

**CITY MANAGER'S REPORT
MARCH 11, 2024 CITY COUNCIL REGULAR MEETING****ITEM: BIENNIAL BUDGET FISCAL YEAR (FY) 2023 – 2024
MID-YEAR REPORT (YEAR 1)****RECOMMENDATION: Adopt a Resolution Approving the Mid-Year Budget
Report for Year 1 of the Biennial Budget FY 2024 and
FY 2025 and Related Budget and Position Requests**

SUMMARY:

As part of the Biennial Budget process, a mid-cycle review is conducted on the first year's programmed allocations (Year 1 or FY 2024). The financial review as of December 31, 2023, provides a mid-year budget update to the City Council for the current fiscal year. Analysis of the revenues collected and all expenditures measures the budget's adherence to the Adopted Budget through December 31, 2023. The primary focus of the report is on the General Fund, which accounts for a majority of the City's discretionary expenditures.

At mid-year, a \$507,639 appropriation adjustment is being proposed for the General Fund to align the City's expenditures with its current operating needs. The increased expenditures include technology costs needed to protect the City's network with enhanced cyber security. Additional appropriations are also being requested to accommodate in-state training, record management improvements and staffing adjustments.

General Fund revenues are projected to finish the year at \$34.8 million. Parks and Recreation leisure class revenue is performing better than expected; therefore, staff is recommending increasing service charge revenue by \$30,000 in FY 2024. Current revenue trends in property tax and interest earnings from the City's investment portfolio are better than projected; therefore, staff is recommending increasing property tax revenue by \$200,000, property tax in lieu of VLF by \$200,000, and interest earnings by \$100,000. Staff will continue to evaluate revenues at the end of Year 1 (FY 2024) to recommend additional adjustments to projections if needed.

In addition, due to increased responsibilities and the constant search for workflow efficiencies, departments have had the opportunity to review their staffing needs and recommend the following actions. In order for the City to ensure that job descriptions align with job duties, the mid-year report includes staff reclassification in the City Attorney, Finance, Parks and Recreation, Public Works and the Police Departments. As well as, new position requests in the Information Systems, Public Works, and Police Departments. These additional asks ensure the City has qualified and experienced staff in place. The table on the next page is a summary of the proposed reclassifications and new positions created as a result of this alignment.

Proposed Reclassification	FY 23/24 Expense	FY 24/25 Expense
City Attorney		
Administrative Assistant III to Legal Secretary	1,926	5,634
Legal Secretary to Legal Assistant	1,915	5,682
Finance		
Customer Service Rep I to Accountant I/II	2,027	33,670
Parks, Recreation and Maintenance Services		
Rec Manager to Parks and Rec Manager	1,894	5,908
Landscape & Irrigation Specialist to Maintenance Services Supervisor	0	0
Police		
Police Officer to Police Corporal – 5 positions	27,500	76,255
Police Commander to Police Captain – 2 positions	0	0
Public Works		
Assist Engineer to Associate Engineer – 2 positions	6,067	18,201
Total Reclass	\$41,329	\$145,350

Proposed Add/Create/Unfund	FY 23/24 Expense	FY 24/25 Expense	FTE
Information Systems			
Unfund Chief Information Officer	(215,463)	(221,995)	(1.00)
Fund Information Technology Technician	27,866	114,637	1.00
Fund Information Technology Engineer I/II	41,891	172,762	1.00
Parks and Recreation			
Unfund Recreation Leader	0	(22,387)	(0.45)
Fund Fleet Attendant	0	22,387	0.45
Police			
Fund Police Lieutenant	0	262,507	1.00
Fund Crime and Intelligence Analyst I/II and move from Grade 51 to Grade 56	0	126,616	1.00
Fund Property and Evidence Manager	0	170,487	1.00
Public Works			
Unfund Senior Civil Engineer	(192,434)	(192,434)	(1.00)
Fund Principal Engineer	54,753	219,012	1.00
Fund Project Manager	54,698	218,790	1.00
Total Add/Create/Unfund	\$(228,689)	\$870,382	5.00

Staff recommends that the City Council:

1. Adopt the proposed resolution approving the Mid-Year Budget Report for Year 1 of the Biennial Budget FY 2024 and FY 2025 and Related Budget and Position Control Request (Attachment A)

2. Approve the Recommended Budget Amendments for Year 1 of Biennial Budget FY 2024 (Attachment B)
3. Approve Fleet Attendant Job Description (Attachment C)
4. Approve Police Captain Job Description (Attachment D)
5. Approve Police Corporal Job Description (Attachment E)
6. Approve Property & Evidence Manager Job Description (Attachment F)
7. Approve Project Manager Job Description (Attachment G)
8. Approve Parks and Recreation Manager Job Description (Attachment H)
9. Amend the City's Grade Step Table (Attachment I)
10. Amend the City's Position Control Roster (Attachment J)

BACKGROUND:

As part of the Biennial Budget process approved by Council in June 2023, a mid-cycle review is conducted on the first year's programmed allocations (Year 1 or FY 2024). The mid-cycle financial review (as of December 31, 2023) provides a budget update to the City Council for the current fiscal year. Analysis of the revenues collected and all expenditures through December 31, 2023 measures the budget's adherence to the Adopted Budget. In limited instances, budget actions are recommended in this report to address unforeseen events at the time the budget document was produced and adopted.

The Mid-Year Budget Report for FY 2024 is presented in two categories:

- **General Fund Mid-Year Status:** provides an overview of the general fund revenue, expenditures, and fund balance performance compared to the fiscal plan.
- **Mid-Year Requests:** summarizes staff's recommendations to amend the fiscal plan to address program needs or perform technical adjustments.

General Fund Mid-Year Status

The General Fund supports most of the City's expenditures. After six months' experience in Year 1 of the Biennial Budget, Council is being presented with General Fund budget amendments of \$530,000 in revenue and \$507,639 in expenditures resulting in a General Fund Balance Reserves ending with a projected balance of \$8.4 million at June 30, 2024.

Revenues

Overall, staff is projecting General Fund revenues will finish the year at \$34.8 million. Leisure revenue is performing better than expected; therefore, staff is recommending increasing service charge revenue by \$30,000 in FY 2024. Current revenue trends in property tax and interest earnings are better than anticipated; therefore, staff is recommending increasing property tax revenue by \$200,000, property tax in lieu of VLF by \$200,000, and interest earnings by \$100,000. Staff will continue to evaluate

these revenues at the end of Year 1 (FY 2024) to recommend additional adjustments to projections if needed.

Expenditures

General Fund expenditures are more than the amended budget level with an increase of \$507,639 offset by additional revenues of \$530,000. Expenditures have increased as the result of staffing and operational programming requests. In addition, \$440,000 of the expenditure increase is attributed to the enhancement of the City's cyber security.

GF Reserves/Fund Balance

The City's General Fund Reserve provides some flexibility to address one-time priority programs, smooth out economic swings, buffer the loss of state and federal revenues, and temporarily support City operations in the event of a catastrophic event (such as an earthquake or fire). At year-end for FY 2023, staff reported a General Fund Reserves balance of \$8.8 million. With the Council approved amendments to FY 2024 Budget, staff is projecting a General Fund Reserves balance of \$8.4 million at the end of FY 2024.

Mid-Year Requests

As part of the Biennial Budget process approved by Council in June 2023, a mid-cycle review is conducted on the first year's programmed allocations (Year 1 or FY 2024). The Mid-Year Budget Report includes budget amendments reflecting changes to revenues and expenses in the first six months of Year 1 (FY 2024). Adjustments to the fiscal plan are grouped by Staffing and Program/Project Requests.

Staffing

Due to increased responsibilities and the constant search for workflow efficiencies, departments have had the opportunity to review their staffing needs and recommend the following actions:

Salary Adjustments/Reclassifications

1. City Attorney

- a. Reclass Legal Secretary (Grade 53) to Legal Assistant (Grade 57) – Current duties of this position merits reclassification to a legal secretary. The current employee meets the job education and legal experience required.
- b. Reclass Administrative Assistant III (Grade 47) to Legal Secretary (Grade 53) – Current duties of this position merits reclassification to a legal secretary. The current employee meets the job education and legal experience required.

2. Finance

- a. Reclass Customer Service Representative I (Grade 42) to Accountant I/II (Grade 52) – The Accountant position will assist with the day to day accounting activities in the finance department. Including accounts payable; accounts receivable, purchase order processing, and verifying building permits and fee estimates.

3. Parks and Recreation

- a. Reclass Recreation Manager (Grade 64) to Parks and Recreation Manager (Grade 67) - The Parks and Recreation Manager job description now has been amended to include additional highly responsible and complex administrative functions such as closely working with the school districts regarding joint-use agreements, working with engineering and construction staff regarding the development and planning of parks and facilities design, ensuring compliance with all legislation and mandated regulation related to, but not limited to recycling, solid waste, hazardous waste and electronic waste, while implementing compliance programs for city staff and compliance programs for the community and businesses. Therefore, a reclassification is proposed to align with the new job duties.
- b. Reclass Landscape and Irrigation Specialist (Grade 59) to Maintenance Services Supervisor (Grade 59) – As the number of City owned fleet has grown, the need for additional help with the pickup and delivery of automotive repair, parts, materials, supplies, and equipment to and from various pickup and delivery locations has also grown. Fleet often requires two-staff as individuals need to be dropped off or picked up. Currently, the department is relying on pulling staff from other tasks to assist, which pulls them away from their normal job function. This position will assist with the added responsibilities with the City's fleet.

4. Police

- a. Reclass Police Officer (Grade 65) to Police Corporal (Grade 68) – 5.0 FTE – The Police Corporal position will be able to step in and act as the patrol shift supervisor or watch commander in the event that a sergeant is out sick, out with an injury or on vacation. Incorporating this position will assist with the implementation of succession planning to develop future leaders within the Police Department. The implementation of the Police Corporal position will follow the City fulfilling its meet and confer obligations with the appropriate labor groups.

- b. Reclass Police Commander (Grade 84) to Police Captain (Grade 84) – 2.0 FTE – This is a title only change that aligns chain of command with similar agencies.

5. Public Works

- a. Reclass Assistant Engineer (Grade 64) to Associate Engineer (Grade 70) – 2.0 FTE - The reclassification will coincide with the incumbent's successful completion of the Professional Engineer (PE) examination. Upon receipt of the PE designation the incumbent assistant engineer's will now be able to take on tasks that coincide with the higher-level duties and autonomy that aligns with the classification of associate engineer.

