duties as assigned. Involves: Plan and implement research projects, conduct data collection and analysis. Determine test reliability and validity, variance, correlation and factor analysis. Assess facts and draw valid conclusions to develop or improve accepted methods and techniques. Review sampling and analysis results. Prepare and review reports to regulatory entities. Respond to the public and City officials regarding regulations and jurisdictional issues. Serve as technical advisor to City Departments regarding compliance regulations and issues. Prepare and authorize contract Change Orders, Purchase Orders, Invoices, and Notice to Proceed notifications. Manage the environmental consultant contracts. Prepare or arrange for training opportunities.

Supervise and direct technical staff. Involves: Schedule, assign, instruct in, guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules, regulations, and work behavior standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, discipline, merit pay or other employee status changes.

### **Knowledge, Skills, and Abilities**

- Application of extensive knowledge of environmental science principles and practices.
- Application of extensive knowledge of environmental compliance activities related to asbestos, mold, hazardous materials and/or waste, underground or above ground storage tanks, and storm water pollution prevention.
- Application of extensive knowledge of principles of air and water pollution control, solid waste disposal, and supplying safe public water.



**JOB SPECIFICATION**

Code 13415  
Grade PM 130

**ENVIRONMENTAL SENIOR SCIENTIST**

- Application of extensive knowledge of applicable City, State and Federal, environmental protection rules, laws, regulations and policies. Ability to interpret and apply the environmental protection rules, regulations, and policy.
- Application of extensive knowledge and use of a personal computer and good knowledge and use of computer aided design drafting (CADD), geographic information system (GIS) software, scientific calculators, sampling and testing equipment.
- Application of extensive knowledge of mathematics, statistics, cost and work efficiency determination techniques.
- Application of extensive knowledge of occupational safety and health regulations, work practices and procedures; and environmental and safety record keeping requirements.
- Application of extensive knowledge of personnel rules and supervisory techniques.
- Application of considerable knowledge of public relations practices.
- Interpret complex documents, regulations, professional standards, survey data, drawings, and specifications.
- Maintain files, record sampling data and prepare technical reports.
- Clear, concise, persuasive oral and written communications.
- Establish and maintain effective working relationships with City officials, customers, consultants, coworkers, supervisors, contractors, regulatory agencies and the general public.

**Other Job Characteristics**

- Operation of a motor vehicle through City traffic.
- Occasional exposure to hazardous chemicals, fumes, toxic waste and materials, common to construction sites, waste disposal sites or accidental chemical or materials spills.
- Occasional exposure to uneven terrain, construction sites, and moving traffic.
- Occasional exposure to adverse weather and heavy machinery.

**Minimum Qualifications**

Education and Experience: A Bachelor's degree in natural or physical science, engineering, environmental studies, or related field, plus five (5) years of full-time experience in environmental activities.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

Approved by \_\_\_\_\_  
Human Resources Director                      Date                      Department Head                      Date

ITEM 2 G

JOHN COOK  
MAYOR

JOYCE WILSON  
CITY MANAGER

LINDA BALL THOMAS  
HUMAN RESOURCES DIRECTOR



CITY COUNCIL  
ANN MORGAN LILLY, DISTRICT 1  
SUSANNAH M. BYRD, DISTRICT 2  
EMMA ACOSTA, DISTRICT 3  
MELINA CASTRO, DISTRICT 4  
RACHEL QUINTANA, DISTRICT 5  
EDDIE HOLGUIN JR., DISTRICT 6  
STEVE ORTEGA, DISTRICT 7  
BETO O'ROURKE, DISTRICT 8

## HUMAN RESOURCES DEPARTMENT

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TO: Civil Service Commission  
FROM: Linda Ball Thomas, Human Resources Director *LBT*  
DATE: October 06, 2008  
SUBJECT: Proposed Change to the Classification and Compensation Plan: New Job Specification

---

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
<b>PROPOSED Environmental Staff Scientist</b>	<b>13435</b>	<b>PM 124</b>

The creation of the proposed job class was requested by the Director of Environmental Services to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

*"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."*

*"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."*

Attachment (*Proposed* Job Specification)





## JOB SPECIFICATION

Code 13435  
Grade PM 124

# ENVIRONMENTAL STAFF SCIENTIST

### **General Purpose**

Under general supervision, prepare and coordinate environmental studies and projects that include, but are not limited to, Air and Water Quality, Solid Waste Management, Storm Water Management, Environmental Compliance, and Brownfields Redevelopment.

### **Typical Duties:**

Prepare and coordinate environmental studies and projects with regulatory agencies, other departments, consultants, and contractors. Involves: Plan, research projects, conduct data collection and analysis. Conduct compliance investigations; perform environmental monitoring, sampling and reporting. Oversee design and implementation of environmental projects. Prepare scope of work and cost estimates for environmental projects. Conduct and/or monitor ongoing inspections of projects for compliance with contract specifications, approved materials and design. Prepare environmental reports and studies. Conduct or oversee environmental sampling, monitoring, and regulatory reporting. Assess facts and draw valid conclusions to develop or improve accepted methods and techniques. Coordinate asbestos inspections and surveys to locate and evaluate asbestos-containing materials in city owned facilities. Monitor contractor adherence with Local, State and Federal regulations with regard to proper handling and disposal of asbestos containing materials. Inventory and manage waste shipments and report such shipments to regulatory authorities.

