

**RESOLUTION NO. 2002-49**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE  
AMENDING THE 2001-02 FISCAL YEAR BUDGET  
TO ADD THE POSITIONS OF SENIOR MANAGEMENT ANALYST, MANAGEMENT  
ANALYST (2), ADMINISTRATIVE AND GENERAL PROJECT COORDINATOR AND  
ADMINISTRATIVE SERVICES CLERK**

**WHEREAS**, the City Council recognizes the need for additional administrative and project support to the Office of the City Manager, Assistant City Manager, Director of Administrative Services and Public Works; and

**WHEREAS**, the City Manager recommends the positions be created to provide the additional support;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Elk Grove that the 2001-02 Fiscal Year Budget be amended to add the respective positions of Senior Management Analyst (1), salary range E184, Management Analyst (2), salary range E174, Administrative Services Clerk, G106 and Administrative and General Project Coordinator, M122.

**BE IT FURTHER RESOLVED** by the City Council of the City of Elk Grove that \$129,030 be appropriated from the general fund reserve and allocated as follows: Account No. 40000-1200 City Manager-Salaries (\$83,985), Account No. 40000-1500 Administrative Services-Salaries (\$15,015), and Account No. 40000-2500 Public Works-Salaries (\$30,030).

**PASSED AND ADOPTED** by the City Council of the City of Elk Grove, California, this 20<sup>th</sup> day of March 2002.

  
\_\_\_\_\_  
MICHAEL P. LEARY, MAYOR of the  
CITY OF ELK GROVE

ATTEST

APPROVED AS TO FORM:

  
\_\_\_\_\_  
PEGGY E. JACKSON, City Clerk

  
\_\_\_\_\_  
ANTHONY MANZANETTI, City Attorney

**AYES:** Leary, Scherman, Cooper,  
Briggs, Soares  
**NOES:** Non  
**ABSTAIN:** None  
**ABSENT:** None



## CLASSIFICATION DESCRIPTION

<b>Class Title: Senior Management Analyst</b>	<b>Department: City Manager</b>
<b>Division: None</b>	<b>Bargaining Unit: None</b>
<b>Effective Date: March 11, 2002</b>	<b>Revised: March 11, 2002</b>
<b>Salary: E184 \$66,160.82 – 96,866.06</b>	

### GENERAL PURPOSE

Performs professional administrative and research work of a technical and confidential nature in support of the Department Head and performs other related duties as assigned.

### SUPERVISION RECEIVED:

Under general direction of the City Manager.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Design and implement research projects and surveys for administrative and operational needs, budgeting, Public Works, and other functions. Analyzes and interprets data including financial data and prepares summary reports. Researches policy requests and interprets policies. Develops new and revised programs, systems, procedures, and methods of operation and advises and recommends change and improvement. Compiles materials and assists in the preparation of reports, manuals, and other publications. Assists with non-routine and confidential duties and issues as needed. Assists with the coordination of inter-departmental and departmental activities and with outside agencies. Represents the city in inter-departmental, community, and professional meetings as required. Prepares various public informational materials including newsletters and brochures.

### DESIRED MINIMUM QUALIFICATIONS

#### Education and Experience:

Graduation from an accredited four-year college or university with a degree in public administration, business administration or a related field and five plus (5+) years of general local government experience or comparable work. A Masters degree in Public Administration or Business Administration is preferred.

#### Necessary Knowledge, Skills and Abilities:

In depth knowledge of: Principles and practices of organizations and public administration; relationships between the City, general public and other government agencies; applicable City, County, State and Federal laws, ordinances and regulations;

organization and function of local government; research techniques methods and procedures.

Ability to: Analyze complex projects and administrative problems and suggest solutions; develop and implement goals, objectives and procedures; use personal computer and word processing applications; conduct studies, analyzing complex problems, evaluate and recommend alternatives, and delivering sound, creative recommendations; setting priorities and following up on projects; and properly making decisions in accordance with rules, and policies. Other duties include the ability to analyze bills being considered by the Legislature or Congress, pursue grant-funding opportunities, and may act as a supervisor on specific projects.

### **SPECIAL REQUIREMENTS**

Must possess and maintain a valid California driver's license and acceptable driving record.

### **TOOLS AND EQUIPMENT USED**

Use of an automobile, telephone, answering machine, computer monitor, keyboard, printer, and copy machine, fax machine, calculator, and Internet.

### **PHYSICAL REQUIREMENTS**

Employees work in an office environment requiring sitting for extended periods. It also requires regular work with a personal computer, and may require standing, stooping, and reaching. Occasionally lift up to 15 pounds and regularly operates a motor vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

### **SELECTION GUIDELINES**

Formal application, evaluation of education and experience; oral interviews and reference checks; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City and candidate and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
John Danielson  
City Manager



## CLASSIFICATION DESCRIPTION

<b>Class Title: Management Analyst</b>	<b>Department: Various</b>
<b>Division: None</b>	<b>Bargaining: None</b>
<b>Effective Date: March 1, 2002</b>	<b>Revised: March 1, 2002</b>
<b>Salary: E174 \$59,894.53 - \$87,691.58</b>	

### GENERAL PURPOSE

Performs professional administrative and research work of a technical and confidential nature in support of the Department Head and performs other related duties as assigned.

