

AGENDA

CITY OF NATIONAL CITY
CIVIL SERVICE COMMISSION
REGULAR MEETING

5:30 P.M., Wednesday, JANUARY 13, 2021

ONLINE ONLY MEETING
LIVE WEBCAST

<https://www.nationalcityca.gov/webcast>

Civic Center, Large Conference Room, 2nd Floor
1243 National City Blvd.
National City, California 91950

UPON REQUEST, THIS AGENDA CAN BE PROVIDED IN ALTERNATIVE FORMAT TO ACCOMMODATE ANY INDIVIDUAL NEEDS. PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT (619) 336-4300 OR BY E-MAIL AT hr@nationalcityca.gov TO REQUEST ACCOMMODATION, INCLUDING ANY AUXILIARY AIDS OR SERVICES.

1. **CALL TO ORDER AND ROLL CALL**
 - Chairperson Wapnowski
 - Vice-Chairperson Courtney
 - Commissioner Coyote
 - Commissioner Puhn
2. **SALUTE TO THE FLAG**
3. **PUBLIC COMMUNICATIONS**

You may provide written comments on agenda items via email at hr@nationalcityca.gov. Comments will be received until 3:00 pm on the day of the Civil Service Commission Meeting.
4. **APPROVAL OF MINUTES**
 - A. Regular Meeting of July 8, 2020
5. **REPORTS FOR FILE**
 - A. Personnel Report
 - B. Report of Vacancies
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
 - A. Request to create a new classification titled Budget Manager
 - B. Request to create a new classification titled Human Resources Manager
 - C. Request to create a new classification titled Library & Community Services Director
8. **STAFF COMMENTS**
9. **COMMISSIONER COMMENTS**
10. **ADJOURNMENT**

BUDGET MANAGER (Unrepresented – Management Group)	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved:

DEFINITION

Under general direction, to plan, organize, develop, and monitor the City's Budget; to provide day-to-day supervision over staff, procedures and programs in support of the City's budget; to perform complex, sensitive, and difficult financial analyses; to prepare periodic budget status reports; and to perform other related responsibilities as assigned.

DISTINGUISHING CHARACTERISTICS

This is an exempt, unrepresented, advanced, journey-level management position reporting directly to the Director of Finance or designee. This position is responsible for all aspects of the City's budget, including the supervision of related support staff. The individual in this position is expected to exercise initiative and independent judgment in developing budget systems and policies, carrying out the most complex operational and fiscal analyses, and coordinating with other divisions and departments. The Budget Manager may perform the duties of the Finance Manager in their absence.

EXAMPLES OF TYPICAL DUTIES

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

- Plans, organizes, develops and administers the City budget.
- Sets up and maintains the budget program's database.
- Develops personnel cost estimates in accordance with City Manager direction, labor agreements, and applicable federal, state, and retirement system requirements.
- Produces a budget manual and trains users in the use of the budget program.
- Prepares expenditure and revenue estimates and projections and monitors budget structures throughout the year.
- Develops and implements long and short term plans, goals, and objectives for the annual budget process; evaluates efficiency and effectiveness of operations, services, procedures, and use of resources; recommends and/or implements process modifications or improvements as needed to improve efficiencies.
- Meets with departments to develop their budgets; reviews budget requests, prepares operating base budget recommendations, facilitates budget allocations; prepares reports and recommendations to assist management in budget decisions, including meeting with the City Manager and departments to make decisions needed to balance the budget.
- Prepares documents and makes budget presentations to the City Council and departments and prepares the City's Budget Book per GFOA guidelines.
- Analyzes funds and individual accounts to verify availability of resources and consistency with the City's budget.
- Provides advice and direction to personnel regarding fund status;
- Reviews requests for mid-year budget changes to verify funds availability, justification and appropriateness; recommends other budget adjustments as needed.
- Prepares quarterly budget to actual variance report and analyses.
- Investigates, interprets, analyzes, and prepares recommendations related to improvements to budgeting, management, and fiscal information systems.

- Assists, trains, and advises departments on budget recommendations, changes, and programs.
- Evaluates, supports and implements new technologies related to Budget, Payroll and Enterprise Resource Planning strategies and programs to help increase efficiencies and reduce operational costs.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Training and Experience: Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be to attain a Bachelor's degree from an accredited college or university with major course work in public or business administration, finance, accounting, economics, statistics or related field and have at least five (5) years of progressively responsible professional experience in budget development and management and/or accounting in a public sector (governmental) organization including two (2) years of administrative and supervisory responsibility. An alternative qualifying path would be to have more than five years of progressively responsible professional experience in a variety of roles related to budget development and management along with two (2) years of supervisory responsibility. A Master's degree and/or CPA are highly desirable.

Knowledge and Skills in: Municipal budget planning, project management and control techniques; applicable federal, state and local laws, rules, policies and procedures and applicable methods of compliance; generally accepted governmental accounting principles, practices, and theory; general trends and current developments in public sector (governmental) budgeting including research methods and techniques; budget preparation, analysis, and management audit techniques; administration principles; office procedures, methods, and equipment including computers and applicable software applications, including financial systems software; management techniques and options to successfully motivate and supervise staff; ability to deal effectively and courteously with City and other agency staff and the public; effective oral and written communication skills.

