



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: FINANCE

Prepared by: Nadine Atieh Hade,
Finance Director

City Manager Approval: _____

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TOPIC: INTERIM FINANCIAL UPDATE AND BUDGET AMENDMENTS TO REFLECT OPERATIONAL ACTIVITY; MID-YEAR PERSONNEL CHANGES

**SUBJECT: (1) FIRST FISCAL YEAR 2020-2021 INTERIM FINANCIAL UPDATE
(2) RESOLUTION ADOPTING AMENDMENTS TO THE 2020-2021 BUDGET
(3) MID-YEAR PERSONNEL CHANGES**

RECOMMENDATION: Adopt Resolution

BACKGROUND: The Finance Department performs an ongoing review of the City's financial performance and provides updates on the City's financial condition to City Management. This report presents the City's financial condition in the current fiscal year (2020-2021) based on actual revenue and expenditure performance for the period July 1 through December 31, 2020, and budget actions taken through February 16, 2021, as compared to the budget approved by City Council on June 15, 2020.

Based on this review and analysis, revisions are recommended to address the following categories:

- (1) Revenue projections
- (2) Expenditure plan changes

In addition, budget neutral personnel changes are being recommended for mid-year implementation.

ANALYSIS:

GENERAL FUND:

Revenues and Other Sources:

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

There have been no recommended changes to revenue and other funding sources since the budget was approved. Based on the activity of the first six months of the fiscal year, staff is forecasting increased revenues of approximately \$5,500,000.

This increase is attributed to :

1. The sales and use tax ballot measure which was approved on November 3, 2020. The tax becomes effective April 1, 2021 in which the increase in sales and use tax rate of 0.25% is estimated to generate revenues of \$1,000,000 for the remainder of the fiscal year.
2. Approximately \$739,000 of Coronavirus relief funds were received through the CARES Act. These funds were not accounted for during the preparation of the budget as the status of federal aid was still an unknown. This funding source is considered "one-time" in nature versus "ongoing" as the City will not be able to rely on State or Federal aid to fund ongoing operations.
3. Higher than anticipated sales and use tax receipts received for the first five months of the fiscal year as a result of strong auto sales, as well as building and construction activities that were expected to be more negatively impacted by the ongoing pandemic. Lost revenues associated with sales of general consumer goods and the hospitality sector have been offset by increased allocations from the county pool, a reflection of the large shift to e-commerce activity during the pandemic. Overall, total sales and use tax remittances to date are performing better than what was originally predicted by economists, sales tax consultants, and local and state agencies. For the state of California, the federal aid (stimulus checks and extra unemployment dollars) has played a significant role. Although the pandemic has caused substantial financial losses on a standalone basis, the assistance of Federal aid has lessened the damaging impact on the economy for the time being.

Expenditures and Other Uses:

Now that the Public Safety Center is fully operational, staff forecasts total utility and janitorial costs associated with the new building to be approximately \$275,000 for the fiscal year ending June 30, 2021. Staff requests a portion of the additional revenue noted above be appropriated to provide sufficient appropriations for our public safety operations.

The Police Department received a grant for bulletproof vest purchases in the amount of \$8,443. The grant requires a match from the General Fund. Staff recommends decreasing expenses in the Police Department budget of \$8,443 and transferring that amount to account for the match in Fund 281 – safety grants fund.

Lastly, Staff also notes that projected surplus revenues of \$242,248 will be used to replenish the emergency fund to restore it to the 10% level it should have been for the Fiscal Year ending June 30, 2020 and an additional estimated \$257,000 to adhere to the 10% policy for the current year.

As part of the approved Fiscal Year 2020-21 Budget, expenses were reduced by \$6,686,000 as the City was preparing for revenue losses and acted immediately to reduce expenses. Although the first six months of the fiscal year revenue losses have not been as substantial as originally estimated, Staff recommends the City continue its efforts in adhering to the expense reductions as the long-term impacts of the pandemic are still not fully known and are still expected to result in a future economic downturn.

Operating Results:

The proposed increase to revenues of \$5,500,000, in addition to the proposed increase in appropriations of \$275,000, brings the recommended changes to a net result of a positive \$3,042,072

for Fiscal Year 2020-21. With the replenishment to the Emergency reserve fund in the amount of \$499,248, net unassigned funds, otherwise known as surplus, are expected to be \$2,542,824 at year-end. See Table 1 for additional details.