New/Unfund Positions

1. Information Systems

- a. Unfund Chief Information Officer - (Grade 81) – Currently, position is unfilled. Staff is proposing using savings to fund an Information Technology Technician and an Information Technology Engineer. The additional positions will reduce the costs of professional services, technical support and repair and maintenance services.
- b. Fund Information Technology Technician (Grade 44) - The proposed Department changes will equate to actual budget savings by utilizing City staff to perform work that is currently being done by contractors or professional service consultants. The proposed staffing plan will save on professional services and will provide additional technical support and access to repair and maintenance services that can now be accomplished quicker internally.
- c. Fund Information Technology Engineer I/II (Grade 67) - The proposed Department changes will equate to actual budget savings by utilizing City staff to perform work that is currently being done by contractors or professional service consultants. The proposed staffing plan will save on professional services and will provide additional technical support and access to repair and maintenance services that can now be accomplished quicker internally.

2. Parks and Recreation

- a. Unfund Recreation Leader (Grade 27) - Redirect existing budgeted salary to New Fleet Attendant to ensure that job descriptions align with job duties.
- b. Fund Fleet Attendant (Grade 27) - As the number of City owned fleet has grown, the need for additional help with the pickup and delivery of automotive repair, parts, materials, supplies, and equipment to and

from various pickup and delivery locations has also grown. Fleet often requires two-staff as individuals need to be dropped off or picked up. Currently, the department is relying on pulling staff from other tasks to assist, which pulls them away from their normal job function. This position will assist with the added responsibilities with the City's fleet.

3. Police

- a. Fund Police Lieutenant – (Grade 81) – The department currently has one Police Lieutenant Position that provides oversight to the Operations Division. With a 24/7 schedule for patrol, having a second Lieutenant would enhance day-to-day management during all shifts and allow for a more personalized approach to our officer development. Additionally, a second position will allow the department to be able distribute the administrative workload.
- b. Fund Crime & Intelligence Analyst – (Grade 56) – The City has invested in state-of-the-art technology to help police solve crime. To ensure that we are utilizing these tools to the highest potential, staff has identified the need for this position. This position will perform analysis and examine physical evidence in forensic specialty areas such as License Plate Readers, Audio-Video and Computer Forensic.
- c. Create Property & Evidence Manager – (Grade 64) – The City's offsite Property & Evidence building is anticipated to be completed in June 2024. POST requires that a Property & Evidence Manager provides oversight to this unit as it is offsite from the department. This is to ensure that there is strict security control of all incoming evidence and property acquired by the Police Department. The current Property and Evidence Technician will be reclassified to the Property & Evidence Manager. The incumbent currently holds all the necessary qualifications including additional certifications such as; Certified Property and Evidence Specialist, IBIS Administrator, and is currently serving on the CAPE State Board of Director's. The incumbent has also been instrumental in the design of the new building to best capitalize on workflow efficiencies.

4. Public Works

- a. Unfund Senior Civil Engineer – (Grade 74) – Currently, the position is vacant. Staff proposed redirecting the funding to a new Principal Engineer Position.
- b. Fund Principal Engineer (Grade 80). This position will assist the City Engineer with managing current and planned public and private construction projects. The breadth and depth of the workload within the

division requires a higher-level position to manage the planning and design of the Capital Improvement Program (CIP).

- c. Fund Project Manager – (Grade 76) – This position will report to the Assistant City Manager to manage the construction activities related to the City’s CIP, miscellaneous City projects and maintenance activities.

General Fund Program/Project Requests

The following program/project requests require additional funding from the General Fund to address a specific need:

1. City Council: Increase training & travel in the amount of \$7,500 for anticipated in state training and travel.
2. City Clerk: Increase professional services by \$26,000 to cover Phase II Record Management Improvements.
3. Information Technology: Increase subscription and Computer Equipment in the amount of \$440,000 for the purchase of various software and hardware to become compliant with the Department of Homelands requirements for cyber security posture while complying with the recommendations to lower our cyber security insurance.
4. Parks and Receptions: Increase Leisure contracts in the amount of \$30,000 to cover the growth of the programs that are performing better than expected, this will be offset by service charge revenue of \$30,000.

GENERAL FUND MID-YEAR REQUESTS SUMMARY		
<i>(in millions)</i>	FY 2024 Amended	FY 2024 Mid-Year
Beginning Fund Balance	\$8.8	\$8.8
Revenue	\$34.8	\$34.2
Expenditures	\$35.1	\$34.6
Ending Fund Balance	\$8.5	\$8.4

Non-General Fund Adjustments

The budget augmentations that are being proposed by staff for funds outside of the General Fund have been summarized in the table and list on the following page.

MID-YEAR 2023/24		
REVENUE – BUDGET AMENDMENTS [Increase/(Decrease)]		
Source	GL Account	Amount
STREET FUND – Miscellaneous Revenue	2080-50-10-371-90-00	12,000
EXPENDITURE – BUDGET AMENDMENTS [Increase/(Decrease)]		
Source	GL Account	Amount
MEASURE-C FUND – Parks & Recreation – Salaries	1060-19-10-410-11-00	1,834
MEASURE-C FUND – Parks & Recreation – Building Maint. Materials & Supplies	1060-19-10-430-21-00	12,000
BUILDING SAFETY & INSPECTION – Building – Salaries	2015-50-30-410-11-00	(25,077)
BUILDING SAFETY & INSPECTION – Building – Benefits/PERS	2015-50-30-410-20-00	(10,691)
DEVELOPMENT ENGINEERING – P/W Construction Management – Salaries	2020-50-03-410-11-00	(46,591)
DEVELOPMENT ENGINEERING – P/W Land Development – Salaries	2020-50-04-410-11-00	(54,363)
STREETS FUND – Public Works – Salaries	2080-50-10-410-11-00	(5,900)
STREETS FUND – Public Works – Other Maintenance & Repair	2080-50-10-420-75-00	12,000
STREETS TREE FUND – Public Works – Salaries	2080-50-11-410-11-00	(19,469)
CROSSROADS STORM DRAIN ZONE 1A – Public Works – Salaries	2500-50-21-410-11-00	(1,770)
CROSSROADS STORM DRAIN ZONE 1A – Public Works – Other Maint. & Repair	2500-50-21-420-75-00	25,000
STORM DRAIN ZONE 1 – Public Works – Salaries	2510-50-20-410-11-00	(1,770)
RESIDENTIAL LIGHTING FUND – Public Works – Salaries	2520-50-12-410-11-00	2,735
INDUSTRIAL LIGHTING FUND – Public Works – Salaries	2520-50-14-410-11-00	2,735
STONEBRIDGE LANDSCAPE – Public Works – Salaries	2550-50-60-410-11-00	(1,770)
STONEBRIDGE DLMD – Public Works – Salaries	2560-50-61-410-11-00	(1,770)
CFD 2004-1 MOSSDALE SERVICES – Public Works – Salaries	2570-50-63-410-11-00	(129)
MOSSDALE LLMD – Public Works – Salaries	2580-50-64-410-11-00	(1,770)
CFD 2005-1 HISTORIC LATHROP – Public Works – Salaries	2630-50-65-410-11-00	(1,770)
CFD 2019-1 SOUTH LATHROP – Public Works – Salaries	2670-50-55-410-11-00	2,606
CFD 2019-2 CENTRAL LATHROP – Public Works – Salaries	2680-50-55-410-11-00	418
STREETS CIP – PS24-30 – Pedestrian Safety Enhancement	3310-80-00-420-12-00	200,000
WATER FUND – Public Works – Salaries	5620-50-50-410-11-00	(17,429)
WATER FUND – Public Works – Professional Services	5620-50-50-420-01-00	79,390
WATER FUND – Public Works – Communication Equipment Repair	5620-50-50-420-72-00	55,770
MWQCF SEWER FUND – Public Works – Salaries	6010-50-30-410-11-00	(5,809)
MWQCF SEWER FUND – Public Works – Communication Equipment Repair	6010-50-30-420-72-00	41,576
CTF SEWER FUND – Public Works – Salaries	6080-50-34-410-11-00	(5,809)
CTF SEWER FUND – Public Works – Communication Equipment Repair	6080-50-34-420-72-00	64,732
TRANSFER IN – BUDGET AMENDMENTS [Increase/(Decrease)]		
Source	GL Account	Amount
STREETS CIP – PS24-30 – Pedestrian Safety Enhancement	3310-9900-393-00-00	200,000
Transfer In Total:		\$ 200,000
TRANSFER OUT – BUDGET AMENDMENTS [Increase/(Decrease)]		
Source	GL Account	Amount
MEASURE-C FUND	1060-9900-990-90-10	200,000
Transfer Out Total:		\$ 200,000

REASON FOR RECOMMENDATION:

The mid-year budget review process provides the City Council with an opportunity to review the General Fund, make the needed course corrections to achieve a more accurate budget for the current fiscal year (resulting in greater budget transparency), and help shape the development of the next budget cycle. The Mid-Year Budget Report provides an opportunity to adjust City operations to align with current City needs by projecting from the prior six months of actual revenue and expenditures.

FISCAL IMPACT:

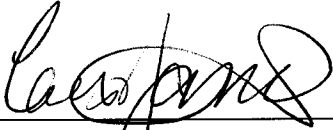
The Mid-Year Budget Report provides the City Council a periodic update on the City's Biennial Budget. The fiscal impacts associated with the recommended staffing requests will be funded by offsetting increases in revenue sources as identified. Operating Program and Capital Improvement Project requests totaling \$806,608 across all funds are recommended to be funded from the sources identified Attachment B.

