

City of San Rafael - Personnel Hiring Matrix

<i>Department Responsible for Completing</i>	<i>Hiring Dept</i>	<i>Human Resources</i>	<i>Police Dept</i>	<i>HR or applicant</i>	<i>Police (Confidential)</i>	<i>Police (Confidential)</i>	<i>HR</i>	<i>Fire / Police per Outside Consultant</i>	<i>Police</i>
Position	Professional References (All employees)	Pre-Employment Medical Exam	Fingerprints / Criminal History (All Employees)	Certified Driving Record (Anyone driving during the course of employment)	Credit Check - Bankruptcy, Debt, Payment History (All employees with a City credit card or fiduciary responsibility).	Personal History Statement	Drug Screen	Psychological	Lie Detector
Accountant I	✓	✓	✓	✓	✓		✓		
Accountant II	✓	✓	✓	✓	✓		✓		
Accounting Assistant I	✓	✓	✓	✓	✓		✓		
Accounting Assistant II	✓	✓	✓	✓	✓		✓		
Accounting Manager	✓	✓	✓	✓	✓		✓		
Administrative Analyst	✓	✓	✓	✓					
Administrative Assistant I	✓	✓	✓	✓			✓***		
Administrative Assistant II	✓	✓	✓	✓			✓***		
Administrative Assistant III	✓	✓	✓	✓			✓***		
Administrative Assistant III (City Mgrs Office)	✓	✓	✓	✓					
Administrative Assistant IV	✓	✓	✓	✓					
Administrative Assistant to the City Clerk	✓	✓	✓	✓					
Administrative Assistant to the City Manager	✓	✓	✓	✓					
Administrative Assistant to the Chief of Police	✓	✓	✓	✓	✓	✓	✓		
Assistant City Attorney	✓	✓	✓	✓	✓	✓			
Assistant City Manager	✓	✓	✓	✓	✓	✓			
Assistant Civil Engineer	✓	✓	✓	✓					
Assistant Engineer	✓	✓	✓	✓					
Assistant Library Director	✓	✓	✓	✓	✓	✓			
Assistant Planner	✓	✓	✓	✓					
Assistant Public Works Director/City Engineer	✓	✓	✓	✓	✓	✓			
Associate Civil Engineer	✓	✓	✓	✓	✓	✓			
Associate Engineer	✓	✓	✓	✓					
Associate Planner	✓	✓	✓	✓					
Battalion Chief	✓	✓	✓	✓	✓	✓	✓	✓	
Building Inspector I	✓	✓	✓	✓		✓	✓		

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Building Inspector II	✓	✓	✓	✓		✓	✓		
Building Technician I	✓	✓	✓	✓					
Business License Examiner	✓	✓	✓	✓					
Chief Building Official / Fire Marshal	✓	✓	✓	✓	✓	✓	✓		
Child Care Bookkeeper I	✓	✓	✓	✓	✓				
Child Care Bookkeeper II	✓	✓	✓	✓	✓				
Child Care Director	✓	✓	✓	✓	✓		✓		
Child Care Instructor I	✓	✓	✓	✓			✓		
Child Care Instructor II	✓	✓	✓	✓			✓		
City Manager	✓	✓	✓	✓	✓	✓	✓		
Code Enforcement Supervisor	✓	✓	✓	✓	✓	✓	✓		
Code Enforcement Official I	✓	✓	✓	✓		✓	✓		
Code Enforcement Official II	✓	✓	✓	✓		✓	✓		
Code Enforcement Official III	✓	✓	✓	✓		✓	✓		
Community Development Director	✓	✓	✓	✓	✓	✓			
Community Services Director	✓	✓	✓	✓	✓	✓			
Construction Inspector (SRSD)	✓	✓	✓	✓					
Custodian	✓	✓	✓	✓					
Deputy Building Official	✓	✓	✓	✓		✓	✓		
Deputy City Attorney I/II	✓	✓	✓	✓	✓	✓			
Deputy City Clerk	✓	✓	✓	✓					
Deputy Fire Marshal	✓	✓	✓	✓	✓	✓	✓		
District Manager/Engineer (SRSD)	✓	✓	✓	✓	✓	✓			
Economic Development Coordinator	✓	✓	✓	✓	✓				
Economic Development Manager	✓	✓	✓	✓	✓				
Emergency Management Coordinator	✓	✓	✓	✓					