As mentioned earlier, Staff feels it is prudent to reserve as much of these funds as possible as economists are now predicting a downturn in the economy shortly after Federal and State aid is no longer provided to stimulate the economy. Additionally, the City has several competing needs with inadequate funding sources. A few examples include a storm water pump that has exceeded its useful life and needs to be replaced with an estimated cost of \$2.5 - \$3.0 million, dredging requirements with an estimated cost of \$1.0 - \$1.5 million, City owned park and building maintenance, vehicle replacement, and adequately setting money aside for economic recovery, racial justice, homelessness and housing, environmental sustainability, and employee compensation needs, among other internal goals.

Table 1 Summarizes the status of the General Fund.

Table 1

General Fund	Adopted Budget FY 2020-21	Approved Changes	Current Budget	Proposed Changes	Revised Budget
Revenues	75,483,680	-	75,483,680	5,500,000	80,983,680
Transfers in	3,914,620	-	3,914,620	-	3,914,620
FY20-21 Resources	79,398,300	-	79,398,300	5,500,000	84,898,300
FY19-20 P.O. reserve	-	-	-	-	-
Total Resources	79,398,300	-	79,398,300	5,500,000	84,898,300
Expenditures	79,581,228	-	79,581,228	266,557	79,847,785
P.O. Rollover	-	-	-	-	-
Operating Transfer out	2,000,000	-	2,000,000	8,443	2,008,443
Total Appropriations	81,581,228	-	81,581,228	275,000	81,856,228
Net Result	(2,182,928)	-	(2,182,928)	5,225,000	3,042,072
Allocations					
Use/(Source) of Emergency Reserves	2,182,928	-	2,182,928	(2,682,176)	(499,248)
Unassigned Funds Available	-	-	-	-	2,542,824

Since fiscal year 20-21 budget adoption, there have been no approved changes to the general fund revenues, expenditures, or transfers out.

The changes to General Fund Resources and Appropriations are summarized in Tables I and II of Exhibit I to the attached Resolution.

OTHER FUNDS:

The adopted budgeted appropriations for Other Funds, including carryforward of funds approved in prior years and changes approved since July 1, 2020, total \$83,986,923. These expenditures are primarily in the areas of infrastructure and maintenance (e.g., streets, storm drain and buildings). Key projects contributing to the use of funds are: Francisco Boulevard East Sidewalk Improvements, Francisco Boulevard West Multi-Use Path, and street resurfacing.

Proposed changes to the Other Funds revenues, expenditures and transfers are detailed in Table 2:

Table 2

Resources:	
Total proposed changes to revenues/transfers in:	
Marin County Stormwater Pollution Prevention Program – funds transferred to the Gas Tax Fund (206) to provide design and environmental engineering services related to installation of a full trash capture device in the Canal neighborhood.	\$30,000
Police – funds transferred from the general fund as the City’s match for the Bulletproof Vest Program Grant.	8,443
Uses:	
Marin County Stormwater Pollution Prevention Program – funds transferred from the Stormwater Fund (205) to the Gas Tax Fund (206) to provide design and environmental engineering services related to installation of a full trash capture device in the Canal neighborhood.	30,000
Police – funds transferred from the general fund as the City’s match for the Bulletproof Vest Program Grant.	8,443
Total proposed changes to uses/transfers out:	\$38,443
Net proposed changes to Other Funds (Resources less Uses):	0
Expenditures and Transfers out as adopted fiscal year 2020-21	\$66,169,462
Expenditures and Transfers out as adjusted through Jan 21, 2020	\$83,986,923
Expenditures and Transfers out with proposed changes	\$84,025,366

There is no net impact of all proposed changes on Other Funds. The changes are comprised of additional appropriations for police equipment for a vest grant and transfer in from the General Fund of the required matching amount as well as a transfer from the Stormwater Fund to the Gas Tax Fund as part of eligible funding for a project.

Table 3 presents the adopted budget, approved changes and proposed changes to the FY2020-21 Other Funds budget.