ATTACHMENTS:

- A. Resolution of the City Council of the City of Lathrop Approving the Mid-Year Budget Report for Year 1 of the Biennial Budget FY 2024 and FY 2025 and Related Budget and Position Control Request
- B. Recommended Budget Amendments for Year 1 of Biennial Budget FY 2024
- C. Job Description: Fleet Attendant
- D. Job Description: Police Captain
- E. Job Description: Police Corporal
- F. Job Description: Property & Evidence Manager
- G. Job Description: Project Manager
- H. Job Description: Parks and Recreation Manager
- I. Grade Step Table
- J. Position Control Roster

CITY MANAGER'S REPORT
MARCH 11, 2024, CITY COUNCIL REGULAR MEETING
BIENNIAL BUDGET FISCAL YEAR 2023 – 2024 MIDYEAR REPORT (YEAR 1)

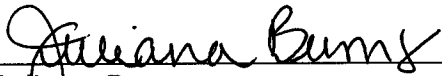
APPROVALS:



Cari James
Director of Finance

3/6/2024

Date



Juliana Burns
Director of Human Resources

3/6/2024

Date



Thomas Hedegard
Deputy City Manager

3/6/2024

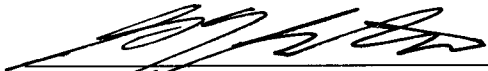
Date



Salvador Navarrete
City Attorney

3.6.2024

Date



Stephen J. Salvatore
City Manager

3.6.24

Date

RESOLUTION NO. 24-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP APPROVING THE MID-YEAR BUDGET REPORT FOR YEAR 1 OF THE BIENNIAL BUDGET FY 2024 AND FY 2025 AND RELATED BUDGET AND POSITION CONTROL REQUESTS

WHEREAS, the City Council of the City of Lathrop adopted the Biennial Budget for Fiscal Year 2023/24 and 2024/25 on June 14, 2023 by Resolution No. 23-5322; and

WHEREAS, as part of the Biennial Budget process, a mid-cycle review is conducted on the first year’s programmed allocations (Year 1 or FY 2024). The financial review as of December 31, 2023, provides a mid-year budget update to the City Council for the current fiscal year.; and

WHEREAS, at mid-year, a \$507,639 appropriation adjustment is proposed for the General Fund to align the City’s expenditures with its current operating needs; and

WHEREAS, in addition, current revenue trends in, service charges, property tax, and interest earnings are performing better than expected, therefore, staff proposes increasing service charge revenue by \$30,000, property tax \$200,000, property tax in lieu of VLF by \$200,000, and interest earnings by \$100,000; and

WHEREAS, the proposed Mid-Year Report recommends approving the amended Grade Step Table and amending the Position Control roster to reclass, unfund, and fund the following positions:

Proposed Reclassification	FY 23/24 Expense	FY 24/25 Expense
City Attorney		
Administrative Assistant III to Legal Secretary	1,926	5,634
Legal Secretary to Legal Assistant	1,915	5,682
Finance		
Customer Service Rep I to Accountant I/II	2,027	33,670
Parks, Recreation and Maintenance Services		
Rec Manager to Parks and Rec Manager	1,894	5,908
Landscape & Irrigation Specialist to Maintenance Services Supervisor	0	0
Police		
Police Officer to Police Corporal – 5 positions	27,500	76,255
Police Commander to Police Captain – 2 positions	0	0
Public Works		
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Total Reclass	\$41,329	\$145,350

Proposed Add/Create/Unfund	FY 23/24 Expense	FY 24/25 Expense	FTE
Information Systems			
Unfund Chief Information Officer	(215,463)	(221,995)	(1.00)
Fund Information Technology Technician	27,866	114,637	1.00
Fund Information Technology Engineer I/II	41,891	172,762	1.00
Parks, Recreation and Maintenance Services			
Unfund Recreation Leader	0	(22,387)	(0.45)
Fund Fleet Attendant	0	22,387	0.45
Police			
Fund Police Lieutenant	0	262,507	1.00
Fund Crime and Intelligence Analyst I/II and move from Grade 51 to Grade 56	0	126,616	1.00
Fund Property and Evidence Manager	0	170,487	1.00
Public Works			
Unfund Senior Civil Engineer	(192,434)	(192,434)	(1.00)
Fund Principal Engineer	54,753	219,012	1.00
Fund Project Manager	54,698	218,790	1.00
Total Add/Create/Unfund	\$(228,689)	\$870,382	5.00

WHEREAS, the proposed Mid-Year Report recommends approving the following new or amended job descriptions:

1. Fleet Attendant (Attachment C)
2. Police Captain (Attachment D)
3. Police Corporal (Attachment E)
4. Property & Evidence Manager (Attachment F)
5. Project Manager (Attachment G)
6. Parks and Recreation Manager (Attachment H)

WHEREAS, the proposed Mid-Year Report recommends amending all other City funds based on changes in revenue and expenditure projections as shown on Attachment B of the staff report and adjustments recommended therein.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lathrop does hereby approve the Mid-Year Budget and position control amendments for Fiscal Year 2023/24 and 2024/25 as shown below and provided as Attachment B in the City Managers Report; and

The foregoing resolution was passed and adopted this 11th day of March, 2024, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSTAIN:

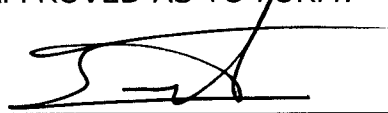
ABSENT:

Sonny Dhaliwal, Mayor

ATTEST:

APPROVED AS TO FORM:

Teresa Vargas, City Clerk



Salvador Navarrete, City Attorney

MID-YEAR 2023/24		
REVENUE – BUDGET AMENDMENTS [Increase/(Decrease)]		
Source	GL Account	Amount
GENERAL FUND - Leisure Programs - Parks and Recreation Fees	1010-30-30-341-01-04	30,000
STREET FUND - Miscellaneous Revenue	2080-50-10-371-90-00	12,000
Revenue Grand Total:		\$ 42,000
EXPENDITURE – BUDGET AMENDMENTS [Increase/(Decrease)]		
Source	GL Account	Amount
GENERAL FUND - City Council - Training & Travel	1010-11-10-435-20-00	\$ 7,500
GENERAL FUND - City Clerk - Professional Services	1010-12-10-420-01-00	26,000
GENERAL FUND - City Attorney - Salaries	1010-13-10-410-11-00	3,841
GENERAL FUND - Finance - Salaries	1010-15-10-410-11-00	64,510
GENERAL FUND - Finance - Banefits/PERS	1010-15-10-410-20-00	14,247
GENERAL FUND - Information Systems - Salaries	1010-17-20-410-11-00	(145,706)
GENERAL FUND - Information Systems - Subscriptions	1010-17-20-435-10-00	176,800
GENERAL FUND - Information Systems - Computer and Equipment	1010-17-20-450-12-00	263,200
GENERAL FUND - Public Works - Salaries	1010-30-10-410-11-00	57,004
GENERAL FUND - Parks & Recreation - Recreation Personnel	1010-30-30-420-03-00	30,000
GENERAL FUND - Parks & Recreation - Salaries	1010-30-33-410-11-00	(7,500)
GENERAL FUND - Public Safety - Salaries	1010-40-20-410-11-00	(8,359)
GENERAL FUND - Public Safety - Banefits/PERS	1010-40-20-410-20-00	(3,556)
GENERAL FUND - Public Safety - Salaries	1010-40-30-410-11-00	27,500
GENERAL FUND - Public Works - Salaries	1010-50-01-410-11-00	1,552
GENERAL FUND - Public Works - Salaries	1010-50-06-410-11-00	606
MEASURE-C FUND - Parks & Recreation - Salaries	1060-19-10-410-11-00	1,894
MEASURE-C FUND - Parks & Recreation - Building Maint. Materials & Supplies	1060-19-10-430-21-00	12,000
BUILDING SAFETY & INSPECTION - Building - Salaries	2015-50-30-410-11-00	(25,077)
BUILDING SAFETY & INSPECTION - Building - Benefits/PERS	2015-50-30-410-20-00	(10,691)
DEVELOPMENT ENGINEERING - PW Construction Management - Salaries	2020-50-03-410-11-00	(46,591)
DEVELOPMENT ENGINEERING - PW Land Development - Salaries	2020-50-04-410-11-00	(54,363)
STREETS FUND - Public Works - Salaries	2080-50-10-410-11-00	(5,900)
STREETS FUND - Public Works - Other Maintenance & Repair	2080-50-10-420-75-00	12,000
STREETS TREE FUND - Public Works - Salaries	2080-50-11-410-11-00	(19,469)
CROSSROADS STORM DRAIN ZONE 1 A - Public Works - Salaries	2500-50-21-410-11-00	(1,770)
CROSSROADS STORM DRAIN ZONE 1 A - Public Works - Other Maint. & Repair	2500-50-21-420-75-00	25,000
STORM DRAIN ZONE 1 - Public Works - Salaries	2510-50-20-410-11-00	(1,770)
RESIDENTIAL LIGHTING FUND - Public Works - Salaries	2520-50-12-410-11-00	2,735
INDUSTRIAL LIGHTING FUND - Public Works - Salaries	2520-50-14-410-11-00	2,735
STONEBRIDGE LANDSCAPE - Public Works - Salaries	2550-50-60-410-11-00	(1,770)
STONEBRIDGE DLMD - Public Works - Salaries	2560-50-61-410-11-00	(1,770)
CFD 2004-1 MOSSDALE SERVICES - Public Works - Salaries	2570-50-63-410-11-00	(129)
MOSSDALE LLMD - Public Works - Salaries	2580-50-64-410-11-00	(1,770)
CFD 2005-1 HISTORIC LATHROP - Public Works - Salaries	2630-50-65-410-11-00	(1,770)
CFD 2019-1 SOUTH LATHROP - Public Works - Salaries	2670-50-55-410-11-00	2,606
CFD 2019-2 CENTRAL LATHROP - Public Works - Salaries	2680-50-55-410-11-00	418
STREETS CIP - PS24-30 - Pedestrian Safety Enhancement	3310-80-00-420-12-00	200,000
WATER FUND - Public Works - Salaries	5620-50-50-410-11-00	(17,429)
WATER FUND - Public Works - Professional Services	5620-50-50-420-01-00	79,390
WATER FUND - Public Works - Communication Equipment Repair	5620-50-50-420-72-00	55,770
MWQCF SEWER FUND - Public Works - Salaries	6010-50-30-410-11-00	(5,809)
MWQCF SEWER FUND - Public Works - Communication Equipment Repair	6010-50-30-420-72-00	41,576
CTF SEWER FUND - Public Works - Salaries	6080-50-34-410-11-00	(5,809)
CTF SEWER FUND - Public Works - Communication Equipment Repair	6080-50-34-420-72-00	64,732
Expenditure Grand Total:		\$ 806,608
TRANSFER IN – BUDGET AMENDMENTS [Increase/(Decrease)]		
Source	GL Account	Amount
STREETS CIP - PS24-30 - Pedestrian Safety Enhancement	3310-9900-393-00-00	200,000
Transfer In Total:		\$ 200,000
TRANSFER OUT – BUDGET AMENDMENTS [Increase/(Decrease)]		
Source	GL Account	Amount
MEASURE-C FUND	1060-9900-990-90-10	200,000
Transfer Out Total:		\$ 200,000