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Environmental Management Coordinator	✓	✓	✓	✓					
Engineering Technician I	✓	✓	✓	✓					
Engineering Technician II	✓	✓	✓	✓					
Equipment Service Attendant (DOT)	✓	✓	✓	✓			✓		
Events Coordinator	✓	✓	✓	✓					
Facility Repair Supervisor	✓	✓	✓	✓					
Facility Repair Worker I	✓	✓	✓	✓					
Facility Repair Worker II	✓	✓	✓	✓					
Finance Director	✓	✓	✓	✓	✓	✓	✓		
Fire Captain	✓	✓	✓	✓		✓	✓	✓	
Fire Captain Specialist	✓	✓	✓	✓		✓	✓	✓	
Fire Chief	✓	✓	✓	✓	✓	✓	✓	✓	
Fire Dispatcher	✓	✓	✓	✓		✓	✓	✓	
Fire Division Chief	✓	✓	✓	✓	✓	✓	✓	✓	
Fire Engineer	✓	✓	✓	✓		✓	✓	✓	
Fire Mechanic	✓	✓	✓	✓		✓	✓	✓	
Fire Prevention Inspector I	✓	✓	✓	✓		✓	✓		
Fire Prevention Inspector II	✓	✓	✓	✓		✓	✓		
Firefighter	✓	✓	✓	✓		✓	✓	✓	
Fixed Term Positions	✓	✓	✓	✓					
GIS Analyst I	✓	✓	✓	✓					
GIS Analyst II	✓	✓	✓	✓					
Human Resources Coordinator	✓	✓	✓	✓					
Human Resources Director	✓	✓	✓	✓	✓	✓			
Human Resources Representative I	✓	✓	✓	✓					
Human Resources Representative II	✓	✓	✓	✓					

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Information Technology Manager	✓	✓	✓	✓	✓	✓			
Legal Assistant I	✓	✓	✓	✓					
Legal Assistant II	✓	✓	✓	✓					
Librarian I	✓	✓	✓	✓					
Librarian II	✓	✓	✓	✓					
Library Aide	✓	✓	✓	✓					
Library Assistant I	✓	✓	✓	✓					
Library Assistant II	✓	✓	✓	✓					
Library Circulation Supervisor	✓	✓	✓	✓					
Library Director	✓	✓	✓	✓	✓	✓			
Literacy Program Supervisor	✓	✓	✓	✓					
Literacy Specialist I	✓	✓	✓	✓					
Literacy Specialist II	✓	✓	✓	✓					
Mail & Stores Clerk	✓	✓	✓	✓					
Management Analyst	✓	✓	✓	✓					
Network Analyst	✓	✓	✓	✓					
Network Support Technician	✓	✓	✓	✓					
Office Assistant I	✓	✓	✓	✓					
Office Assistant II	✓	✓	✓	✓					
Parking Attendant I	✓	✓	✓	✓			✓		
Parking Attendant II	✓	✓	✓	✓			✓		
Parking Enforcement Officer	✓	✓	✓	✓	✓	✓	✓		
Parking Equipment Technician	✓	✓	✓	✓			✓		
Parking Maintenance & Collections	✓	✓	✓	✓	✓		✓		
Parking Operations Supervisor	✓	✓	✓	✓	✓		✓		
Parking Services Manager	✓	✓	✓	✓	✓	✓	✓		