Table 3

Other Funds	Adopted Budget FY 2020-21	Approved Changes	Current Budget	Proposed Changes	Revised Budget
Revenues	48,332,616	-	48,332,616	-	48,332,616
Transfers in	2,305,394	-	2,305,394	38,443	2,343,837
FY20-21 Sources	50,638,010	-	50,638,010	38,443	50,676,453
FY19-20 Rollover		13,742,461	13,742,461		13,742,461
Total Resources	50,638,010	13,742,461	64,380,471	38,443	64,418,914
Expenditures	61,949,447	17,817,461	79,766,908	8,443	79,775,351
Transfer out	4,220,015	-	4,220,015	30,000	4,250,015
Total Appropriations	66,169,462	17,817,461	83,986,923	38,443	84,025,366
Net Results	(15,531,452)	(4,075,000)	(19,606,452)	-	(19,606,452)

These proposed changes to Other Fund Sources and Appropriations are presented in Table III of Exhibit I to the attached Resolution.

CITY-WIDE APPROPRIATIONS SUMMARY:

The following table summarizes the impact of the recommended appropriation and transfer out changes across all funds. The approved changes reflect the updates made during the fiscal year by specific staff reports and resolutions approved by Council and a roll forward of prior year projects already approved that span over a period longer than one year.

Table 4

All Funds	Adopted Budget FY 2020-21	Approved Changes	Current Budget	Proposed Changes	Revised Budget
General Fund	81,581,228	-	81,581,228	275,000	81,856,228
Other Funds	66,169,462	17,817,461	83,986,923	38,443	84,025,366
Total Expenditures and transfers	147,750,690	17,817,461	165,568,151	313,443	165,881,594

Proposed Personnel Changes:

This section of the report seeks Council consideration of recommended personnel actions. Periodically, the Human Resources Department seeks to establish, reallocate, or delete positions to reorganize or restructure staffing to most effectively and efficiently serve the community and city goals.

During this mid-year budget review, Staff is recommending a few changes in the Engineer series job description. The Assistant Civil Engineer position currently requires licensure as a registered civil engineer, Staff propose removing this requirement for the following reasons:

- The change would allow for faster upward mobility for Junior Engineers who have not yet become a registered civil engineer, or are otherwise not yet fully qualified as an Associate Civil Engineer;
- The unlicensed Assistant Engineer position is common in other agencies and allows the City of San Rafael and the San Rafael Sanitary District to better compete for qualified Assistant Engineers in our recruitments; and

- The change assists in retaining staff who otherwise may consider employment elsewhere with an agency that does not have the licensure requirement.

With the removal of licensure as a registered civil engineer requirement, Staff also propose to modify the position name from Assistant Civil Engineer to Assistant Engineer.

Lastly, Staff is recommending the elimination of the Senior Associate Engineer position, currently vacant. This position was created to fit a unique need at a time and that need no longer exists. The City will not backfill this engineering position but instead, will staff similar work using the Junior Engineer, Assistant Engineer, or the Associate Civil Engineer job series.

These changes are administrative in nature and do not result in a change in headcount nor do they have an impact on the net cost. Furthermore, the WCE bargaining unit has been noticed of this intent of personnel change and staff will meet all requirements of the Meyers Milias Brown Act (MMBA) prior to implementing this change.

RECOMMENDED ACTION: Adopt Resolution.

ATTACHMENTS:

- Resolution with attached Exhibit "I"
- Proposed Personnel Changes
 - 2021 WCE Salary Schedule
 - Department of Public Works Engineer Series Job Description

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL ADOPTING AMENDMENTS TO THE 2020-2021 BUDGET

WHEREAS, the City Council approved Resolution No. 14830 adopting the fiscal year 2020-2021 budget; and

WHEREAS, the changes in available funding sources and operational needs require adjustments to some City budgets; and

WHEREAS, existing and anticipated staffing vacancies provide opportunities to address changing personnel needs and, following a review by departments and human resources, have resulted in proposed staffing and position changes; and

WHEREAS, it is the intention of this Council to review recommendations from staff regarding the City's financial and operational condition, including revenue projections, expenditure plan changes, staffing considerations; and

WHEREAS, after examination, deliberation and due consideration, the City Council has approved the staff report and recommendations and directs the City Manager to proceed with the implementation of these recommendations;