Conduct environmental surveys, assessments, investigations, sampling and monitoring. Involves: Calculate emissions and pollutant discharge rates using various software. Perform quality assurance on data submissions and processes. Complete correspondence to regulated entities to relay specific deficiencies encountered during a data quality assurance process. Provide technical assistance to general public, regulated entities, and other interested groups in the application of appropriate environmental city, state, and federal rules and regulations.

Inspect, investigate, enforce, and document designated environmental and municipal code violations. Involves: Conduct random test sampling and inspections to ensure compliance with established health, safety, and environmental standards and regulations. Determine corrective action to be taken such as warning or citation. Recommend corrective action and notify correct authority of action. Respond to and investigate environmental related complaints within the City. Provide education and instruction related to environmental standards and regulations.

Perform administrative duties as assigned. Involves: Prepare bid specifications, assist or prepare draft request for proposals, and review project bid proposals. Research issues, conduct studies, review codes and regulations, compile data, develop spreadsheets to evaluate statistical data and testing/research results. Prepare contract Change Orders, Purchase Orders, Invoices, and Notice to Proceed notifications. Investigate and respond to citizen, City Official, consultant, or customer inquires and complaints. Manage documents, maintain records, review and prepare assigned project reports.

### **Knowledge, Skills, and Abilities**

- Application of considerable knowledge of environmental science principles and practices.
- Application of good knowledge of environmental compliance activities related to asbestos, mold, hazardous materials and/or waste, underground or above ground storage tanks, and storm water pollution prevention.
- Application of good knowledge of principles of air and water pollution control, solid waste disposal, and supplying safe public water.



ITEM 2 H

CITY COUNCIL

ANN MORGAN LILLY, DISTRICT 1  
SUSANNAH M. BYRD, DISTRICT 2  
EMMA ACOSTA, DISTRICT 3  
MELINA CASTRO, DISTRICT 4  
RACHEL QUINTANA, DISTRICT 5  
EDDIE HOLGUIN JR., DISTRICT 6  
STEVE ORTEGA, DISTRICT 7  
BETO O'ROURKE, DISTRICT 8

JOHN COOK  
MAYOR

JOYCE WILSON  
CITY MANAGER

LINDA BALL THOMAS  
HUMAN RESOURCES DIRECTOR



HUMAN RESOURCES DEPARTMENT

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TO: Civil Service Commission  
FROM: Linda Ball Thomas, Human Resources Director *LBT*  
DATE: October 06, 2008  
SUBJECT: Proposed Change to the Classification and Compensation Plan: New Job Specification

---

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
<b>PROPOSED Food Safety Specialist</b>	<b>22400</b>	<b>PM 122</b>

The creation of the proposed job class was requested by the Health Department Director to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Health Department Director and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

*"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."*

*"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."*

Attachment (*Proposed* Job Specification)





**JOB SPECIFICATION**  
**FOOD SAFETY SPECIALIST**

Code 22400  
Grade PM: 122

**General Purpose**

Under general supervision, perform professional entry level work to investigate sensitive or technically complex food inspection and enforcement activities.

**Typical Duties:**

Conduct food inspections, investigations, educational and enforcement functions. Involves: Research and respond to technically complex or sensitive investigations and cases. Inform individuals concerned of specific regulations affecting establishments. Issue corrective action notices or citations. Collect samples of products for bacteriological and chemical laboratory analysis. Meet with citizens and violators to provide training and information on ways to prevent, correct or comply with local codes, ordinances, and laws. Prepare educational manuals and handouts and conduct Food Handler courses for the public.

Represent the department and provide technical support, guidance and information on food ordinances, regulations and initiatives. Involves: Respond to requests for information on ordinances, codes, policies, plans and procedures. Provide interpretation and guidance on complex food inspection issues. Attend board and committee meetings and other meetings in support of the department. Provide expert testimony in civil cases regarding city codes and ordinances.

Provide administrative support. Involves: Assist in the development of section objectives and timelines. Research, interpret and draft new and revised codes and regulations. Assist in preparing section budget and update licensing procedures and fees. Identify employee-training needs, develop and implement training programs. Review automated data processing capabilities and needs, make recommendations for system changes, enhancements, and train users. Incorporate new laws and technology into policies and procedures. Prepare reports including analysis of existing conditions and make recommendations for improvement. Compile and interpret statistical data from various inspections and daily reports. Respond to Open Record Requests. Conduct special projects and administer programs, as assigned. Serve as safety representative.

Supervise assigned personnel. Involves: Schedule, assign, guide and check work. Review operational and procedural activities. Prioritize and coordinate section activities. Appraise employee performance and review evaluations by subordinates. Provide staff training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hire, termination, transfers, discipline, merit pay or other employee status changes.