MID-YEAR 2024/25		
EXPENDITURE – BUDGET AMENDMENTS [Increase/(Decrease)]		
Source	GL Account	Amount
GENERAL FUND - City Manager - Salaries	1010-11-20-410-11-00	\$ 310,459
GENERAL FUND - City Attorney - Salaries	1010-13-10-410-11-00	11,316
GENERAL FUND - Finance - Salaries	1010-15-10-410-11-00	(73,784)
GENERAL FUND - Information Systems - Salaries	1010-17-20-410-11-00	65,404
GENERAL FUND - Information Systems - Professional Services	1010-17-20-420-01-00	(65,000)
GENERAL FUND - Information Systems - Subscriptions	1010-17-20-435-10-00	176,800
GENERAL FUND - Public Works - Salaries	1010-30-10-410-11-00	179,102
GENERAL FUND - Parks & Recreation - Salaries	1010-30-33-410-11-00	(22,387)
GENERAL FUND - Public Safety - Salaries	1010-40-20-410-11-00	(12,382)
GENERAL FUND - Public Safety - Salaries	1010-40-30-410-11-00	338,762
GENERAL FUND - Public Safety - Salaries	1010-40-40-410-11-00	297,103
GENERAL FUND - Public Works - Salaries	1010-50-01-410-11-00	4,657
GENERAL FUND - Public Works - Salaries	1010-50-06-410-11-00	1,820
MEASURE-C FUND - Parks & Recreation - Salaries	1060-19-10-410-11-00	5,908
BUILDING SAFETY & INSPECTION - Building - Salaries	2015-50-30-410-11-00	(37,141)
DEVELOPMENT ENGINEERING - PW Construction Management - Salaries	2020-50-03-410-11-00	101,916
DEVELOPMENT ENGINEERING - PW Land Development - Salaries	2020-50-04-410-11-00	67,660
STREETS FUND - Public Works - Salaries	2080-50-10-410-11-00	(17,699)
STREETS TREE FUND - Public Works - Salaries	2080-50-11-410-11-00	(58,408)
CROSSROADS STORM DRAIN ZONE 1 A - Public Works - Salaries	2500-50-21-410-11-00	(5,310)
STORM DRAIN ZONE 1 - Public Works - Salaries	2510-50-20-410-11-00	(5,310)
RESIDENTIAL LIGHTING FUND - Public Works - Salaries	2520-50-12-410-11-00	10,940
INDUSTRIAL LIGHTING FUND - Public Works - Salaries	2520-50-14-410-11-00	10,940
STONEBRIDGE LANDSCAPE - Public Works - Salaries	2550-50-60-410-11-00	(5,310)
STONEBRIDGE DLMD - Public Works - Salaries	2560-50-61-410-11-00	(5,310)
CFD 2004-1 MOSSDALE SERVICES - Public Works - Salaries	2570-50-63-410-11-00	1,254
MOSSDALE LLMD - Public Works - Salaries	2580-50-64-410-11-00	(5,310)
CFD 2005-1 HISTORIC LATHROP - Public Works - Salaries	2630-50-65-410-11-00	(5,310)
CFD 2019-1 SOUTH LATHROP - Public Works - Salaries	2670-50-55-410-11-00	12,193
CFD 2019-2 CENTRAL LATHROP - Public Works - Salaries	2680-50-55-410-11-00	3,442
WATER FUND - Public Works - Salaries	5620-50-50-410-11-00	(54,376)
MWQCF SEWER FUND - Public Works - Salaries	6010-50-30-410-11-00	(18,125)
CTF SEWER FUND - Public Works - Salaries	6080-50-34-410-11-00	(18,125)
Expenditure Grand Total:		\$ 1,190,389
TRANSFER IN – BUDGET AMENDMENTS [Increase/(Decrease)]		
Source	GL Account	Amount
GENERAL FUND - FRM MEASURE - C	1010-9900-393-00-00	\$ 126,616
Transfer In Total:		\$ 126,616
TRANSFER OUT – BUDGET AMENDMENTS [Increase/(Decrease)]		
Source	GL Account	Amount
GENERAL FUND -	1010-9900-990-90-10	
MEASURE-C FUND	1010-9900-990-90-10	\$ 126,616
Transfer Out Total:		\$ 126,616

BE IT FURTHER RESOLVED, that these new or revised salary adjustments shall be effective the first full pay period after council adoption.

MID-YEAR 2023/24

REVENUE – BUDGET AMENDMENTS [Increase/(Decrease)]

Source	GL Account	Amount
GENERAL FUND - Property Tax	1010-15-10-311-01-00	\$ 200,000
GENERAL FUND - Vehicle License Fee in Lieu	1010-15-10-313-01-00	200,000
GENERAL FUND - Investment Earnings	1010-15-10-361-01-00	100,000
GENERAL FUND - Leisure Programs - Parks and Recreation Fees	1010-30-30-341-01-04	30,000
STREET FUND - Miscellaneous Revenue	2080-50-10-371-90-00	12,000
Revenue Grand Total:		\$ 542,000

EXPENDITURE – BUDGET AMENDMENTS [Increase/(Decrease)]

Source	GL Account	Amount
GENERAL FUND - City Council - Training & Travel	1010-11-10-435-20-00	\$ 7,500
GENERAL FUND - City Clerk - Professional Services	1010-12-10-420-01-00	26,000
GENERAL FUND - City Attorney - Salaries	1010-13-10-410-11-00	3,841
GENERAL FUND - Finance - Salaries	1010-15-10-410-11-00	64,510
GENERAL FUND - Finance - Banefits/PERS	1010-15-10-410-20-00	14,247
GENERAL FUND - Information Systems - Salaries	1010-17-20-410-11-00	(145,706)
GENERAL FUND - Information Systems - Subscriptions	1010-17-20-435-10-00	176,800
GENERAL FUND - Information Systems - Computer and Equipment	1010-17-20-450-12-00	263,200
GENERAL FUND - Public Works - Salaries	1010-30-10-410-11-00	57,004
GENERAL FUND - Parks & Recreation - Recreation Personnel	1010-30-30-420-03-00	30,000
GENERAL FUND - Parks & Recreation - Salaries	1010-30-33-410-11-00	(7,500)
GENERAL FUND - Public Safety - Salaries	1010-40-20-410-11-00	(8,359)
GENERAL FUND - Public Safety - Banefits/PERS	1010-40-20-410-20-00	(3,556)
GENERAL FUND - Public Safety - Salaries	1010-40-30-410-11-00	27,500
GENERAL FUND - Public Works - Salaries	1010-50-01-410-11-00	1,552
GENERAL FUND - Public Works - Salaries	1010-50-06-410-11-00	606
MEASURE-C FUND - Parks & Recreation - Salaries	1060-19-10-410-11-00	1,894
MEASURE-C FUND - Parks & Recreation - Building Maint. Materials & Supplies	1060-19-10-430-21-00	12,000
BUILDING SAFETY & INSPECTION - Building - Salaries	2015-50-30-410-11-00	(25,077)
BUILDING SAFETY & INSPECTION - Building - Banefits/PERS	2015-50-30-410-20-00	(10,691)
DEVELOPMENT ENGINEERING - PW Construction Management - Salaries	2020-50-03-410-11-00	(46,591)
DEVELOPMENT ENGINEERING - PW Land Development - Salaries	2020-50-04-410-11-00	(54,363)
STREETS FUND - Public Works - Salaries	2080-50-10-410-11-00	(5,900)
STREETS FUND - Public Works - Other Maintenance & Repair	2080-50-10-420-75-00	12,000
STREETS TREE FUND - Public Works - Salaries	2080-50-11-410-11-00	(19,469)
CROSSROADS STORM DRAIN ZONE 1 A - Public Works - Salaries	2500-50-21-410-11-00	(1,770)
CROSSROADS STORM DRAIN ZONE 1 A - Public Works - Other Maint. & Repair	2500-50-21-420-75-00	25,000
STORM DRAIN ZONE 1 - Public Works - Salaries	2510-50-20-410-11-00	(1,770)
RESIDENTIAL LIGHTING FUND - Public Works - Salaries	2520-50-12-410-11-00	2,735
INDUSTRIAL LIGHTING FUND - Public Works - Salaries	2520-50-14-410-11-00	2,735
STONEBRIDGE LANDSCAPE - Public Works - Salaries	2550-50-60-410-11-00	(1,770)
STONEBRIDGE DLMD - Public Works - Salaries	2560-50-61-410-11-00	(1,770)
CFD 2004-1 MOSSDALE SERVICES - Public Works - Salaries	2570-50-63-410-11-00	(129)
MOSSDALE LLMD - Public Works - Salaries	2580-50-64-410-11-00	(1,770)
CFD 2005-1 HISTORIC LATHROP - Public Works - Salaries	2630-50-65-410-11-00	(1,770)
CFD 2019-1 SOUTH LATHROP - Public Works - Salaries	2670-50-55-410-11-00	2,606
CFD 2019-2 CENTRAL LATHROP - Public Works - Salaries	2680-50-55-410-11-00	418
STREETS CIP - PS24-30 - Pedestrian Safety Enhancement	3310-80-00-420-12-00	200,000
WATER FUND - Public Works - Salaries	5620-50-50-410-11-00	(17,429)
WATER FUND - Public Works - Professional Services	5620-50-50-420-01-00	79,390
WATER FUND - Public Works - Communication Equipment Repair	5620-50-50-420-72-00	55,770
MWQCF SEWER FUND - Public Works - Salaries	6010-50-30-410-11-00	(5,809)
MWQCF SEWER FUND - Public Works - Communication Equipment Repair	6010-50-30-420-72-00	41,576
CTF SEWER FUND - Public Works - Salaries	6080-50-34-410-11-00	(5,809)
CTF SEWER FUND - Public Works - Communication Equipment Repair	6080-50-34-420-72-00	64,732
Expenditure Grand Total:		\$ 806,608

TRANSFER IN – BUDGET AMENDMENTS [Increase/(Decrease)]

Source	GL Account	Amount
STREETS CIP - PS24-30 - Pedestrian Safety Enhancement	3310-9900-393-00-00	200,000
Transfer In Total:		\$ 200,000

TRANSFER OUT – BUDGET AMENDMENTS [Increase/(Decrease)]

Source	GL Account	Amount
MEASURE-C FUND	1060-9900-990-90-10	200,000
Transfer Out Total:		\$ 200,000

ATTACHMENT " B "

MID-YEAR 2024/25

REVENUE – BUDGET AMENDMENTS [Increase/(Decrease)]

Source	GL Account	Amount
GENERAL FUND - Property Tax	1010-15-10-311-01-00	\$ 200,000
GENERAL FUND - Vehicle License Fee in Lieu	1010-15-10-313-01-00	200,000
GENERAL FUND - Investment Earnings	1010-15-10-361-01-00	100,000
Revenue Grand Total:		\$ 500,000