NOW, THEREFORE, BE IT RESOLVED, by the San Rafael City Council that Resolution No. 14830 for fiscal year 2020-2021 is amended to increase total general fund revenues to \$80,983,680, general fund expenditures to \$79,847,785, increase other fund expenditures to \$79,775,351 as well as transfers in and transfer out as represented on Exhibit I Table I, II and III attached hereto; These changes result in City-wide General Fund appropriations of \$81,856,228 and other fund appropriations of \$84,025,366 as summarized on Exhibit I Table IV; and

BE IT FURTHER RESOLVED, by the San Rafael City Council that the following personnel actions with no increase to headcount or funding are approved and authorized:

Effective on or after March 1, 2021 -

- A. Eliminate Senior Associate Engineer Position
- B. Change job description for the Engineer series

I, LINDSAY LARA, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of said City on Monday, the 1st of March 2021, by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk

TABLE I
CHANGES TO GENERAL FUND REVENUES AND OTHER SOURCES

General Fund	Adopted Budget FY 2020-21	Approved Changes	Current Budget	Proposed Changes	Revised Budget
Revenues	75,483,680	-	75,483,680	5,500,000	80,983,680
Transfers in	3,914,620	-	3,914,620	-	3,914,620
FY20-21 Resources	79,398,300	-	79,398,300	5,500,000	84,898,300
FY19-20 Rollover		-	-		-
Total Resources	79,398,300	-	79,398,300	5,500,000	84,898,300

TABLE II
CHANGES TO GENERAL FUND EXPENDITURES AND OTHER USES

General Fund	Adopted Budget FY 2020-21	Approved Changes	Current Budget	Proposed Changes	Revised Budget
Expenditures	79,581,228	-	79,581,228	266,557	79,847,785
Transfer out	2,000,000	-	2,000,000	8,443	2,008,443
Transfer out-CIP		-	-	-	-
Total Appropriations	81,581,228	-	81,581,228	275,000	81,856,228

TABLE III
CHANGES TO OTHER FUND EXPENDITURES AND OTHER USES

Other Funds	Adopted Budget FY 2020-21	Approved Changes	Current Budget	Proposed Changes	Revised Budget
Revenues	48,332,616	-	48,332,616	-	48,332,616
Transfers in	2,305,394	-	2,305,394	38,443	2,343,837
FY20-21 Resources	50,638,010	-	50,638,010	38,443	50,676,453
FY19-20 Rollover		13,742,461	13,742,461		13,742,461
Total Resources	50,638,010	13,742,461	64,380,471	38,443	64,418,914
Expenditures	61,949,447	17,817,461	79,766,908	8,443	79,775,351
Transfer out	4,220,015	-	4,220,015	30,000	4,250,015
Total Appropriations	66,169,462	17,817,461	83,986,923	38,443	84,025,366
Net Results	(15,531,452)	(4,075,000)	(19,606,452)	-	(19,606,452)

TABLE IV
CITY-WIDE APPROPRIATION SUMMARY

All Funds	Adopted Budget FY 2020-21	Approved Changes	Current Budget	Proposed Changes	Revised Budget
General Fund	81,581,228	-	81,581,228	275,000	81,856,228
Other Funds	66,169,462	17,817,461	83,986,923	38,443	84,025,366
Total Expenditures	147,750,690	17,817,461	165,568,151	313,443	165,881,594

WCE - San Rafael
Salary Schedule
[Effective January 1, 2021](#)

Note: The Salary Schedule below reflects a 3% furlough reduction for FY 20/21

Grade	Position	A	B	C	D	E
7227 7333	Assistant Civil Engineer	\$ 7,250	\$ 7,612	\$ 7,993	\$ 8,392	\$ 8,812
7229	Associate Civil Engineer	\$ 8,003	\$ 8,403	\$ 8,823	\$ 9,264	\$ 9,727
7277	Engineering Technician I	\$ 5,138	\$ 5,395	\$ 5,665	\$ 5,948	\$ 6,245
7230	Engineering Technician II	\$ 5,806	\$ 6,097	\$ 6,401	\$ 6,721	\$ 7,057
7330	Junior Engineer	\$ 5,806	\$ 6,097	\$ 6,401	\$ 6,721	\$ 7,057
7228	Senior Associate Engineer	\$ 7,617	\$ 7,997	\$ 8,397	\$ 8,817	\$ 9,258
2311	Senior Civil Engineer (PW)	\$ 9,267	\$ 9,731	\$ 10,217	\$ 10,728	\$ 11,265
7331	Traffic Engineer	\$ 8,003	\$ 8,403	\$ 8,823	\$ 9,264	\$ 9,727
4793	Traffic Technician I	\$ 5,138	\$ 5,395	\$ 5,665	\$ 5,948	\$ 6,245
4792	Traffic Technician II	\$ 5,806	\$ 6,097	\$ 6,401	\$ 6,721	\$ 7,057