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Parks & Graffiti Worker	✓	✓	✓	✓					
Parks Equipment Mechanic (DOT)	✓	✓	✓	✓					
Parks Maintenance Supervisor	✓	✓	✓	✓					
Parks Maintenance Worker I	✓	✓	✓	✓					
Parks Maintenance Worker II (DOT)	✓	✓	✓	✓			✓		
Parks Lead Maintenance Worker (DOT)	✓	✓	✓	✓			✓		
Parks Superintendent	✓	✓	✓	✓	✓				
Payroll Technician	✓	✓	✓	✓	✓				
Planning Manager	✓	✓	✓	✓	✓				
Planning Technician	✓	✓	✓	✓					
Police Admin Technician	✓	✓	✓	✓	✓	✓	✓		✓
Police Cadet	✓	✓	✓	✓	✓	✓	✓		✓
Police Captain	✓	✓	✓	✓	✓	✓	✓	✓	✓
Police Chief	✓	✓	✓	✓	✓	✓	✓	✓	✓
Police Civilian Supervisor	✓	✓	✓	✓	✓	✓	✓		✓
Police Communications Dispatch Trainee	✓	✓	✓	✓	✓	✓	✓	✓	✓
Police Communications Dispatcher	✓	✓	✓	✓	✓	✓	✓	✓	✓
Police Corporal	✓	✓	✓	✓	✓	✓	✓	✓	✓
Police Evidence & Property Technician	✓	✓	✓	✓	✓	✓	✓		✓
Police Lieutenant	✓	✓	✓	✓	✓	✓	✓	✓	✓
Police Officer	✓	✓	✓	✓	✓	✓	✓	✓	✓
Police Call Taker & Records Specialist I	✓	✓	✓	✓	✓	✓	✓		✓
Police Call Taker & Records Specialist II	✓	✓	✓	✓	✓	✓	✓		✓
Police Recruit	✓	✓	✓	✓	✓	✓	✓	✓	✓
Police Regulatory Officer	✓	✓	✓	✓	✓	✓	✓	✓	✓
Police Security Officer	✓	✓	✓	✓	✓	✓	✓	✓	✓

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Police Sergeant	✓	✓	✓	✓	✓	✓	✓	✓	✓
Police Service Specialist	✓	✓	✓	✓	✓	✓	✓		✓
Principal Civil Engineer	✓	✓	✓	✓					
Principal Planner	✓	✓	✓	✓	✓				
Printing Press Operator	✓	✓	✓	✓					
Program Coordinator	✓	✓	✓	✓			✓		
Public Works Administrative Manager	✓	✓	✓	✓	✓				
Public Works Director	✓	✓	✓	✓	✓	✓			
Public Works Inspector	✓	✓	✓	✓					
Recreation Supervisor	✓	✓	✓	✓					
Revenue Supervisor	✓	✓	✓	✓	✓		✓		
Senior Accountant	✓	✓	✓	✓	✓		✓		
Senior Associate Engineer	✓	✓	✓	✓					
Senior Building Technician	✓	✓	✓	✓					
Senior Civil Engineer (SRSD)	✓	✓	✓	✓					
Senior Library Assistant	✓	✓	✓	✓					
Senior Planner	✓	✓	✓	✓					
Senior Recreation Supervisor	✓	✓	✓	✓					
Sewer Maintenance Superintendent	✓	✓	✓	✓	✓				
Sewer Maintenance Worker I	✓	✓	✓	✓			✓		
Sewer Maintenance Worker II (DOT)	✓	✓	✓	✓			✓		
Sewer Lead Maintenance Worker (DOT)	✓	✓	✓	✓			✓		
Sewers Supervisor (DOT)	✓	✓	✓	✓			✓		
Shop & Equipment Supervisor	✓	✓	✓	✓			✓		
Street Maintenance Superintendent (DOT)	✓	✓	✓	✓	✓				
Street Maintenance Supervisor (DOT)	✓	✓	✓	✓			✓		

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Street Maintenance Worker I	✓	✓	✓	✓					
Street Maintenance Worker II	✓	✓	✓	✓			✓		
Street Lead Maintenance Worker (DOT)	✓	✓	✓	✓			✓		
Supervising Librarian	✓	✓	✓	✓					
Supervising Parking Enforcement Officer	✓	✓	✓	✓	✓	✓	✓		
Supervising Vehicle Equipment Mechanic (DOT)	✓	✓	✓	✓			✓		
Sustainability & Volunteer Program Coordinator	✓	✓	✓	✓	✓				
Traffic Engineer	✓	✓	✓	✓					
Traffic Technician I	✓	✓	✓	✓					
Traffic Technician II	✓	✓	✓	✓					
Vehicle Equipment Mechanic I	✓	✓	✓	✓					
Vehicle Equipment Mechanic II (DOT)	✓	✓	✓	✓			✓		
Volunteer Program Assistant	✓	✓	✓	✓					
Yard Clerk / Dispatcher	✓	✓	✓	✓					
Youth Services Program Supervisor (Police)	✓	✓	✓	✓	✓	✓	✓		✓

✓* = applies to Parking and Community Services Administrative Assistants only

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