

CITY OF ROLLING HILLS ESTATES

LOS ANGELES COUNTY, CALIFORNIA

RESOLUTION NO. 2579

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS ESTATES ESTABLISHING THE NUMBER OF AUTHORIZED POSITIONS AND COMPENSATION FOR PROFESSIONAL CLASSIFICATIONS.

THE CITY COUNCIL OF THE CITY OF ROLLING HILLS ESTATES RESOLVES AS FOLLOWS:

SECTION 1. Effective July 1, 2024, the following Professional Classifications are authorized in the City service with a designated number of authorized positions, as follows:

| <u>CLASSIFICATION</u> | <u>AUTHORIZED FULL TIME POSITIONS</u> | <u>MONTHLY SALARY RANGE</u> | |
|--------------------------------|---------------------------------------|-----------------------------|----------|
| Administrative Analyst | 1 | \$6,189 | \$ 8,753 |
| Assistant to the City Manager | 1 | \$7,707 | \$11,146 |
| Associate Planner | 0 | \$6,875 | \$10,313 |
| City Clerk/Executive Assistant | 1 | \$8,546 | \$12,473 |
| Code Compliance Officer | 1 | \$6,012 | \$ 7,624 |
| Community Services Coordinator | 1 | \$4,982 | \$ 7,140 |
| Community Services Supervisor | 1 | \$7,707 | \$11,147 |
| Public Works Manager | 1 | \$9,481 | \$13,724 |
| Maintenance Superintendent | 1 | \$7,707 | \$11,147 |
| Management Analyst* | 1 | \$7,202 | \$ 9,252 |
| Senior Accountant | 1 | \$7,754 | \$10,023 |
| Senior Planner | 1 | \$7,707 | \$11,147 |

SECTION 2. The job specification for Assistant to the City Manager is detailed in the job description attached in Exhibit A.

SECTION 3. The job specification for Public Works Manager is detailed in the job description attached in Exhibit B.

SECTION 4. Effective July 1, 2024, employees will receive a base pay rate adjustment of 3%.

SECTION 5. Based upon the performance review rating received in June 2024, employees are eligible for the following additional merit-based increases combined with the base salary increase effective with the first pay period following July 1, 2024:

A. To receive a base pay rate increase up to 1% with an overall rating of "Exceeds Expectations."

B. To receive a base pay rate increase of 2% with an overall rating of "Exceptional."


C. Employees at the top of their salary range who are not eligible for base pay rate merit adjustments may receive an annual lump sum merit bonus that equals a percentage of the employee's base salary on the same conditions as set forth for pay rate merit adjustments.

D. The merit pay under this system will be reported to California Public Employees Retirement System (CalPERS) as employee compensation to the fullest extent as permitted under the Public Employment Retirement Law and implementing regulations. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS will include the Superior Performance Pay as compensation for purposes of retirement benefit determination as CalPERS will make the sole determination as to any such inclusion.

SECTION 6. All previous resolutions establishing authorized positions and salary ranges for professional employee classifications are hereby rescinded.

SECTION 7. The City Clerk is directed to certify the passage of this Resolution.

APPROVED AND ADOPTED this 25th day of June, 2024.



VELVETH SCHMITZ, MAYOR

ATTEST:



LAUREN PETTIT, CITY CLERK

**Upon vacancy, the Management Analyst classification will be eliminated.*

I HEREBY CERTIFY that the foregoing Resolution No. 2579 was duly and regularly adopted by the City Council of the City of Rolling Hills Estates at a regular meeting held on the 25th day of June, 2024, by the following vote:

AYES: BROWN SCHACHTER, HUFF, SCHMITZ, STEGURA, ZERUNYAN
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE



LAUREN PETTIT, CITY CLERK

EXHIBIT B



Rolling Hills Estates

The City of Rolling Hills Estates is committed to fostering, cultivating and preserving a cultural of diversity, equity, and inclusion as an employer and public serving organization.

The City embraces, encourages, and leverages differences that make us unique, such as age, ethnicity, race, gender, sexual orientation, national origin, ability or other characteristics that are part of our individual make up. This approach applies to our community members, visitors, employees, community organizations, and business partners.