EXPENDITURE – BUDGET AMENDMENTS [Increase/(Decrease)]

Source	GL Account	Amount
GENERAL FUND - City Manager - Salaries	1010-11-20-410-11-00	\$ 310,459
GENERAL FUND - City Attorney - Salaries	1010-13-10-410-11-00	11,316
GENERAL FUND - Finance - Salaries	1010-15-10-410-11-00	(73,784)
GENERAL FUND - Information Systems - Salaries	1010-17-20-410-11-00	65,404
GENERAL FUND - Information Systems - Professional Services	1010-17-20-420-01-00	(65,000)
GENERAL FUND - Information Systems - Subscriptions	1010-17-20-435-10-00	176,800
GENERAL FUND - Public Works - Salaries	1010-30-10-410-11-00	179,102
GENERAL FUND - Parks & Recreation - Salaries	1010-30-33-410-11-00	(22,387)
GENERAL FUND - Public Safety - Salaries	1010-40-20-410-11-00	(12,382)
GENERAL FUND - Public Safety - Salaries	1010-40-30-410-11-00	338,762
GENERAL FUND - Public Safety - Salaries	1010-40-40-410-11-00	297,103
GENERAL FUND - Public Works - Salaries	1010-50-01-410-11-00	4,657
GENERAL FUND - Public Works - Salaries	1010-50-06-410-11-00	1,820
MEASURE-C FUND - Parks & Recreation - Salaries	1060-19-10-410-11-00	5,908
BUILDING SAFETY & INSPECTION - Building - Salaries	2015-50-30-410-11-00	(37,141)
DEVELOPMENT ENGINEERING - PW Construction Management - Salaries	2020-50-03-410-11-00	101,916
DEVELOPMENT ENGINEERING - PW Land Development - Salaries	2020-50-04-410-11-00	67,660
STREETS FUND - Public Works - Salaries	2080-50-10-410-11-00	(17,699)
STREETS TREE FUND - Public Works - Salaries	2080-50-11-410-11-00	(58,408)
CROSSROADS STORM DRAIN ZONE 1 A - Public Works - Salaries	2500-50-21-410-11-00	(5,310)
STORM DRAIN ZONE 1 - Public Works - Salaries	2510-50-20-410-11-00	(5,310)
RESIDENTIAL LIGHTING FUND - Public Works - Salaries	2520-50-12-410-11-00	10,940
INDUSTRIAL LIGHTING FUND - Public Works - Salaries	2520-50-14-410-11-00	10,940
STONEBRIDGE LANDSCAPE - Public Works - Salaries	2550-50-60-410-11-00	(5,310)
STONEBRIDGE DLMD - Public Works - Salaries	2560-50-61-410-11-00	(5,310)
CFD 2004-1 MOSSDALE SERVICES - Public Works - Salaries	2570-50-63-410-11-00	1,254
MOSSDALE LLMD - Public Works - Salaries	2580-50-64-410-11-00	(5,310)
CFD 2005-1 HISTORIC LATHROP - Public Works - Salaries	2630-50-65-410-11-00	(5,310)
CFD 2019-1 SOUTH LATHROP - Public Works - Salaries	2670-50-55-410-11-00	12,193
CFD 2019-2 CENTRAL LATHROP - Public Works - Salaries	2680-50-55-410-11-00	3,442
WATER FUND - Public Works - Salaries	5620-50-50-410-11-00	(54,376)
MWQCF SEWER FUND - Public Works - Salaries	6010-50-30-410-11-00	(18,125)
CTF SEWER FUND - Public Works - Salaries	6080-50-34-410-11-00	(18,125)
Expenditure Grand Total:		\$ 1,190,389

TRANSFER IN – BUDGET AMENDMENTS [Increase/(Decrease)]

Source	GL Account	Amount
GENERAL FUND - FRM MEASURE - C	1010-9900-393-00-00	\$ 126,616
Transfer In Total:		\$ 126,616

TRANSFER OUT – BUDGET AMENDMENTS [Increase/(Decrease)]

Source	GL Account	Amount
MEASURE-C FUND	1010-9900-990-90-10	\$ 126,616
Transfer Out Total:		\$ 126,616

CITY OF LATHROP

FLEET ATTENDANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under close supervision, the **Fleet Attendant** position is responsible for assisting in the delivery of the City's fleet maintenance program. Responsibilities include the pickup and delivery of automotive repair parts, materials, supplies, and equipment to and from various pickup and delivery locations. Assists with moving City vehicles, including public safety vehicles, to and from local sublet service providers. Assists with general warehouse functions such as checking in deliveries, putting parts up in the inventory, inventory counts, and warehouse organization. Collects detailed information from customers regarding service inquiries or requests, problems, or maintenance requests, and processes work orders into the computer system.

DISTINGUISHING CHARACTERISTICS:

The **Fleet Attendant** is the entry level support class responsible for providing support for fleet maintenance and the implementation of a wide variety of principles and practices of modern fleet management. This classification is the sole distinguished position in this class.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Parks and Recreation Director, or designee. Incumbents in this class do not typically exercise supervision over lower level classes.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Delivers and picks up vehicles from local maintenance/repair facilities;
- Checks vehicle equipment fluid levels (e.g. transmission, power steering, brake, wiper, engine coolant and hydraulic fluids);
- Washes and vacuums vehicles;
- Applies license plates and affixes or removes appropriate stickers and decals;
- Dispenses (e.g. gas, diesel) to fill vehicle fuel tanks and dispenses oil, windshield washer solvent, and antifreeze, and charges all electric vehicles;
- Maintains fueling and charging station area clean and free of debris to minimize accidents and provide a safe environment and performs manual fuel tank stick measurements;
- Use handheld devices for photographs, log-in/log-out vehicles, inventory, safety inspections, retrieving parts and tracking City fleet records with information on vehicles serviced and work completed;
- Attends mandatory pre-service and in-service training and meetings and provides ideas for operational efficiency and improvement;
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- .Must be comfortable moving vehicles, towing equipment and working in inclement weather (i.e. wind, rain, heat, etc.).

Fleet Attendant

- Requires the use of safety equipment that may include but not limited to mask, gloves, face shield/goggles, non-slip shoes and/or other protective garments/equipment as needed.
- Ability to drive motorized vehicles. Other duties as assigned

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required. Drive motorized vehicles, heavy equipment, and work in heavy vehicle traffic conditions. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Fleet Attendant**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience, and a high school diploma or equivalent.

License/Certificate:

Possession of a clean valid class C California driver's license and the ability to obtain CPR, First Aid, AED certification.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

General fleet maintenance principles; monitoring and evaluating service supplies; fuel operations; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling transportation and delivery driving; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping, report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Fleet Attendant

Ability to:

Assist with planning, coordination, and implementation of a variety of Citywide fleet maintenance operations, including the effective and efficient maintenance, repair, purchase, and disposal of City vehicles and equipment, planning and managing inventory controls, computerized information systems, fuel systems, and specifications; display high levels of attention to detail, be able to multi-task, stay organized, be highly motivated, a self-starter and work as a team player; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard maintenance tools and equipment; operate an office computer and a variety of word processing and software applications.

HOURS:

Fleet Attendants will work both traditional and non-traditional hours, which will include an occasional weekend, late evening, or department special event. The workload is primary during the morning hours beginning around 8:00 a.m. However, the availability of hours for these positions may vary throughout the year.

Historical Data:

Adopted by Resolution 24-_____

FLSA Non-Exempt

Part-Time (less than 20 hours weekly): Unrepresented

CITY OF LATHROP
POLICE COMMANDERCAPTAIN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, plans, directs, supervises, and coordinates the activities of any assigned major programs and activities of the department; maintains charge of department supervisors; assumes command as assigned; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The ~~Police Commander~~ **Captain** is the management-level sworn classification and is responsible for the operations of assigned sworn and civilian personnel within the department in the protection of life and property, maintaining order, and enforcement of laws and ordinances. This class is required to manage various divisions, bureaus, and projects; investigate sensitive criminal or administrative matters; and assist the Police Chief in operations and support services functions as directed. This class is distinguished from Police Chief, which has overall management and budgetary responsibility for the Police Department. The ~~Police Commander~~ **Captain** is distinguished from the next lower class of Police ~~Sergeant~~ **Lieutenant** in that the latter has lead responsibility over a team of Police Sergeants, Police Officers, and or professional staff.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision and direction from the Police Chief. Exercises general supervision directly and through subordinate supervisors over Police Lieutenants, Police Sergeants, Police Officers, professional staff, and other staff as assigned.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Manages and supervises both sworn and professional staff and operational activities of a division, an assigned shift, or a function within a division; participates in the hiring process for subordinate positions and as needed.
- Organizes and assigns personnel among shifts; reviews shift activities and coordinates information gathered and work accomplished by subordinates.
- Supervises Police ~~Sergeants~~ **Lieutenant(s)** and/or civilian supervisors to assure proper policies and procedures are followed; supervises Police Sergeants in the absence of the Police Lieutenant; makes regular inspections of the holding area, building, and vehicles; investigates citizen complaints; appears in court as required.;

POLICE COMMANDER/CAPTAIN

City of Lathrop

Page 2

- Responds to major crimes, accident scenes, and emergencies; supervises investigations, interviews, and interrogations in the field; conducts highly complex and sensitive investigations; solves problems as they arise within the unit or program.
- Participates in the development and implementation of goals, objectives, policies, and priorities.
- Participates in the development and management of the department budget for functional area of responsibility; monitors and approves expenditures as authorized.
- Identifies opportunities for improving service delivery methods and procedures.
- Directs, coordinates, and reviews the work plan for the assigned area of responsibility; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Trains, motivates, supervises, and evaluates subordinate personnel; supervises and conducts personnel investigations and makes recommendations regarding discipline, assignment of personnel, and promotions.
- Coordinates assigned police activities with those of other units, divisions, other City departments, and outside agencies and organizations; provides staff assistance to the Police Chief; prepares and presents staff reports and other necessary correspondence.
- Responds to inquiries from the media and general public; conducts meetings with local groups; provides interviews to media personnel upon request.
- Reviews, corrects, and participates in the preparation of police reports and records.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the law enforcement field.
- May serve as Acting Police Chief when designated in the Police Chief's absence; may prepare and present to the City Council items related to the Police Department.
- May manage special programs or projects as required.
- Performs other related duties as required or assigned by the Chief of Police ~~superior officer~~.

