

**CITY OF SAN MATEO
RESOLUTION NO. __ (2024)**

**APPROVING THE CLASSIFICATION UPDATES IN
THE PUBLIC WORKS, COMMUNITY DEVELOPMENT AND POLICE DEPARTMENTS**

WHEREAS, pursuant to the San Mateo Municipal Code Section 2.57.030(d), approval of new classifications and related job specifications, salary schedules, compensation changes, elimination or reinstatement of positions, reallocation of positions, reclassifications, and revisions of job specifications must be approved by City Council Resolution; and

WHEREAS, the bases of the proposed classification updates are fully detailed in the accompanying administrative report; and

WHEREAS, the proposed job specifications for the classifications of Laboratory Analyst III and Deputy Community Development Director are attached hereto as Exhibit A, and incorporated by reference; and

WHEREAS, the proposed salary ranges for the classifications of Laboratory Analyst III and Deputy Building Official are attached hereto as Exhibit B, and incorporated by reference; and

WHEREAS, the employee associations representing the impacted classifications have been informed of the proposed classification updates and have not brought forth any objections or concerns.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY RESOLVES that:

1. The classification updates are not subject to California Environmental Quality Act (CEQA Guidelines Section 15061(b)(3)) because it can be seen with certainty that they will not cause a physical change in the environment; and
2. The job specifications for the classifications of Laboratory Analyst III and Deputy Community Development Director attached hereto as Exhibit A; and
3. The salary ranges for the classifications of Laboratory Analyst III and Deputy Building Official attached hereto as Exhibit B; and
4. The reallocation of the vacant Executive Assistant position to Management Analyst I-II position are approved.



LABORATORY ANALYST III

DEFINITION

Under general direction, coordinates, conducts, and oversees the activities of the Laboratory Quality Assurance (QA) Program; reviews the performance of analytical methods and monitors quality control (QC) data; performs complex lab analyses; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey-level position in the Laboratory Analyst series. The Laboratory Analyst III is a single position class distinguished by the level of responsibility assumed, the complexity of duties assigned, the independence of action taken, and the significant time spent performing more complex tasks. This role requires comprehensive training in all procedures and policies related to the Laboratory Analyst series and involves executing the most difficult and responsible duties within the series, including providing technical and functional supervision to assigned personnel. The position necessitates a complete working knowledge of wastewater quality analysis and the ability to effectively carry out assigned duties and responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Laboratory Supervisor.

May provide technical or functional supervision to less experienced staff.

EXAMPLES OF DUTIES

Depending on assignments, duties may include, but are not limited to, the following:

Perform duties included in the Laboratory Analyst I/II positions.

Review sample and QC data for statistical outliers and trends; correct the work of subordinate laboratory personnel.

Review data and assist in the preparation of local, state, and federal regulatory reports.

Coordinate, conduct, and document internal audits of laboratory practices, procedures, methods, and analytical results, following established procedures.

Monitor, coordinate, and conduct corrective and preventive actions; oversee the completion, submission, and follow-up of responses.

Coordinate required Method Detection Level (MDL) studies and Limit of Quantitation (LOQ) verifications.

Organize and monitor staff Initial and Ongoing Demonstrations of Capability, providing input to the supervisor.

Coordinate training on QA/QC, analysis methods, and safety.

Perform the duties of the Laboratory Supervisor in their absence.

Develop and oversee the development of new test procedures using standard reference materials; write standard operating and test procedures, and train others in new and existing procedures.

Perform complex lab analyses.

Supervise assigned staff.

Perform other duties as assigned.

QUALIFICATIONS

In addition to the qualifications for Laboratory Analyst II

Knowledge of:

Principles and practices of modern chemistry, bacteriology and the physical sciences.

Applicable local, state, and federal rules and regulations related to water and wastewater laboratory analysis.

Basic mathematics.

Ability to:

Perform regulatory and process control analysis and QC as assigned.

Read, understand and interpret regulations governing laboratories as well as permits governing discharge of air emissions, biosolids and wastewater.

Act as Technical Manager in the absence of the Laboratory Supervisor.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Either

Two years of experience in a wastewater treatment plant laboratory and a Grade II Laboratory Analyst Certificate from the California Water Environment Association.

OR

Grade III Laboratory Analyst Certificate from the California Water Environment Association.

License or Certificate:

Possession and maintenance of a Laboratory Analyst Certificate Grade II issued by the California Water Environment Association are required. A Grade III Laboratory Analyst Certificate from the California Water Environment Association is preferred.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, crouch, squat, stoop, reach, twist and lift 25 pounds; exposure to outdoors, chemicals, dust, toxic waste, mechanical hazards, and explosive materials.