**City of San Rafael
Job Class Specification**

**Job Title: Associate Civil Engineer
Assistant ~~Civil~~ Engineer
~~Senior Associate Engineer~~
Junior Engineer**

SUMMARY

Under direct and general supervision, positions in this flexibly staffed series perform field and office professional civil engineering work in the planning, design, technical investigation, inspection and construction of projects in several areas of public works and civil engineering.

DISTINGUISHING CHARACTERISTICS:

This is a flex class job series. Placement of individual incumbents within the series depends on the needs of the City and will be based on a combination of factors including education, years and type of experience, and designation or work in progress and the Professional Registration as a licensed civil engineer in California or Engineer in Training (EIT) certification. Years with the City in itself will not be the deciding criteria for placement in the series.

The Associate Civil Engineer is the journey level classification in the engineering job class series. This job class requires registration as a licensed civil engineer and 4 years of responsible post degree engineering experience (a master's degree shall count for 1 year of post degree engineering experience). Under direction, an Associate Civil Engineer performs difficult and complex engineering work and may serve as a supervisor to a small group of engineers and/or paraprofessional engineering staff. The position calls for a high degree of initiative, technical proficiency, and judgement. The Associate Civil Engineer is distinguished from the lower class of Assistant Civil Engineer by the level of responsibility, difficulty and variety of engineering work performed. An Associate Civil Engineer is normally responsible for all phases of multiple projects or programs whereas an Assistant Civil Engineer is responsible for one or more individual projects within a program.

The Assistant ~~Civil~~ Engineer is the initial ~~licensed~~ classification in the engineering job class series requiring EIT and two years of Junior Engineer level experience (a master's degree shall count for 1 year of post degree engineering experience).~~registration as a civil engineer.~~ Under general supervision, this position performs engineering work in the design, plan review, investigation, inspection and construction of public works or private development projects, and performs related duties as assigned. The Assistant ~~Civil~~ Engineer may oversee the work of contractors for assigned projects and may act as the lead engineer in ~~administrative or technical support performing tasks on the same assigned projects.~~

~~The Senior Associate Engineer is the advance working level classification in this engineering job class series and does not require licensure by the State of California as a registered civil engineer. This job requires a Bachelor of Science (BS) degree in Civil Engineering and either, 1) Engineer in Training (EIT) certification and five years post degree experience in progressively responsible engineering work, OR 2) 15 years of experience in progressively responsible engineering work. Work review is occasional during progress and upon completion. Normally, employees in this job class are responsible for handling work problems of above average difficulty.~~

The Junior Engineer is the entry level engineer classification. The position requires a BS degree in Civil Engineering and does not require any formal work experience or engineering certification.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include, but are not limited to the following. For Junior Engineer, duties are performed at the entry engineer level; ~~for Senior Associate Engineer, duties are more complex and technical, at the advanced working level;~~ for Assistant Civil Engineer, ~~duties are performed at the mid-level professional engineer duties performed~~ requiring more independence and judgment utilizing knowledge ~~and work experience of a licensed civil engineer;~~ for Associate Civil Engineer, professional and licensed engineer duties are performed at the full journey level:

