

**CITY OF ROLLING HILLS ESTATES
LOS ANGELES COUNTY, CALIFORNIA**

RESOLUTION NO. 2580

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

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

SECTION 1. Effective July 1, 2024, the following Management 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 Services Director	1	\$ 12,276	\$ 18,418
Assistant City Manager	1	\$ 12,886	\$ 19,331
Community Development Director	1	\$ 12,276	\$ 18,418
Public Works Director	1	\$ 12,276	\$ 18,418
Community Development/Public Works Director*	1	\$ 12,276	\$ 18,418

SECTION 2. The job specification of Community Development/Public Works Director has been reestablished and detailed in the job descriptions attached in Exhibit A.

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

SECTION 4. 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 5. Management Classifications will continue to receive a vehicle allowance in the amount of \$500.00 per month.

SECTION 6. All previous resolutions establishing authorized positions and salary ranges for Management 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

I HEREBY CERTIFY that the foregoing Resolution No. 2580 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

**The position may only be filled upon the vacancy of either the Public Works Director and/or Community Development Director.*

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: Community Development/Public Works Director

Department:	Community Development/Public Works		
FLSA Status:	Exempt	Designation:	Management
Reports to:	City Manager	Supervises:	N/A
Work Location:	City Hall Office Building	Work Setting:	PW Manager; Adm Assistant; Comm Dev Staff
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 City Manager, with minimal direction, this position administers and supervises current and long-range planning activities; researches, formulates and recommends planning actions; administering daily City operations and capital improvement programs; coordinates City-wide public transportation

programs; coordinates and performs zoning and code enforcement activities and oversees the functions of the Department of Building and Safety.

DUTIES

- Organizes, directs and coordinates activities of the Community Development, including Code Compliance and Enforcement and General Plan and Zoning administration;
- Organizes, directs and coordinates activities of the Public Works Department, including capital improvement projects and building and safety;
- Prepares annual department budget;
- 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;
- Prepares staff reports for City Council, Commission and Committee agendas and attends meetings;
- May serve as staff liaison to the Traffic and Safety Committee;
- Manages City's capital improvement programs and contractual services in the area of public works and transportation;
- Develops and coordinates grants-in-aid programs for capital improvement projects;
- Supports Economic Development efforts;
- Performs assignments involving high-level contact with public officials and civic leaders requiring independent, responsible and mature judgment and discretion in the handling of sensitive and confidential matters;
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development;
- Works closely with other government agencies in developing remedies for area-wide problems;
- Identifies problems and recommend solutions;
- 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:

- Bachelor's Degree from an accredited college or university with a major in city or urban planning, public administration, architecture, geography, economics or related field, required;
- Master's Degree in planning or related field, desirable;
- Five years in a progressively responsible position(s) in municipal planning, including at least two years in a supervisory position in the area of planning, or zoning and code administration, required.

Job-related Certifications/Licenses:

- Must possess a valid California Driver's License with a safe driving record;
- AICP Certification, desirable.

Knowledge of:

- Organization and operations of municipal government;
- Principles and practices of municipal management specifically related to strategic planning, organizing, directing, and coordinating local government operations Techniques, principles, practices and procedures of urban planning and zoning, public works/capital improvement projects;
- Laws, ordinances and regulations pertaining to municipal planning, zoning, subdivisions, conservation, open space and environmental quality;
- Techniques and processes involved in the preparation and implementation of long-range plans;
- City government operations, procedures, and assigned areas of responsibility;
- Statistics, mapping, chart work and research techniques;
- Sources of basic research, technical and professional publications, state and federal data and commercial documents and organizations providing pertinent planning information;
- 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 provide effective management in coordinating programs and projects;
- Prepare and present effective written and oral reports;
- Develop clear, concise and comprehensive studies, reports and agenda items;
- Supervise, train and evaluate assigned staff;
- Delegate authority and schedule department work program;
- Analyze, plan, coordinate and direct various technical aspects of City planning and public works;
- Maintain confidentiality;
- Understand basic Building Department codes and practices.

- Communicate clearly and concisely, orally and in writing; understand and follow oral and written instructions;
- Promote good relations with the public, City officials, City staff and other government agencies;
- 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;
- Work effectively in a team environment;
- 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;
- Solve problems;
- 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