

Richard Nasif
Chair

Richard Agundez, Jr.
Vice Chair

Donald Bishop
Commissioner

Susi Kuklinski
Commissioner

Mary Thigpen
Commissioner

Marisol Thorn
*Deputy Director of
Administrative Services*

Megan Main
Human Resources Analyst

Salina Battisti
Administrative Secretary

CITY OF EL CAJON

Personnel Commission

AGENDA



June 4, 2018

PERSONNEL COMMISSION



AGENDA

June 4, 2018 at 10:00 AM
City Council Chamber
200 Civic Center Way
El Cajon, CA 92020



NOTICE IS HEREBY GIVEN that a meeting of the City of El Cajon's Personnel Commission will be held at **10:00 a.m. on Monday June 4, 2018, in the City Council Chambers**, located at 200 Civic Center Way, El Cajon, California, to consider the following:

1. **CALL TO ORDER:** **Richard Nasif**
2. **ROLL CALL:** **Salina Battisti**
3. **PLEDGE OF ALLEGIANCE**
4. **MINUTES OF PREVIOUS MEETINGS**
5. **ORAL COMMUNICATIONS:** Each person who wishes to speak before the Personnel Commission on any matter not listed on the Agenda shall approach the Personnel Commission, give his/her name and address, and limit his/her presentation to three minutes.
6. **ACTION ITEMS:**

 Review of Classified Job Specifications

 6.1. Review of Public Works Inspector Classification

7. ADJOURNMENT

In accordance with provisions of Government Code Section 54957, no other business shall be considered at this Regular Meeting of the Personnel Commission.

The City of El Cajon endeavors to comply with the Americans with Disabilities Act. If you require assistance or auxiliary aids in order to participate at Personnel Commission meetings, please contact the Human Resources Department at (619) 441-1736 as far in advance of the meeting as possible.

City of El Cajon Personnel Commission Agenda Report

DATE: June 4, 2018

TO: Commission Chair Richard Nasif
Commissioner Vice Chair, Richard Agundez
Commissioner Donald Bishop
Commissioner "Susi" Kuklinski
Commissioner Mary Thigpen

FROM: Marisol Thorn, Deputy Director of Administrative Services

SUBJECT: Revision of Public Works Inspector Classification

BACKGROUND: The City has an approved classification specification for Public Works Inspector. Staff recommends lowering the current minimum requirements, allowing more flexibility in recruiting for this position.

Specifically, the City proposes to change the experience requirement from "three years of journey level experience" to "one year of experience preferred," and change the required supplemental coursework to preferred. These changes will allow the City to capture a larger pool of applicants by recruiting for skills and abilities that may have been obtained through another profession, but are still comparable and transferrable to those required to perform the functions of a Public Works Inspector.

The City currently has two budgeted Public Works Inspector positions; both positions are vacant. The classification is represented by the El Cajon Municipal Employees' Association (ECMEA). ECMEA, as well as the two prior incumbents, have reviewed and approved the proposed classification changes. It should also be noted that the Public Works Department is committed to providing appropriate training to all new hires as part of their onboarding process.

RECOMMENDATION: It is recommended that the Commission review and approve the proposed changes to the Public Works Inspector classification.

CITY OF EL CAJON
PUBLIC WORKS INSPECTOR

CLASSIFICATION DESCRIPTION

Function: Under general supervision, performs ~~journey level field~~ engineering inspections of public works and private development projects; ensures conformance to plans, specifications, and safety standards; maintains records and prepares reports; performs related work as required.

Representative Duties:

- Performs field inspections on a variety of public works construction projects, including sewer, storm drain, and utility construction, traffic signals, street lights, street improvements, curbs, sidewalks, and gutters;
- conducts basic research related to issuance of encroachment permits, preparation of deeds and proper descriptions and related documents;
- answers questions and provides information to the public concerning permits and encroachments;
- collects, compiles, tabulates, and analyzes field data collected and analyzed;
- investigates complaints of poor drainage, broken concrete, damaged streets, and similar problems;
- inspects concrete including mix design, forms, and slump;
- computes quantities of materials for construction;
- determines and performs needed quality control tests including soil compaction or schedules various quality control tests with testing laboratories;
- inspects worksite for compliance with worker safety requirements, including traffic control standards;
- generally inspects construction to verify compliance with the standard specifications of public works construction, San Diego regional drawings, and other construction specifications;
- advises contractors and developers as to methods of conformance with standard specifications;
- maintains detailed written records of contractors' operations and inspections performed;
- compiles records for payments to contractors.

Contacts and Relationships: Employees have considerable contact with private developers, contractors, and utility company representatives. In many cases, the

employee exercises a high degree of persuasive ability and tact in gaining voluntary compliance.

Accountability: Employee is accountable for the quality of inspections, including whether materials and workmanship are in compliance with approved plans and specifications. In addition, employee is expected to maintain familiarity with related ordinances, inspection and survey practices, and traffic control standards.

Working Conditions: The work involves both office and field work; field work is subject to normal construction hazards.

QUALIFICATIONS GUIDELINES

Physical Condition:

- Shall possess the physical, mental, and emotional ability to perform the essential duties of the position without the threat of hazard to self or others;
- incumbents are required to utilize a computer keyboard; have sufficient vision to read plans, specifications, typical business documents, and to observe code violations; have sufficient vocal and auditory abilities to communicate with others. Additional essential functions include the ability to stand, sit, walk, lift, and carry large sets of plans over short distances;
- pushing/pulling (minimal force) as well as bending, stooping, crouching, kneeling, climbing, and balancing (on even and uneven surfaces) are required to be performed daily. Reaching is required above shoulder level, at shoulder level, and below shoulder level, as is twisting, turning, neck flexion, and driving;
- the use of hands and fingers and performing tasks with fine dexterity is also required.

Experience: ~~At least one year~~ ~~At least three years of experience~~ ~~at the journey level~~ performing inspections of ~~major~~ public works projects preferred.

Education: Educational achievement equivalent to graduation from high school, ~~supplemented by~~ ~~two~~ years of college level courses in engineering, mathematics, surveying or a related field preferred.

Abilities/Skills/Knowledge:

- Ability to read and interpret plans, specifications, and standards;
- ability to detect deviations from approved plans and specifications;
- ability to identify defective construction materials and workmanship;

City of El Cajon
Public Works Inspector

- ability to make accurate computations;
- ability to follow oral and written instructions;
- ability to establish and maintain effective working relationships with members of the construction industry, property owners, the public, and other City employees;
- working knowledge of the principles of civil engineering;
- working knowledge of the materials, methods, and equipment used in construction of public works structures and facilities;
- considerable knowledge of the methods of inspecting construction and securing compliance with plans and specifications;
- considerable knowledge and ability to apply work area traffic control and standard safety requirements;
- working knowledge of computers.

Special Requirements: Possession of or ability to obtain, prior to employment, a valid Class C California driver's license with a safe driving record.

Established: 05/08

Revised: [TBD](#)

Approved Personnel Commission: 07/24/08

Approved City Council: 08/12/08