**Knowledge, Skills, and Abilities**

- Application of considerable knowledge of applicable, federal, state and local laws, codes and regulations.
- Application of considerable knowledge of federal, state and local regulations and professional standards related to test sampling of food.
- Application of good knowledge of public speaking and public relations methods to persuade, negotiate and mediate issues.

Effective

Page 1 of 2

*As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.*



ITEM 2 I



JOHN COOK  
MAYOR

JOYCE WILSON  
CITY MANAGER

LINDA BALL THOMAS  
HUMAN RESOURCES DIRECTOR

CITY COUNCIL  
ANN MORGAN LILLY, DISTRICT 1  
SUSANNAH M. BYRD, DISTRICT 2  
EMMA ACOSTA, DISTRICT 3  
MELINA CASTRO, DISTRICT 4  
RACHEL QUINTANA, DISTRICT 5  
EDDIE HOLGUIN JR., DISTRICT 6  
STEVE ORTEGA, DISTRICT 7  
BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

DATE: October 6, 2008  
TO: Civil Service Commission  
FROM: Linda Ball Thomas, Human Resources Director *LBT*  
SUBJECT: Proposed Changes to the Classification and Compensation Plan: New Job Specifications

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
<b>PROPOSED</b>	<b>Utility Laboratory Sampler</b>	<b>20555</b>	<b>GS 47</b>

The creation of the proposed job class was requested by El Paso Water Utility to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Mr. Paul Rivas, Laboratory Manager, El Paso Water Utility and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

*"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."*

*"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."*

Attachment (*Proposed* Job Specification)





## JOB SPECIFICATION

Code 20555  
Grade GS 47

# UTILITY LABORATORY SAMPLER

### **General Purpose**

Under general supervision, collect water samples at assigned points within water distribution systems, logs and maintains records of field analysis, and perform basic laboratory analysis as required.

### **Typical Duties:**

Collect bacteriological and chemical samples from assigned areas. Involves: Collect water samples at assigned points within water/ distribution systems. Prepare test for the samples collected. Log results in compliance with regulatory requirements. Investigate complaints from business and residential customers regarding water quality issues. Resolve issue or collect bacteriological and chemical samples for further investigation by the laboratory. Collect samples from assigned sites at water and wastewater plants. Prepare and treat according to established procedures. Collect well samples. Assist in the laboratory preparing buffers and reagents. Perform sample analysis and other basic lab analysis without immediate supervision as required. Must pass annual bacteriological performance samples to perform bacteriological analysis to comply with NELAC Laboratory Accreditation. Flush fire hydrants when necessary to achieve better chlorine samples. Perform light electrical, mechanical, plumbing and custodial work. Maintain laboratory equipment. Clean and disinfect work areas, testing equipment, collection bottles, glassware and media. Clean unit trucks. Run mail errands from section to section. Perform bacteriological analysis under supervision.

### **Knowledge, Skills, and Abilities**

- Application of good knowledge of geographical area to locate assigned collection points.
- Application of some knowledge of laboratory operation and equipment.
- Application of some knowledge of record keeping and file maintenance.
- Application of some knowledge of the occupational and environmental health and safety regulations and hazards of collecting water and wastewater samples.
- Application of some knowledge of utilizing computer hardware, software and peripherals to maintain records and databases.
- Application of some knowledge of the preparation of reagents, chemical solutions and culture media.
- Calculation of basic mathematical formulas and measurements.
- Interpretation of oral, written, mathematical, information utilized in the collection of water and wastewater samples.
- Application of clear concise oral and written communication skills to prepare reports, document laboratory results and maintain logs and records.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, vendors, contractors, regulatory and funding agencies and the general public.
- Safe operation, care and handling of technical laboratory equipment and hazardous chemicals.
- Safe operation, care and handling of city vehicles and equipment.



**JOB SPECIFICATION**  
**UTILITY LABORATORY SAMPLER**

Code 20555  
Grade GS 47

***Other Job Characteristics***

- Frequent climbing stairs and ladders, bending, stooping, crouching, walking, standing, lifting and carrying tools and equipment weighing up to 50 pounds in the collection of samples, operating, maintaining or repairing equipment; conducting inventory or restocking of supplies.
- Frequent exposure to hazardous chemicals, air and water borne pathogens and infectious diseases, common to the sampling, testing, and analysis of raw sewage, industrial effluents, biosolids and reclaimed water.
- Frequent exposure to uneven terrain, extreme weather conditions, or animals and reptiles that frequent waste disposal or water storage and pumping areas.
- Regular operation of vehicles through City traffic and remote terrain.
- Work weekends and holidays as assigned

***Minimum Qualifications***

Education and Experience: A High School diploma or GED and two (2) years of Utility Plant Technician experience or thirty (30) college credit hours to included basic biology and basic chemistry credits and two (2) years of general work experience.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state. Class "D" Water Operators License Issued by the State of Texas within three (3) months of appointment. Class "C" Water Operators License issued by the State of Texas required within one (1) year of appointment.

Approved: \_\_\_\_\_ Approved: \_\_\_\_\_  
Director Human Resources EPWU Laboratory Manager