QUALIFICATIONS: *(The following are minimum qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be the equivalent to a Bachelor's degree from an accredited college or university with major coursework in police science, criminal justice administration, public administration, or a related field; and at least ~~ten~~ six (6) (10) years of increasingly responsible service as a full-time, sworn peace officer with a public agency, including two (2) years at a supervisory level.

License/Certificate:

Possession of a valid California Driver License, Class C or higher, and a satisfactory driving record, prior to date of appointment. Possession of a valid California P.O.S.T. Advanced Certificate. Possession of California P.O.S.T. Supervisory Certificate is highly desirable. Possession of, or ability to obtain, a valid CPR certification.

Additional Requirements:

Meet the P.O.S.T requirements for a sworn position in the State of California, or M must currently be employed as a sworn peace officer, in good standing; must successfully complete a comprehensive P.O.S.T. background investigation, physical examination, and psychological evaluation; must possess U.S. citizenship at the time of appointment.

KNOWLEDGE/ABILITIES/PHYSICAL DEMANDS & WORK ENVIRONMENT: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Operations, services, and activities of a comprehensive municipal law enforcement program; law enforcement theory, principles, and practices and their application to a wide variety of services and programs; methods and techniques used in providing the full range of law enforcement and crime prevention services and activities, including investigation and identification, patrol, traffic control, crime prevention, records management, and care and custody of persons and property; principles and practices of community policing; Peace Officer Bill of Rights and its application; modern methods and procedures of criminal identification and records; use of firearms and other modern police equipment; methods and techniques of public relations; principles of customer service; recent court decisions and how they affect department operations; principles and practices of municipal budget preparation and administration; principles of supervision, training, and performance evaluation; office procedures, methods, and equipment including computers; principles of business letter writing and basic report preparation; thorough knowledge of pertinent federal, state, and local laws, ordinances, codes, and regulations.

Ability to:

Supervise, direct, and coordinate the work of assigned staff; select, train, and evaluate assigned staff; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; effectively deploy and review the work of officers and special investigational details; prepare clear and concise administrative reports; prepare and administer budgets; discharge firearms in a safe and effective manner; interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations; interpret and explain City law enforcement policies and procedures; supervise and conduct sensitive investigations; identify and prepare information for release to the media; analyze emergency situations and adopt quick, reasonable, and effective courses of action; respond to requests and inquiries from the general public; recommend improvements in departmental operations and in the rules, regulations, and policies governing the department; demonstrate an awareness and appreciation of the cultural diversity of the community; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Due to the varied and unpredictable nature of police work, the incumbent may also be required to perform the following: make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; may require continuous and repetitive arm-hand movements; use sufficient strength and agility to enable the incumbent to sprint, or jump; coordinate the movement of more than one limb simultaneously such as when using hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on, and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of patrol car or gathering evidence at crime scenes; wear a 15 lbs. utility/gun belt which requires the continuous support from stomach and lower back muscles; may require the movement of heavy objects 50lbs and more. Operate various office equipment such as telephones, computers, copiers, fax machines, etc. Safely operate the following equipment in the performance of duties: A variety of City-owned vehicles; firearms; communications equipment, such as two-way radios, cell phones, and pagers; mobile display terminals (MDT); various audio-visual equipment; and any other equipment assigned.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Environmental Conditions

Requires working outdoors and using body, ear, and eye protection such as safety helmets, armored vests, earplugs, utility belts, and other specialized equipment; involves exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, traffic, violent persons, assault hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees in this class are subject to the threat of injury and life-threatening hazards as part of police safety operations.

Working Conditions

Must be willing to work extended shifts or be called back in emergency situations and respond to personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.

Disaster Service Worker

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

Historical Data

Position Adopted July 2021, by Resolution 21-4921; and

Revised March 11, 2024 by Resolution: 24-_____

FLSA Status: Exempt

Unrepresented

CITY OF LATHROP
POLICE CORPORAL

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general or direct supervision, performs a wide variety of law enforcement and crime prevention duties of a more difficult and complex nature related to the protection of public health, safety, and welfare; acts as an assistance supervisor to a Patrol Sergeant; acts for the Sergeant in his/her absence; functions as an assistant to the Detective Sergeant and may assume command in his/her absence; carries out the duties in specialized fields of law enforcement, as assigned; and ensures the enforcement of all applicable federal, state, and local laws; performs investigative work; and performs additional related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Police Corporal** is a journey level class in the sworn police officer series, and the first level of supervision in the law enforcement series, in the absence of, or at the direction of, the Sergeant. An incumbent in this class supervises Officers engaged in a well-defined departmental activity on a part-time operational basis. Incumbents perform a full range of supervisory and training activity, and are responsible for the performance of the full scope of law enforcement duties and responsibilities performed by the Police Officer classification and additionally is assigned supervisory and Field Training responsibilities. Employees in this classification will be responsible during day-to-day operations until the arrival of a Sergeant, or Superior Officer. This classification differs from that of Police Sergeant in that supervisory duties are generally limited to day-to-day operations and non-personnel issues, unless assigned during an acting assignment.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Chief of Police, Police Captain, Lieutenant or Sergeant depending upon assignment. Exercises direct supervision over sworn and non-sworn personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs all duties and essential functions of the Police Officer classification of the City of Lathrop Police Department.
- When assigned to supervisory duties, and or acting in the Sergeant role, performs the following duties; but not limited to:

- Provides direct supervision to sworn and non-sworn personnel; plans, organizes and manages the activities and services of an assigned shift.
 - Carries out the orders of his/her superior officers; insures department Policies and Procedures are adhered to; reports in writing to his/her Commanding Officer, and or assigned Supervisor, incidents of misconduct, insubordination and neglect of or unfitness for duty; and takes charge of critical incidents.
 - Conducts roll calls; inspect members of his/her assigned shift; communicates orders and other necessary information; gives instruction and advice as necessary; insures all personnel assigned to him/her are properly equipped and are in proper uniform while on duty.
 - Monitors and follow-ups, as appropriate, the activities of personnel under his/her charge to determine if police duties, orders and instructions are promptly and efficiently performed.
 - Receives, reviews and approved reports from subordinate staff; participates in the preparation and maintenance of reports and records.
 - Sets a positive example for subordinates to follow, encouraging a relationship of trust and respect; may participate in the selection of staff; provide or coordinate staff training, either during shift briefing or designated training days.
 - Supervises, initiates, and conducts complex criminal investigations; follows-up on investigations of crimes and incidents initiated by other officers.
- As a Supervisory Field Training Officer (FTO), oversees training of new personnel and report progress or deficiencies to superior officers. Assignment of Police Corporals to FTO duties will be at the discretion of the Police Chief to supplement the assigned FTO Police Officers as needed.
 - Reviews and evaluates work methods and procedures for improving organizational performance. Gathers and analyzes data and makes recommendations on a variety of administrative, fiscal, personnel and operational issues. Provides information through oral or written reports, email, or memos.
 - Participates in the development and implementation of policies and procedures.
 - Identifies training opportunities and needs and makes recommendations to department management.
 - Performs public outreach and supports and furthers the principles of community oriented policing.
 - Responds to questions, concerns and requests for service from the public; provides information as appropriate and resolves complaints.
 - Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public
 - Perform other related duties and responsibilities as assigned.

QUALIFICATIONS: *(The following are minimum qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be graduation from high school or equivalent and successful completion of a Peace Officer Standards and Training (P.O.S.T.) certified Police Academy, and three (3) years of full-time paid experience as a sworn peace officer with a California Law Enforcement Agency. College level course work, supervisory experience and specialized training in law enforcement, criminal justice, or a related field is highly desirable.

License/Certificate:

Possession of a valid California Driver License, Class C or higher, and a satisfactory driving record, prior to date of appointment. Qualify for or possession of a valid California P.O.S.T. Basic Certificate or valid California P.O.S.T Basic Course Waiver upon completion of probation. Possession of, or ability to obtain, a valid CPR certification.

Additional Requirements:

Must be at least 21 years of age; must successfully complete a comprehensive P.O.S.T. background investigation, physical examination, and psychological evaluation; must possess U.S. citizenship at the time of appointment. Possession and maintenance of firearms qualification.

KNOWLEDGE/ABILITIES/PHYSICAL DEMANDS & WORK ENVIRONMENT: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Operations, services, and standard operating procedures of a modern police department; the principles, methods, materials, equipment, and techniques of peace officers as well as staying abreast of recent developments, current literature, and sources of information on peace officers; vehicle and penal codes, as well as state and local traffic laws; laws governing search and seizure, admissibility and presentation of evidence, laws of arrest, crime scene procedures, and court procedures; principles and practices of community policing; Peace Officer Bill of Rights and its application; verbal/physical control tactics; use and care of firearms and other police equipment; supervisory and customer service principles and techniques; modern office practices, methods, and computer equipment and applications related to the work; basic first aid and cardiopulmonary resuscitation techniques (CPR); English usage, grammar, spelling, and punctuation.

Ability to:

Learn, understand, and interpret laws; prepare accurate and grammatically correct written reports; respond to requests and inquiries from the general public; think and act quickly in emergencies, and judge situations and people accurately; observe and remember names, faces, numbers, incidents, and places; cope with stressful situations firmly, courteously, tactfully, and with respect for the rights of others; possess good judgment, character, reputation, poise, bearing, alertness, emotional stability, and sincerity to effect good working and public relations; demonstrate proficiency in the use and care of firearms; make clear and concise radio transmissions; work independently and as part of a team; operate a variety of motor vehicles as well as office equipment, including but not limited to computers and supporting word processing software applications; communicate clearly and concisely; follow instructions, both orally and in writing; meet standards of physical stature, endurance, and agility established by the City; demonstrate an awareness and appreciation of the diversity of the community; establish and maintain effective working relationships with other employees, staff, vendors, and the public.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Due to the varied and unpredictable nature of police work, the incumbent may also be required to perform the following: make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; may require continuous and repetitive arm-hand movements; use sufficient strength and agility to enable the incumbent to sprint, or jump; coordinate the movement of more than one limb simultaneously such as when using hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on, and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of patrol car or gathering evidence at crime scenes; wear a 15 lbs. utility/gun belt which requires the continuous support from stomach and lower back muscles; may require the movement of heavy objects 50lbs and more. Operate various office equipment such as telephones, computers, copiers, fax machines, etc. Safely operate the following equipment in the performance of duties: A variety of City-owned vehicles; firearms; communications equipment, such as two-way radios, cell phones, and pagers; mobile display terminals (MDT); various audio-visual equipment; and any other equipment assigned.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Environmental Conditions

Requires working outdoors and using body, ear, and eye protection such as safety helmets, armored vests, earplugs, utility belts, and other specialized equipment; involves exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, traffic, violent persons, assault hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees in this class are subject to the threat of injury and life-threatening hazards as part of police safety operations. Incumbents may be required to work rotating shifts and assignments, and may work overtime with little or no notice.