JOB INFORMATION

JOB TITLE: PUBLIC WORKS MANAGER

| | | | |
|-----------------------|--|----------------------|--|
| Department: | Director of Community Development/Public Works | | |
| FLSA Status: | Exempt | Designation: | Professional |
| Reports to: | Director of CD/PW | Supervises: | N/A |
| Work Location: | City Hall Office Building | Work Setting: | Office/Field (as needed) |
| Workdays: | Monday – Thursday Alternate Fridays | Work Hours: | 9/80 Schedule 7:30 am – 5:30 pm 7:30 am - 4:30 pm Evening/Weekend activities may be required on an advanced notice basis. May have the ability to adjust day hours to accommodate. |

POSITION SUMMARY

Under general supervision of the Director of Community Development/Public Works, with minimal direction, this position provides administrative direction and oversight for major functions and activities of the Public Works division, which include contract and

project management for design, engineering, and construction activities, maintenance and operations of stormwater, drainage, streets, and environmental compliance, traffic, development and implementation of the City's Capital Improvement Program (CIP), which includes construction activities at City-owned properties; assists in coordinating assigned activities with other City departments, divisions, outside agencies, and the public; fosters cooperative working relationships among City departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the director in areas of expertise; and performs related work as required.

DUTIES

- Provides oversight of City's capital improvement programs and contractual services in the area of public works and transportation;
- Coordinates and ensures compliance programs and outreach, such as stormwater and solid waste regulations;
- Organizes, directs and manages complex engineering, architectural, infrastructure projects from concept through design and construction to closeout of the project contract;
- Oversees all aspects of contract administration for assigned programs and projects, including conducting Request for Proposals (RFPs) for various professional services, negotiating contract terms, and managing contract performance from award through the fulfillment of deliverables;
- Prepare and monitor project budgets, including occasionally obtaining funding;
- Work extensively with various stakeholders, including public, private contractors, governmental funding and regulatory agencies, and City and County departments; coordinating EIR processes and/or obtaining permits;
- Serve as primary contact for City-wide infrastructure projects including controlling project cost and schedule; reviewing change orders; stakeholder engagement, etc.
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities, including financial, budget, operational, or administrative issues; evaluates alternatives, provides recommendations, and assists with the implementation;
- Plans, organizes, and administers special programs and/or projects as assigned;
- Keeps informed on current research, trends and issues affecting area of responsibility;
- Provides information and assistance to the public regarding the assigned programs and services;
- Communicates orally, in writing, or through graphic representations and with management, employees, elected or appointed officials, the public, community organizations and other local agencies;
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation;
- Coordinates with City Departments in applying, administering and managing grant programs;
- Promotes innovation, critical thinking and creativity in developing approaches and solutions to City needs;
- Prepares and submits City Council reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence

- regarding assigned activities;
 - Maintains accurate records and files;
 - Attends City Council or commission/committee, community or other local agency meeting-related meetings as directed;
 - Performs related work as required.
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QUALIFICATIONS

Education and Experience:

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- Equivalent to completion of high school; Bachelor's Degree or equivalent with major college coursework in civil engineering, construction technology or management, business or public administration, or, a closely related field;
- Additional graduate training is desirable and a Master's Degree in Public Administration, Engineering, or related field is highly desirable and may be substituted for up to one additional year of experience;
- At least five (5) years of progressively responsible experience in civil or professional engineering, public works, municipal contract management or related field.

Job-related Certifications/Licenses:

- Must possess a valid California Driver's License with a safe driving record.

Knowledge of:

- Basic design and construction principles, methods, materials, and equipment used in Public Works construction projects;
- Working knowledge of project management, including funding sources, program evaluation, budget and fiscal management
- Basic technical disciplines and processes utilized in the delivery of various types of capital improvement projects;
- Principles and practices of municipal management specifically related to strategic planning, organizing, directing, and coordinating local government operations;
- Applicable Federal, State and local laws, codes and regulations applicable to public works, including government procurement and bidding processes, NPDES requirements, solid waste regulations, etc.
- City government operations, procedures, and assigned areas of responsibility;
- Hazards and safety principles involved in public works projects;
- Project and/or program management, analytical processes, and report preparation techniques;
- Leadership techniques, principles and procedures;
- Research and reporting methods, techniques, and procedures;
- Basic principles, practices, and procedures of funding sources and grant funds disbursement;
- Intermediate budgeting principles;
- Business English, spelling and punctuation and typing skills;