ADOPTED CC: 09/16/2024

REVISED CC:

FORMER TITLES:

BARGAINING UNIT: GENERAL UNIT

FLSA: NON-EXEMPT

DOT: NO

PRE APPT-MEDICAL: YES

SAFETY SENSITIVE: NO

REQUIRED HARASSMENT PREVENTION TRAINING: NON-SUPERVISORY

FORM 700: NO

JOB CODES: 5458

DMV RECORDS CHECK: YES

ABOLISHED:



DEPUTY COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under general direction, the Deputy Director assists in planning, managing, organizing, coordinating and overseeing the activities and operations of the Community Development Department; coordinates assigned activities with other City departments, divisions and outside agencies; provides highly responsible and complex administrative support to the Community Development Director; acts as department director as assigned; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Deputy Director is responsible for administration and operation of a variety of support services and intradepartmental projects in some or all of the divisions within the Community Development Department, performs responsible and innovative administrative management in support of the City's goals and objectives and is a participating member of the Department's management team. The position has a broad range of independence within policy parameters and works under minimal direction, following general guidelines or professional and administrative standards in accomplishing assignments.

The position is distinguished from the Community Development Director in that the Director has overall management responsibility for all aspects of the Community Development Department. It is distinguished from other division manager positions in the department in that the Deputy Director will take a lead role in overall Department administration and the formulation and implementation of the Department's overall goals, budget, training, and evaluation programs as assigned.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the Community Development Director.

Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff.

EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to, the following:

Assist the Department Director in administration of departmental programs.

Provide administrative direction to activities relating to the effective utilization of programs, personnel, resources, facilities and equipment.

Plan, organize, control, and evaluate the functions and activities related to construction services, including

serving as Building Official, and overseeing building and housing inspections, plan checking, and public Permit Center services.

Develop, encourage, implement and manage re-engineering and continuous improvement processes.

Assist in managing the development and implementation of Community Development Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Participate as a team member and leader in the work of the Department.

Develop and implement productivity measurements and statistics.

Represent the Community Development Department to other City departments, divisions, elected officials and outside agencies; explain and interpret Community Development Department programs, policies, and activities.

Select, train, motivate and evaluate Community Development Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Assist in planning, directing, and coordinating the Community Development Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Assist in managing and participate in the development and administration of the Community Development Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Serve as a liaison with employees, public and private organizations, community groups, and other organizations; provide information and assistance regarding community development programs and services.

Participate on a variety of committees and task forces; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community development.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive community development department.

Organization and management practices as applied to community development programs, policies and operational needs.

Project management principles and concepts.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Skill to:

Analyze technical and administrative information.

Public speaking, written and oral communications.

Problem solve and thought processing.

Ability to:

Provide administrative and professional leadership and direction for the assigned division(s).

Facilitate public meetings.

Select, supervise, train, and evaluate staff.

Prepare and administer budgets.

Engage in ongoing process improvement review and implementation.

Maintain and exhibit discretion, honesty and integrity when handling sensitive situations.

Participate in a collaborative and positive manner with internal and external stakeholders.

Understand, interpret and explain codes, regulations and policies.

Provide vision and set operational goals to achieve this vision.

Think strategically, deal constructively with conflict and develop solutions.

Determine when to seek assistance, refer, inform or escalate a problem.

Be innovative and willing to take initiative.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Six years of progressively responsible experience in project management, community development, specifically in building, housing or code enforcement, and community facilitation, three years of

which have been in a supervisory role.

When the position includes Building Official duties, experience shall include four years of increasingly responsible experience of a supervisory and administrative nature in the design, construction, and inspection of public, commercial, industrial, or residential buildings.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, public policy, planning, urban studies, economics or a closely related field. A Master's degree is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

When the position includes Building Official duties, possession of a Building Official Certificate issued by the International Code Council or other equivalent state, national, or international association is required within 12 months of appointment.

ADA Special Requirement:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

ADOPTED CC:	6-20-16
REVISED CC:	9-16-24
FORMER TITLES:	
BARGAINING UNIT:	DEPUTY DIRECTORS UNIT
FLSA:	EXEMPT
PERFORMANCE APPRAISAL:	MANAGEMENT
DOT:	NO
PRE APPT MEDICAL:	NO
SAFETY SENSITIVE:	NO
FORM 700:	YES
JOB CODES:	2135
ABOLISHED:	

Exhibit B

City of San Mateo – Merit Salary Schedule for Adoption by Council on September 16, 2024

Laboratory Analyst III - job code 5458				
<u>Steps</u>	<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annual</u>
Step 1	54.39	4351.20	9,427.42	113,131.20
Step 2	56.84	4547.20	9,852.08	118,227.20
Step 3	59.40	4752.00	10,295.80	123,552.00
Step 4	62.07	4965.60	10,758.59	129,105.60
Step 5	64.86	5188.80	11,242.18	134,908.80

Deputy Building Official - job code 2091				
<u>Steps</u>	<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annual</u>
Step 1	73.07	5845.60	12,665.22	151,985.60
Step 2	76.36	6108.80	13,235.48	158,828.80
Step 3	79.80	6384.00	13,831.73	165,984.00
Step 4	83.39	6671.20	14,453.99	173,451.20
Step 5	87.14	6971.20	15,103.98	181,251.20