### SUPERVISION RECEIVED:

Under general direction of a Department Head.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Design and implement research projects and surveys for administrative and operational needs, budgeting, Public Works, and other functions. Analyzes and interprets data and prepares summary reports. Researches policy requests. Develops new and revised programs, systems, procedures, and methods of operation. Compiles materials and assists in the preparation of reports, manuals, and other publications. Assists with routine and confidential duties and issues as needed. Assists with the coordination of interdepartmental and departmental activities. Prepares various public informational materials including newsletters and brochures.

### DESIRED MINIMUM QUALIFICATIONS

#### Education and Experience:

Graduation from an accredited four-year college or university with a degree in public administration, business administration or a related field and two (2) years of general local government experience or comparable work.

#### Necessary Knowledge, Skills and Abilities:

Knowledge of: Basic Principles and practices of organizations and public administration; relationships between the City, general public and other government agencies; applicable City, County, State and Federal laws, ordinances and regulations; organization and function of local government; research techniques methods and procedures.

Ability to: Analyze routine projects and administrative problems and suggest solutions; develop and implement goals, objectives and procedures; use personal computer and

word processing applications; conduct studies, analyzing routine problems, evaluate and recommend alternatives. Setting priorities and following up on projects; and recommending decisions in accordance with rules, and policies. Other duties include the ability to analyze bills being considered by the Legislature or Congress, pursue grant-funding opportunities.

### **SPECIAL REQUIREMENTS**

Must possess and maintain a valid California driver's license and acceptable driving record.

### **TOOLS AND EQUIPMENT USED**

Use of an automobile, telephone, answering machine, computer monitor, keyboard, printer, and copy machine, fax machine, calculator, and Internet.

### **PHYSICAL REQUIREMENTS**

Employees work in an office environment requiring sitting for extended periods. It also requires regular work with a personal computer, and may require standing, stooping, and reaching. Occasionally lift up to 15 pounds and regularly operates a motor vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

### **SELECTION GUIDELINES**

Formal application, evaluation of education and experience; oral interviews and reference checks; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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Approval: \_\_\_\_\_  
John Danielson  
City Manager



## CLASSIFICATION DESCRIPTION

<b>Class Title: Administrative &amp; General Project Coordinator</b>	<b>Department: Asst. City Manager</b>
<b>Division:</b>	<b>Bargaining: None</b>
<b>Effective: March 1, 2002</b>	<b>Revised: March 1, 2002</b>
<b>Salary: M122 \$35,700.62 - \$46,796.23</b>	

### GENERAL PURPOSE

Under general supervision, coordinates and performs responsible, varied and confidential administrative and technical work in support of the Assistant City Manager, which includes typing, word processing, record keeping, filing, scheduling, project work and performs related work as required.

This position is differentiated from other administrative support positions by the nature of the confidentiality, diversity and consequences of the assigned responsibilities. The nature of the work requires frequent use of initiative, independent judgment and discretion in dealing with a variety of individuals.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*(The following is used as a partial description and is not restrictive to duties required.)*

1. Performs responsible administrative and technical work in support of the Asst. City Manager.
2. Prepare a wide variety of correspondence, reports, ordinances, resolutions and documents from brief oral or written instructions, rough notes and/or recordings using a word processor.
3. Review finished materials for completeness, accuracy, compliance with policies and procedures and appropriate English usage.
4. Relieves the Asst. City Manager of certain administrative matters by transmitting information and keeping informed of pertinent matters.
5. Make appointments, keep a calendar and makes meeting and seminar arrangements, which includes notifying participants, following-up and assisting with travel arrangements.
6. Provide information to the public regarding related activities, which may require the use of judgment or the interpretation of policies and procedures.
7. Receives and screens visitors and telephone calls to the Asst. City Manager's office and provides customer service information in response to citizen requests in a courteous and professional manner.
8. Organizes and maintains confidential records and files.

9. Designs, prepares and assembles a variety of forms, folders, agendas, packets, brochures, fliers and announcements and arranges for distribution.
10. Conducts and independently carries-through a variety of special projects related to the activities of the Asst. City Manager's Office.
11. Provides research assistance and conflict resolution for citizen complaints received in the Asst. City Manager's Office.
12. Undertakes special projects as assigned by the Asst. City Manager including project work with other departments as needed.
13. May provide back-up or relief administrative support to other City departments.
14. May participate in various inter-office committees.
15. Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Standard office administrative and secretarial practices and procedures, including business letter writing and the operation of common office equipment, record keeping, report preparation and filing methods, correct English usage, including spelling, grammar, punctuation and vocabulary, laws and regulations on privacy, confidentiality and public disclosure, customer service techniques, organization and functions of City government.