- Business letter writing and the standard format for reports and correspondence;
- Modern office procedures and methods including computer equipment, word processing, spreadsheet, database, graphic presentations, basic website management and other needed specialized software and web-based applications, and internet and electronic communication;
- Operate standard office equipment;
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions;
- Arithmetic and basic statistical techniques;
- Principles of record keeping and filing procedures; and,
- Techniques for dealing effectively with a high-level of customer service with the public, vendors, contractors, and City staff, in person and over the telephone.

Ability to:

- Plan, organize, and direct effective capital improvement and related services and programs;
- Recommend and implement goals, objectives, and practices for providing effective and efficient engineering services;
- Effectively manage projects for thoroughness, efficiency and completion;
- Prepare and monitor a budget, develop policies and procedures and evaluate effectiveness;
- Maintain confidentiality;
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and public works maintenance and operations policies and procedures
- Assist in the development of goals, objectives, policies, procedures, and work standards for the department;
- Perform and carry out a variety of responsible and complex administrative and technical tasks work involving the use of independent judgment and personal initiative;
- Plan, organize, and prioritize projects and tasks in order to meet deadlines;
- Type proficiently (approximately 55 wpm);
- Prepare and maintain accurate and precise written documents such as reports, records, notes, forms and correspondence;
- Plan, organize, and carry out assignments from management staff with minimal direction;
- Conduct research and analysis on a wide variety of administrative topics;
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective and organized manner;
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Communicate clearly and concisely, orally and in writing; understand and follow oral and written instructions;
- Use proper English, spelling, grammar and punctuation;
- Perform advanced arithmetic computations with accuracy;
- Be physically present at City Hall during regular working hours;
- Attend meetings outside of regular working hours;
- Work under pressure with strict deadlines;
- Maintain professionalism, courtesy and composure at all times, including

- stressful situations, and handle disputes and complaints in a calm manner
- Evaluate situations, identify problems, and exercise sound judgment within established guidelines;
 - Establish and maintain a positive and effective working relationship with staff, city officials, civic groups, members of the community and other agencies;
 - Work effectively in a team environment; and,
 - Serve as emergency services worker in the event of an emergency.

PHYSICAL REQUIREMENTS

Moderate; Typical office setting with prolonged periods of sitting; may require some driving to different locations; Performs work involving lifting, pushing and/or pulling of objects which may weigh up to 25 pounds. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. Ability to be present at work during normal business hours; Required to attend evening meetings. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

The City of Rolling Hills Estates is an Equal Opportunity Employer and will provide reasonable accommodation in accordance with applicable state and federal law and City policy. Please contact Human Resources for more information or to submit a request for reasonable accommodation.

ADDITIONAL COMMENTS (including clarification of any of the above)

Must clear LiveScan fingerprint (background) check.
Must pass Pre-placement physical exam.
Must clear E-Verify process.

Adopted DATE

EXHIBIT A



Rolling Hills Estates

The City of Rolling Hills Estates is committed to fostering, cultivating and preserving a cultural of diversity, equity, and inclusion as an employer and public serving organization.

The City embraces, encourages, and leverages differences that make us unique, such as age, ethnicity, race, gender, sexual orientation, national origin, ability or other characteristics that are part of our individual make up. This approach applies to our community members, visitors, employees, community organizations, and business partners.

JOB INFORMATION

JOB TITLE: ASSISTANT TO THE CITY MANAGER

| | | | |
|-----------------------|--|----------------------|--|
| Department: | Administration | | |
| FLSA Status: | Exempt | Designation: | Professional |
| Reports to: | City Manager | Supervises: | Administrative Support as need |
| Work Location: | City Hall Office Building | Work Setting: | Office |
| Workdays: | Monday – Thursday Alternate Fridays | Work Hours: | 9/80 Schedule 7:30 am – 5:30 pm 7:30 am - 4:30 pm <i>Evening/Weekend activities may be required on an advanced notice basis. May have the ability to adjust day hours to accommodate.</i> |

POSITION SUMMARY

Under general supervision of the Assistant City Manager, this position serves as an integral member of the executive leadership team through support of the Administration Department. The role performs a wide variety of analytical and administrative tasks to provide responsible staff oversight in general administration with an emphasis on emergency management, public safety, and legislative affairs. May provide general support toward human resources and public information programs. Fosters cooperative working relationships among City departments and acts as a liaison with elected and appointed officials, the public, community groups, local business community, employees, and other agencies; performs related work as required.