- Develops Requests for Qualifications (RFQs) and participate with other department staff in the selection of consulting engineers.
- Prepares and/or assists in the preparation of plans, specifications and estimates pertaining to construction projects.
- Interprets plans and specifications.
- Makes engineering calculations, completes design drawings, makes and revises maps, charts and diagrams.
- Conducts pre-construction meetings with contractors to establish job requirements, i.e., timing, noise level, traffic impact.
- Performs field inspections of various municipal construction projects, in progress and upon completion.
- Prepares written reports on civil engineering issues/projects for the department.
- Meets with a variety of public and private officials, individually and/or in a group setting, on civil engineering matters.
- Research and make recommendations on civil engineering issues/problems.
- Performs project management on Capital Projects during the design, environmental, bidding, and construction phases of the project.
- Performs Resident Engineer duties on Capital Projects during construction.
- Performs inspection and enforcement duties to ensure compliance with applicable design standards, specifications, contracts and legal documents, codes and ordinances.
- Meets with State, Federal, Local Districts, Agencies, consultants, and engineers to discuss project guidelines, design parameters, policies and procedures.
- Performs work in accordance with local, State, and Federal standards and regulations.
- Designs and prepares plans and specifications and cost estimates for a variety of public works projects, including but not limited to streets, storm drains, bridges, parks, traffic signals, parking lots, water facilities, infrastructure improvements and other public facilities. Researches project design requirements, performs calculations, prepares estimates of time and materials costs and determines sequencing and detour requirements.
- Serves as Project Engineer (size and complexity based on classification), including serving as design team leader, handling contract administration and providing design support for the inspector during construction.
- Review plans and maps submitted by private developers for conformity with laws, ordinances, City imposed requirements and accepted professional standards with the goal of protecting the health, safety, and welfare of the community. Performs certain administrative duties associated with private development approvals such as preparing agreements, collecting fees, obtaining dedications, and coordinating with other agencies and City departments.
- Investigates field problems affecting the public, property owners, contractors and maintenance operations; collects the necessary data or assigns the collection of data to technical personnel;

develops recommendations and meets with the appropriate parties to discuss and implement recommendations.

- Provides engineering information, including City requirements related to property improvements, to the public and other City departments. Arranges and participates in conferences with other engineers, developers and the general public on engineering problems.
- Assigns investigation, design and drafting tasks to subordinates, reviews completed work and assists in the developing solutions to difficult problems.
- Develops revised design and construction standards for public facilities.
- Researches publications and industry information sources and attends conferences and continuing education courses to keep abreast of new developments in the field of public works engineering.
- Prepares special engineering studies and reports, including but not limited to construction diaries, progress payments, state and federal paperwork associated with grant funding and permitting, staff reports and duties as assigned.
- Participates in engineering inspection and survey activities.
- Prepares written recommendations, correspondence and reports on assigned projects.
- May attend and present information at public meetings.
- Performs related duties as required.

KNOWLEDGE OF:

- Principles and practices of civil engineering and surveying.
- Basic methods and equipment used in civil engineering construction.
- Thorough knowledge of principles and practices of civil engineering and surveying; and working methods and equipment used in civil engineering construction; pertinent Federal, State, and local rules, regulations and ordinances; and computer applications relating to civil engineering.
- Modern Civil Engineering tools and equipment including a PC and related software, including but not limited to AutoCad or similar drawing software.

ABILITY TO:

- Analyze engineering problems.
- Present clear, concise written and verbal reports.
- Dealing effectively with other engineers, other City and agency staff, private contractors, and the ~~general~~ public.
- Use modern Civil Engineering Equipment including a PC and related software.
- Communicate effectively with a wide range of citizens, other City and agency staff, private contractors both in oral and written format.
- Analyze civil engineering problems, evaluate alternatives, and reach sound conclusions.
- Prepare clear, concise, and accurate reports, records, and correspondence.
- Complete mapping and drafting assignments.
- Establish and maintain effective and collaborative working relationships.
- Inspect public works construction projects.

EDUCATION AND EXPERIENCE:

See “distinguishing characteristics” for education and/or experience required for the job classes within this series.

LICENSES:

A valid drivers' license is required for all job classes in the engineering series. Associate Civil Engineer ~~and Assistant Civil Engineer~~ requires registration as a Civil Engineer in the State of California. ~~Assistant Engineer require an EIT. Senior Associate Engineer requires certification as an Engineer in Training in the State of California, if relevant engineering work experience is less than 15 years.~~

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the ~~general~~ public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, reach with hands and arms, and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards: Hazards are moderate, ~~fairly~~ predictable and protected against.

FLSA Status: Nonexempt
Prepared By: Nash & Co.
Prepared Date: January 2001
Approved By: City of San Rafael
Updated: September 2016
Updated: December 2020