### **Ability to:**

Handle citizen complaints and difficult customers, developing and maintaining effective working relationships with those contacted in the course of the work, composing correspondence and completing projects from brief oral or written instructions, organizing and maintaining accurate records and files, researching, compiling and summarizing varied informational materials and preparing periodic or special reports, arranging and scheduling meetings and appointments and keeping an accurate, up-to-date calendar, operating a personal computer using various word processing software, organizing work, setting priorities, meeting critical deadlines and following-up on assignments with a minimum of supervision, preparing and proofreading correspondence, reports and other documents, utilizes specific procedures and systems used in the Asst. City Manager's Office, read and understand procedures and regulations, organize and prioritize workload effectively to meet deadlines, carry out projects with minimal supervision, work on assignments that are moderately complex in nature, where judgment is required in resolving problems and making routine recommendations, take the initiative to solve problems and assist others.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

Equivalent to the completion of 30 semester units of college with major course work in public administration, business administration, office administration or other related field of study, five years of increasingly responsible office administrative or technical support work preferably with a local government agency, typing at a rate of 50 net words per minute.

### **Special Requirements**

A valid California driver's license for equipment to be operated.

## **TOOLS AND EQUIPMENT USED**

Reports, forms, pencils and pens; computer monitor, keyboard and printer; copy machines; fax machines; keys to City locks; telephone; typewriter; answering machine.

## **PHYSICAL DEMANDS**

*Level A 1:* Primarily a desk job. The job may require traveling by car. Physical demands include occasional lifting up to 25 pounds, walking, some bending, stooping and squatting. Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise.

## **SELECTION GUIDELINES**

Formal application, evaluation of education and experience; oral interviews and reference checks; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City and candidate and is subject to change by the City as the needs of the City and requirements of the job change.

Approval: \_\_\_\_\_

John Danielson  
City Manager





## CLASSIFICATION DESCRIPTION

<b>Class Title: Administrative Services Clerk</b>	<b>Department: Finance</b>
Division: None	Bargaining: None
Effective: March 1, 2002	Revised: March 1, 2002
Salary: G106 \$30,446.24 - \$37,007.60	

### GENERAL PURPOSE

Performs moderately difficult accounting functions required in the establishment and maintenance of accounts and fiscal records.

### SUPERVISION RECEIVED:

Under general direction of the Director of Administrative Services. May also receive immediate supervision from the Sr. Accountant-Auditor during the absence of the Director.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Receives and accounts for cash and compiles daily revenue reports; prepares bill and maintains business license and other types of customer accounts. Serves public at counter or over the telephone in regard to these services and provides general information. Receives and transmits complaints and may personally answer/respond to complaints. May issue business licenses and maintain records; prepares routine and special reports from records maintained. Classifies and posts expenditures to appropriate budgetary accounts. Prepares and audits invoices for accounts payables, researches accounts payable issues. Performs budget transfers and verifies council approved budget items. May assist in posting to accounts and performing miscellaneous bookkeeping, statistical, clerical tasks, and perform other duties as required.

### DESIRED MINIMUM QUALIFICATIONS

**Education and Experience:** Any combination of experience and education that provides the required knowledge and abilities. Other minimum needs include (2) years experience in financial bookkeeping or comparable record keeping work.

### Necessary Knowledge, Skills and Abilities:

Knowledge of: Modern office methods, procedures and computer equipment. Principles and practices of bookkeeping, accounts receivable and the accounts payable process.

Ability to: Develop and maintain records, interpret, computer printouts. Operate standard offices machines. Perform difficult arithmetical computations rapidly and accurately. Establish and maintain efficient work relationships with those contacted in the course of work.

### **SPECIAL REQUIREMENTS**

Must possess and maintain a valid California driver's license and acceptable driving record. Must be bondable.

### **TOOLS AND EQUIPMENT**

Personal computer including word-processing and Excel spreadsheet software; 10 key calculator; telephone; email; copy machine; fax machine and other office devices that the City may provide or acquire in the future.

### **PHYSICAL REQUIREMENTS**

Employees in this department work in an office environment requiring sitting for extended periods. It also requires regular work with a personal computer, walking, standing, bending, stooping and reaching. Occasionally lift up to 35 pounds and infrequently operate a motor vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

### **SELECTION GUIDELINES/EDUCATION**

Formal application, evaluation of education and experience; oral interviews and reference checks, job related test may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Two years experience in accounting or bookkeeping is preferred.

The job description does not constitute an employment agreement with the City and candidate and is subject to change by the City as the needs of the City and requirements of the job change.

Approval: \_\_\_\_\_  
John Danielson  
City Manager