DUTIES

- Manages City Emergency Management efforts for internal operations to include Emergency Operations Plan, compliance with State/Federal regulation, Emergency Operation Center (EOC), training and drills, Continuity of Operations Plan, Hazard Mitigation Plan, mutual aid coordination, joint-agency training and exercises, coordination with County and local agency networks, recordkeeping, grant coordination and collaboration with Los Angeles County Sheriff's and Fire Departments;
- Manages City Emergency Preparedness program to include education, coordination with Community Emergency Response Team (CERT), events, coordination with neighborhoods and community groups and collaboration with Sheriff's and Fire Departments for public outreach;
- Manages City Public Safety programs, including but not limited to, crime prevention and education, Neighborhood Watch and coordination with Sheriff's Department on special projects and/or analysis;
- Oversees animal care and control programs including peafowl, coyotes, contract management, education and programming;
- Coordinates with City Departments in applying, administering and managing grant programs;
- Administers City event approval process for small neighborhood gatherings and larger events;
- Coordinates City-sponsored events within assigned area of responsibility;
- Provides support in the preparation and execution of other City-sponsored events;
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities, including financial, budget, operational, or administrative issues; evaluates alternatives, provides recommendations, and assists with the implementation;
- Coordinates the development and preparation of programs and budgets for the City Manager, City Council, City Attorney, and public safety and emergency management;
- Oversees all aspects of contract administration for assigned programs and projects, including conducting Request for Proposals (RFPs) for various professional services, negotiating contract terms, and managing contract performance from award through the fulfillment of deliverables;
- Performs legislative analyses; assesses agency impacts of proposed legislation; and provides implementation and mitigation strategies for proposed legislation;
- Increasing responsibility with human resources policies and procedures and organizational development;
- Supports City's comprehensive public engagement and outreach programs;
- Plans, organizes, and administers special programs and/or projects as assigned;
- Provides information and assistance to the public regarding the assigned programs and services;
- Communicates orally, in writing, or through graphic representations and with management, employees, elected or appointed officials, the public, community organizations and other local agencies;
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation;
- Promotes innovation, critical thinking and creativity in developing approaches and solutions to City needs;

- Prepares and submits City Council reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities;
- Maintains accurate records and files;
- Attends City Council or commission/committee, community or other local agency meeting-related meetings as directed;
- Performs related work as required.

QUALIFICATIONS

Education and Experience:

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- Equivalent to completion of high school; Bachelor's Degree or equivalent with major course college coursework in public or business administration or closely related field;
- Additional graduate training is desirable and a Master's Degree in Public Administration or related field is highly desirable and may be substituted for up to one additional year of experience.
- At least five (5) years of progressively responsible experience conducting complex administrative analysis or other professional-level municipal management support activities in municipal government.

Job-related Certifications/Licenses:

Must possess a valid California Driver's License with a safe driving record.

Knowledge of:

- Principles and practices of municipal management specifically related to strategic planning, organizing, directing, and coordinating local government operations;
- Applicable Federal, State and local laws, codes and regulations applicable to City government operations, procedures, and assigned areas of responsibility;
- Project and/or program management, analytical processes, and report preparation techniques;
- Leadership techniques, principles and procedures to assign work, train and evaluate the work of assigned staff;
- Research and reporting methods, techniques, and procedures;
- Basic principles, practices, and procedures of funding sources and grant funds disbursement.
- Intermediate budgeting principles;
- Business English, spelling and punctuation and typing skills;
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Ability to:

- Maintain confidentiality;
- Assist in the development of goals, objectives, policies, procedures, and work standards for the department;
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equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. Ability to be present at work during normal business hours; Required to attend evening meetings. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

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