Working Conditions

Must be willing to work extended shifts, unusual hours, rotating shifts, evening, night, weekend, holidays, or be called back in emergency situations and respond to personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.

Disaster Service Worker

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

Historical Data

Position Adopted March __, 2024 by Resolution: 24- _____

FLSA Status: Non-Exempt

LPOA Bargaining Unit

CITY OF LATHROP

PROPERTY AND EVIDENCE MANAGER

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DEFINITION:

Under general direction, plans, organizes, directs, supervises, and manages the day-to-day activities and operations of the Lathrop Police Department Property and Evidence Division, including the compliance with applicable with state and local laws, regulations, and policies regarding the storage and disposal of property and evidence, and the operation of a city maintained property and evidence building; provides direction on the activities associated with receiving, processing, storing, tracking, coordinating, maintaining, transporting, safekeeping, and disposing of property and evidence under the jurisdiction and custody of the Lathrop Police Department; oversees the protection and integrity of evidence handling throughout the judicial process; provides highly responsible and complex administrative assistance to the assigned department, and other departments/agencies as needed; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Property and Evidence Manager** is a non-sworn managerial classification, which assumes substantive and significant responsibility for coordinating and supervising the work activities, staff and priorities of the Property and Evidence Division, including the overall responsibility for the proper handling and preservation of property and evidence. The position requires specialized expertise in regards to property and evidence, which is applied to the overall management of the Property and Evidence Division, serves as the technical expert for the division, and demonstrates confidence and professionalism and advanced skills in forensic disciplines. This position is distinguished from the lower classification series of Property and Evidence Technician, in that the incumbent has regulatory compliance, project planning, and management responsibilities for the entire Property and Evidence Division.

SUPERVISION RECEIVED/EXERCISED:

This position is part of the Property and Evidence Division, within the Lathrop Police Department. The incumbent receives general direction from the Police Chief, or his or her designee. Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Knowledge of advanced principles and practices of property and evidence management, including knowledge of federal, state and local laws, codes, ordinances, policies and procedures relevant to property and evidence buildings, and offsite property storage.
- Plans, organizes, coordinates, administers and directs the work of the Property and Evidence Division, and assigned facilities and staff; develops and directs the implementation of goals, objectives, policies, procedures and work standards according to related regulations; develops and evaluates the effectiveness of comprehensive property and evidence related functions and programs, including needs assessment, program design and planning, implementation, evaluation and enforcement.
- Audits the work of assigned staff, including documentation, categorizing, and storage methods for property and evidence; ensures staff maintains the physical integrity, control, and chain of custody.
- Writes and reviews policies, procedures and regulations regarding department methods, including responding appropriately to grievances, requests for information and other related customer service responsibilities; recommends and/or implements action for improvement; oversees the handling of Public Record Act requests requested of the Property and Evidence Division.
- Performs highly complex and specialized work requiring the exercise of independent and sound judgment, the application of a highly advanced technical skills, and detailed knowledge of the activities and procedures specific to the Police Department
- Manage, and/or supervises the management of the custody and safekeeping of various types of property, which have been recovered, found or are being held as evidence in connection with the prosecution of crimes; ensures safety precautions and establishes proper procedures for the handling of firearms, weapons, chemical samples, blood, DNA, narcotics, syringes, toxic materials, money, valuable items, illicit material, and alcoholic beverages to prevent injury, avoid contamination, and assures chain of custody is followed by assigned staff.
- Manage digital media, including body worn camera and in-car camera videos; may coordinate the training and deployment of body worn cameras and in-car cameras.
- Oversees the release and purge of property and evidence following appropriate federal, state, and local laws and regulations; follows the city's adopted document retention schedule; oversees the preparation of evidence and property for auction and/or disposal upon completion of court proceedings; oversees database updates with release information and authorizes property release letters to owners; release property to be used as evidence to legally authorized persons; authorize return of property to rightful owners.

- Oversees, coordinates and contracts for professional crime laboratory services; determines and justifies which evidence to refer; prepares and transports evidence, including weapons, narcotics, and biological specimens for analysis and processing by others; prepares required forms and submits forms with evidence to labs.
- Coordinates the selection, orientation, training and evaluation programs for assigned staff; provides and/or coordinates staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of staff to ensure compliance with applicable state and local laws, codes and regulations.
- Oversees and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; administers and monitors the approved division budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; and manages inventory control of department's fixed assets.
- Serves as the city's liaison to the court and other offices requiring the transmission of property and evidence; oversees the preparation of evidence for officers and investigators for court proceedings; supervises the maintenance of applicable records and tracks such actions; oversees the coordination with regulatory for periodic audits and inventories of property and evidence operations within the crime lab/storage facility; and appears and testifies in court regarding handling and chain-of-custody of evidence, as required.
- Monitors new legislation; stays abreast of Department of Justice firearms regulations to ensure compliance with applicable legislation and ordinances; verifies background check compliance prior to the release of firearms; coordinates with the District Attorney's Office regarding firearms confiscation petitions; secures court orders for the destruction of controlled substances and firearms on adjudicated cases; interprets and explains provisions of applicable laws, rules, policies and agreements to city management, employees, outside organizations and the public.
- Prepares detailed and professional reports and other written communications, including policies and procedures, City Council staff reports, executive summaries and statistical data.
- Represents the Property and Evidence Division in meetings with other City departments, the executive team, other public agencies, and community organizations or committees.
- Operates and supervises the use of California Law Enforcement Teletype (CLETS) and National Crime Information Computer (NCIC) terminals, by assigned staff.
- Perform other duties and responsibilities as assigned.

QUALIFICATIONS: *(The following are minimum qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of training, education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be education equivalent to graduation from an accredited four-year college or university with a major in criminalistics, forensic science, criminal justice, chemical or biological sciences, political science, or related field. Alternatively, a high school diploma or GED with supplemental college-level coursework and certification in criminology, police evidence management, or a related field. Five (5) years of experience working in a law enforcement agency performing duties related to securing, preserving, and releasing property and evidence. Two (2) years of supervisory experience is highly desirable.

License/Certificate:

Possession of a valid California Class C Driver's License.

Additional Requirements:

Must successfully complete a comprehensive background investigation. Successful completion of, or the ability to complete within twelve (12) months upon date of hire, the International Association of Property and Evidence (IAPE) course or California Association of Property and Evidence (CAPE) course.

KNOWLEDGE/ABILITIES/PHYSICAL DEMANDS & WORK ENVIRONMENT: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Current forensic methods and techniques used in the collection, preservation, organization, and presentation of physical evidence. Functions, terminology, services, and principles and practices of law enforcement work. Applicable federal, state, and local codes, regulations, policies, technical processes, and procedures pertaining to property and evidence functions. Occupational Safety and Health Administration (OSHA) requirements for handling and disposing of evidence with blood-borne pathogens, infectious diseases, and other related bodily fluids. Techniques for records management and evidence processing, including records disbursement and chain of evidence procedures. Methods used in the collection, tabulation, review, and distribution of evidence and property, forms, reports, and documents. Record keeping and inventory management principles and practices. Principles and techniques of business letter writing and report preparation. Techniques for effectively dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff. Business English, including grammar, spelling,

vocabulary, and punctuation. Modern equipment and communication tools used for business functions and program, project, and task coordination. Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, contractors, and City staff.

Ability to:

Perform technical, detailed, and responsible law enforcement support work. Conduct technical criminal evidence collection and maintenance. Prepare clear, concise, and accurate reports, correspondence, and other written materials. Organize, research, and maintain technical and administrative files. Enter data into a computer system, file and maintain automated and hardcopy records, and prepare written materials with sufficient speed and accuracy. Stay abreast of modern property and evidence processing, storage, and disposal procedures. Establish and maintain confidentiality. Safely handle firearms and narcotics. Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed. Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments. Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks. Communicate clearly and concisely, both orally and in writing. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials, and a computer screen and to operate a motor vehicle and visit various City sites; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Environmental Conditions

Employees work in an office, and or a storage warehouse environment with moderate noise levels, controlled temperature conditions; occasional exposure to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electric shock, risk of radiation, and vibration.

Working Conditions

Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures; employees will wear a uniform. This position may be required to work night and/or weekend hours and holidays.

Disaster Service Worker

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a “Local Emergency” is declared during the employee’s shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a “Local Emergency” is declared outside of the employee’s shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

Historical Data

Position Adopted March 11, 2024 by Resolution: 24-_____

FLSA Status: Exempt

LMCEA Bargaining Unit

CITY OF LATHROP PROJECT MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction of the ~~Senior Construction Manager or designee~~ Public Works Director, or his or her designee, plans, supervises, evaluates and participates in professional work in the planning, design, construction, maintenance and programming of services for citywide Capital Improvement Projects, streetscapes, landscaping, public facilities, utilities, parks, and other projects; performs complex analysis of project costs and monitoring project progress; performs complex analysis of project costs and monitoring project progress; ensures safe work practices, work quality and accuracy; maintains appropriate work records; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Project Manager** is a senior level position within the Public Works Department and exercises responsibility for planning, organizing and directing the work activities of Public Works assigned projects. The incumbent performs the more complex management of Capital Improvement Projects, reviews site plans for design conformance and accuracy, and performs complex construction management assignments requiring considerable knowledge of land development, planning, engineering, design standards and regulations, construction and maintenance. This classification is distinguished from the next higher classification of Senior Construction Manager.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the ~~Senior Construction Manager~~ Public Works Director, or his or her designee. —May exercise direct and indirect supervision over assigned professional, technical, supervisory, ~~and~~ field personnel, and or contractors.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Serves as a project manager for assigned citywide Capital Improvement Projects, services and activities including streets, lighting, storm drains, sewers, water, parks and landscape.
- Coordinates citywide Capital Improvement Projects with staff, project managers, contractors, utility companies and other agencies; administers construction contracts; supervises staff on construction sites; performs field inspections; plans, coordinates, prioritizes, monitors and participates in the work of staff responsible for reviewing design conformance and accuracy of public and private development projects.
- Establishes productive working relationships and c~~Coordinates the~~project related negotiation with developers for the development and construction of public infrastructure, including but not limited to facilities, streets, roads, parks and other landscape areas.