Ability to: Plan, organize, manage and coordinate complex budget and financial operations; gather and analyze data and recommend/implement policy and procedural changes; evaluate financial management systems and reports and make recommendations and decisions in accordance with laws, regulations, policies and procedures; research, analyze, and prepare comprehensive reports and recommendations; work on several assignments simultaneously, setting priorities, meeting deadlines, and working independently within established guidelines; direct, evaluate, and supervise the work of assigned staff; establish and maintain effective record keeping systems; effectively communicate orally and in writing; utilize computer systems to enter and retrieve data; estimate and forecast revenue and expenditures.; establish and maintain effective working relationships with all levels of staff and the general public.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

Possession of a valid California Class C driver's license or other means that would allow for the ability to commute to meetings, conduct site visits, and attend other special events throughout the county.

HUMAN RESOURCES MANAGER (Unrepresented – Management Group)	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved:

DEFINITION

Under the general direction of the Administrative Services Director, to support the Administrative Services Director in all aspects of human resources management.

DISTINGUISHING CHARACTERISTICS

This is an exempt, unrepresented, advanced journey-level management position reporting directly to the Administrative Services Director or designee. This position is expected to exercise initiative and independent judgment, performing a variety of complex analysis, studies and research projects impacting City-wide issues and operations. The Human Resources Manager is distinguished from lower level staff by the level of responsibility assumed and the complexity of duties assigned.

EXAMPLES OF TYPICAL DUTIES

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

- Provides technical counsel to department heads, supervisors, and employees regarding personnel and employment matters.
- Represents the City during labor negotiations and/or labor disputes.
- Assists in the management of day-to-day activities, operations and staff, including preparing and administering a department budget.
- Assists in the selection, development and evaluation of staff.
- Supports the achievement of high-level mid- to long-term goals and objectives related to the Human Resources strategic plan.
- Evaluates and implements new Human Resource and Enterprise Resource Planning technologies, strategies, and programs to help increase efficiency and reduce operational costs.
- Manages the recruitment and examination of all job applicants, administration of the City's classification and compensation system, negotiation and contract administrations, administration of the equal opportunity program, and Human Resources department performance management program.
- Provides technical assistance and counsel to departments regarding staffing, investigations, discipline, organizational development, and performance audits, the interpretation of Civil Service Rules, Memoranda of Understanding (MOUs), state and federal personnel laws and regulations, and labor-management meet-and-confer issues.
- Plays a pivotal role in establishing, measuring, and achieving Human Resources department goals and objectives and managing City-wide projects aimed at enhancing workplace culture, productivity, increasing morale, attaining cost-saving benefits, and employee recruitment and retention.

MINIMUM QUALIFICATIONS

Training and Experience: Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: Equivalent to a Bachelor's degree in human resources management, psychology or sociology, public or business administration, or related field; and at least five (5) years of progressively responsible professional experience in a public service organization, including two (2) years of administrative and supervisory experience in implementing and evaluating Human Resources initiatives. An advanced degree or HR certificate is highly desirable. Experience in a governmental setting is preferred.

Knowledge and Skills in: Modern personnel principles and practices, including civil service systems, employee safety and Worker's Compensation administration; research and analytics, methods for recruitment and selection; professional development; talent management; succession planning; classification; salary and benefits administration; labor relations and negotiations; organization development; equal employment opportunity; personnel laws and regulations; preparing and administering a department budget; building consensus among people with divergent opinions; maintaining effective working relationships; communicating clearly and concisely, conduct presentations both orally and in writing and review agenda items; use of standard business computer software.

Ability to: Supervise and administer the operations of the Human Resources Department effectively and efficiently; plan, organize, delegate and carry out complex assignments; collect, organize and analyze data and develop comprehensive reports including statistical and survey data analysis; research and write policies, procedures; prepare and administer budgets; interpret and apply Federal, State and local policies, procedures, laws and regulations; maintain confidentiality of sensitive personnel information; integrate diversity and inclusion into high-performing teams; establish effective working relations with a variety of people from differing viewpoints; facilitate groups and resolve conflicts; make effective presentations in a variety of settings; communicate effectively with customers and stakeholders at all levels of the organization; work independently while exercising good judgment; build and maintain a reputation of honesty and ethical behavior, a results-oriented style, and a strong commitment to customer service; bilingual abilities in Spanish or Tagalog are desirable.

DEMANDS AND WORKING CONDITIONS

This position requires servant leadership, emotional intelligence, agility, flexibility, heavy workloads and a high degree of responsiveness and stress tolerance. The mental functions include reading, writing, and analyzing complex issues; the interpretation of MOUs; ability to explain complex issues in a simple manner; strong computer literacy; the management of multiple projects; and organizational decision making.

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LIBRARY AND COMMUNITY SERVICES DIRECTOR (Unrepresented – Executive Group)	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved:

DEFINITION:

Under the administrative direction of the City Manager or designee; plans, organizes, coordinates, controls, and directs the delivery of programs and services in the Library and Community Services Department, which may include library operations (including Literacy for Every Adult Program and arts and culture programs); recreation services, activities, facilities, and special events; senior and nutritional services, employment and training services, and transportation services; manages and makes budget, personnel and policy decisions; develops and implements strategic plans that meet community and City needs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an exempt, unrepresented, executive-level position that serves as a department head and is responsible for overseeing the administration and implementation of programs, services, and activities, of library, recreation, employment and training, and transportation services; the direct and indirect supervision of management, professional, technical and clerical personnel; developing and implementing policies, goals and objectives; and administering the department's budget. The incumbent reports directly to the City Manager or designee, and will use considerable judgment and independence in managing the department's work.

EXAMPLES OF TYPICAL DUTIES

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

- Plans, organizes, directs and supervises the programs and activities of the Library and Community Services Departments; directs and participates in the development and implementation of goals, objectives, policies, procedures and priorities to ensure project and program objectives are met.
- Provides guidance and direction to staff in resolving day-to-day operations, meeting goals and deadlines, and developing and implementing diverse and innovative programs and services related to library, recreation, community services, employment and training, and transportation services.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assess and monitors workloads, organizational structure, staffing, service levels, and administrative systems; identifies opportunities for improvement, and directs the implementation of changes.
- Prepares and monitors the annual department budget maintaining appropriate budget controls, making recommendations to the City Manager regarding operations, staffing, equipment, materials, facilities and supplies.
- Supervises staff of the Library and Community Services Department; selects, assigns, monitors and evaluates work performance; establishes rules, procedures and/or standards; provides training and guidance; administers personnel policies; coaches employees to correct performance issues; and implements discipline.

- Implements policies and procedure that support efficient library operation and appraises the Library Board of potential policy and procedural concerns, and ensures compliance with state, federal, and local policies.
- Works with community representatives, City management and staff to develop, plan, and implement long-term and short-term department goals, objectives, and services needs through an assessment of community needs.
- Identifies potential grant opportunities, developing grant applications and budgets, tracking grant performance and ensuring grant reporting compliance.
- Studies and analyzes department operations; makes recommendation for improvements and works with staff, other City departments and outside agencies to initiate improvements.
- Keeps up-to-date of current trends, technology and best practices in the delivery of department services and activities; evaluates developments and trends for possible application to department. Manages staff deployment of technology to serve Library patrons.
- Develops and maintains effective working relationships with City departments, community leaders, organizations, and local businesses, including the Friends of the Library, to provide a variety of services, projects and activities for the community.
- Establishes and maintains effective working relationships with other city agencies, elected officials, community leaders, and state and federal agencies.
- Attends and participates in professional group meetings; serves as the City's representative to regional, state, and national organizations.
- Represents the department at public meetings and discusses and presents Library and Community Services matters to the City Council, commissions, boards, state and federal agencies, and community groups, as required.
- Prepares or directs the preparation, and presents complex staff reports, correspondence, documents, studies, and recommendations to the City Manager, City Council, boards and committees, including serving as staff liaison to the Library Board of Trustees.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Training and Experience: Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public, business or parks administration, library science, recreation, urban studies, social services or a closely related field; and six (6) years of increasingly responsible management experience, in the areas of business or public administration; library, cultural, recreational, parks, community, social, and/or closely related services and programs. Experience must include at least three (3) years of administrative and supervisory experience in a public agency implementing and evaluating Library and/or Community Services initiatives. Possession of a Master's degree in a related field is desired and may be substituted for one (1) year of experience.

Knowledge and Skills in: Principles, practices and procedures of public administration with emphasis on cultural, recreational, senior, nutritional, community, transportation, social, and library services; program development and evaluation; theory, principles and practices of planning and directing social, library and recreational activities for various age groups; budget planning, preparation and control; management and supervisory principles and practices, including training, evaluation and discipline methods; principles and practices of public relations; pertinent federal, state, and local laws and regulations; emerging trends in cultural, recreational, senior, nutritional, community, transportation, social and library services.

Ability to: Plan, organize, and direct the administration and operations of the Library and Community Services Department; develop and implement projects and programs; evaluate program effectiveness and recommend and implement changes; organize and promote city and community events; develop and direct the implementation of departmental strategic plans, goals, objectives, policies and procedures; analyze and interpret applicable laws, codes, regulations, and standards related to departmental services and objectives; plan, develop, and direct innovative programs and projects; prepare clear, accurate, and complete reports, correspondence, informational materials and other written documents; provide innovative recommendations and solutions to problems and issues; make public presentations and communicate effectively both orally and in writing; plan, organize, direct, and evaluate the performance of managers, professional, technical, and support staff; establish and maintain effective, responsive, and cooperative working relationships with all levels of staff, public officials, community groups, and a diverse community; provide effective customer service; and exercise sound independent judgment within established guidelines.

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