- Participates in the selection and supervision of contract professional engineers for the development of plan specifications, studies and reports. Works with contractors and consultants performing all types of construction management and inspection activities to ensure construction practices are in compliance with City standards. Directs and coordinates activities of project to ensure project progresses on schedule and within prescribed budget, modifies schedules or plans as required.
- Participates in the selection and supervision of contract professional engineers for the development of plan specifications, studies and reports. Works with contractors and consultants performing all types of construction management and inspection activities to ensure construction practices are in compliance with City standards. Directs and coordinates activities of project to ensure project progresses on schedule and within prescribed budget, modifies schedules or plans as required.
- Confers with department staff regarding budget requests for capital improvement and development projects, including, but not limited to facility maintenance and improvements, space needs, and leases; prepare and/or direct master plan projects; Participates in the development of and monitors performance against the annual operating and capital improvement budgets of the assigned department.
- Analyzes, implements and monitors short-term and long-term plans, goals and objectives focused on achieving the assigned department's mission and assigned priorities. Participates in the development of and monitors performance against the annual operating and capital improvement budgets of the assigned department. Manages and directs the development, implementation and evaluation of plans, policies and procedures to achieve the department's goals, objectives and work standards.
- Determine feasibility and cost estimates for requests for services and proposed projects; prepares project budgets, cost estimates, and project schedules for capital projects; plans, coordinates, and monitors capital improvement and maintenance projects; develops scope of work, manages the environmental review and permitting process when assigned to capital and development projects; confers with stakeholders and consultants as needed; prepare plans, documents, budget reports, and follows authorization-related procedures.
- Manages bid processes, including pre-bid conferences and walk-throughs; provide technical information in response to bidder inquiries; administer construction contracts, including managing project budgets and conducting field inspections.
 - Determines the development and market potential of real property; plans
- s, and determines the acquisition, development, and market potential of real property in conjunction with approval from the City Engineer and Public Works Director; participates in disposing and acquisition of real property; participates in real estate management related issues such as response to information requests; negotiates property leases and consultant agreements; manages; and prepares documents for City Council approval.

- Responds to the most complex and difficult inquiries and requests for information; provides information and resolves service issues and complaints; represents the Department with other City Departments, other agencies, civic groups and the public; establishes and maintains a customer service orientation.
- Evaluates pending legislation, implements, follows new and existing laws, regulations, requirements, and codes, and prepare implementation strategies as required for the work areas assigned.
- Establishes positive working relationships with the public, community organizations, state/local agencies, and City management and staff.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment, and acute hearing is required when providing phone and personal service. The need to lift, carry, pull and push tools, supplies and other equipment weighing up to 25 pounds is also required. Additionally, the incumbent in this position may work outdoors in all weather conditions as necessary.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:-

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Project Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience with direct project experience managing the land development, capital improvement projects, and or heavy construction projects in the area of public of public parks or other public facilities/infrastructure, and/or the e-quivalent to a Bachelor's Degree from an accredited college or university with major course work in business or public administration, facility management, regulatory compliance, construction management, architecture, civil engineering, project management, communications, land use and urban development, education and training equivalent to a bachelor's degree in park planning and design, landscape architecture, construction management, engineering, planning or a closely related field.

License/Certificate:-

Possession of, or the ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:-

Modern principles, procedures, practices and methods of landscape-architecture, planning, construction management, design and maintenance; strength of materials and stress analysis; CEQA environmental process, statutes, regulations and internal standards as applied to public capital projects; land use and urban development; park and recreation facility design; project inspection methods; contract administration; municipal laws, ordinances, codes, specifications and plans; methods and techniques of supervision, training and motivation; budgeting, ~~marketing~~, purchasing and forecasting; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:-

Plan, organize, direct and evaluate the work; make adjustments to standard operation procedures as necessary to improve organizational effectiveness; coordinate the project management of multiple Capital Improvement Projects; prepare and administer a project budget; negotiate and manage construction contracts; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; maintain flexibility in a rapidly changing environment; demonstrate initiative and creativity in fulfilling duties; reliable to carry out assignments and meet project timelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships. assist in the preparation and administration of the Department budget; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately.

Skill to:-

~~Operate an office computer and utilize software applications including technical applications to track project progress. Skill and knowledge to specify plant material adaptable to the San Joaquin County climate and growing conditions.~~ **Physical Demands**

Positions in this classification, on a continuous basis, sit at a desk and in meetings for long periods of time;

Attachment "G"

intermittently walk, stand, reach, push, pull, bend, squat, crouch, climb, stoop, kneel or twist while conducting field site inspections; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; see with sufficient acuity to read characters and decipher colors on a computer screen, in the field, and on the work site; see, hear, and speak with sufficient acuity to examine, assess, and communicate safety condition in the field; and employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Environmental Conditions

Employees work in an office, and or a construction site environments with moderate noise levels, controlled temperature conditions; occasional exposure to environmental particles, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electric shock, risk of radiation, and vibration.

Working Conditions

Employees may be required to wear a uniform, or protective clothing/gear. This position may be required to work night and/or weekend hours and holidays, as needed to remain on task with project schedules.

Disaster Service Worker

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities, which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

Historical Data

Position History: "Parks Project Manager eliminated by Resolution 10-2985

"Projects and Program Manager" created by Resolution 12-3496

Title revised to "Project Manager" by Resolution 18-4360

Job description revisions adopted March 11, 2024 by Resolution: 24-_____

FLSA Status: Exempt

LMCEA Bargaining Unit

CITY OF LATHROP

RECREATION MANAGER PARKS AND RECREATION MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position*

DEFINITION:

Under general direction of the Director of Parks and Recreation, or his or her designee and Maintenance Service, the Parks and **Recreation Manager** is responsible for the administration of all operations and activities of the Recreation division ~~Division~~ and ~~division assigned~~ personnel. This responsibility includes the oversight and supervision of full time and part time recreation staff, ~~acting as staff liaison~~ Commission Secretary of the Senior Advisory and Youth Advisory Commissions; the creation and implementation of a full calendar of Citywide special events; oversight of contracts for all leisure programs, the development and implementation of a variety of high quality youth and adult sports programs, senior programs, and youth and teen programs to meet the needs of a growing community; manages marketing, community outreach, website, promotional mailers, activity guides, and the City's social media platforms. The Parks and Recreation Manager ensures excellent customer service standards and reviews all final work products; recommends the purchase of supplies and equipment used in various activities, classes, and events; responsible for the oversight and compliance of the regulatory requirements of the City's Recycling & Solid waste Waste Program and community outreach and educational programs, coordinates projects with other departments, and the documentation of incidents for claim reporting. Acts as the Department Head in the absence of the Parks and Recreation Director.

DISTINGUISHING CHARACTERISTICS:

The **Parks and Recreation Manager** is a management level ~~employee position in the Parks and Recreation Department~~ responsible for the overall operation of the City's Recreation ~~d~~Division, including all related work for future, current and planned programs. This classification has supervisory responsibility of the recreation staff, which will require regularly monitoring and evaluation of assigned staff to ensure they are providing quality work and high productivity. This classification is distinguished from the next higher classification of Director of Parks and Recreation, and ~~Maintenance Services~~ in that the latter has overall responsibility for administering the responsibilities of ~~the Parks, Recreation, Fleet, Solid Waste and Recycling Maintenance Services Department.~~

SUPERVISION RECEIVED/EXERCISED:

Receives ~~immediate general direction supervision~~ from the Director of Parks and Recreation, ~~and Maintenance Services~~, or his or her designee. Exercises direct and indirect supervision over assigned professional, technical and functional recreation staff.

ESSENTIAL FUNCTIONS: *(included but not limited to)*

- ~~Assumes responsibility and o~~Oversees the work and functions within of the Recreation ~~division~~Division, including oversees the coordinating and supervising front office operations; processes all personnel and payroll paperwork; supervises, trains and evaluates staff; oversees and participates in the recruitment and selection process; makes recommendations on matters of general policy; oversees customer service and program registration.
- Supervises, promotes, implements, and evaluates various recreational programs for children and adults; supervises the operations of all City and joint use parks and recreation facilities; coordinates Parks & Recreation activities with community sports organizations, non-profit organizations, partnering organizations, and other City departments; facilitate use of all city recreational facilities and resources.
- Serves as the Secretary and provides staff support to the City's Youth and Advisory Commissions.
- Provides highly responsible and complex administrative support to the Director of Parks and Recreation, City Manager, Department Heads, and City Council, as needed on recreational related projects; prepare a variety of complex analytical and statistical reports and presentations as directed.
- Coordinates ~~Manages~~, tracks, reviews, and analyzes division budgets for the entire division; compiles budget and grant submittals; prepares and coordinates the entire Recreation D~~ivision~~ budget and submits to the ~~Finance Department~~ for approval; attends budget meetings with ~~Finance~~ and presents at City Council budget sessions; completes various financial reports; completes year-end financial memos.
- Ensures compliance with the city's procurement process; develops, negotiates, and supervises assigned professional service agreements, services contracts; monitor contracts for compliance and renewals; and o~~Oversees and manages all City special events and permits assigned to the Parks and Recreation Department.~~
- Responds to and resolves sensitive and difficult public inquiries and complaints; o
- Oversees and manages customer service delivery, including program registration; and responds to public inquiries about programs made by telephone, mail, or email or in person; resolves problems and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public; works closely with the school districts regarding joint-use agreements; maintains close contact with school officials and community groups regarding program offerings and coordination of services.
- Assists Engineering and Construction staff with the development and planning of parks and facilities design and development; if assigned may prepare cost estimates and justifications for budget recommendations and recommendations of Capital Improvement Projects, and monitors and controls expenditures for assigned projects.;
- May r~~Orders and maintains inventory of office supplies and uniforms for the division.~~
- ~~Oversees and manages all City Special Events and Permits~~
- ~~Oversees and manages all facility usage, both indoor and outdoor.~~

- ~~represents the City as the Recycling & Solid Waste Coordination during meetings with state, county, and local agencies; Oversees and manages all Solid Waste and Recycling regulatory compliance and programs, Cal Recycle mandated reporting, grant management and outreach; o-~~
- ~~Oversees franchise agreement for commercial hauler and annual license agreements for industrial haulers; and related -licensing, permitting and reporting.~~
- ~~Ensures compliance with all legislation and mandated regulation; maintains informed of pending legislation related to, but not limited to recycling, solid waste, hazardous waste and electronic waste; implements compliance programs for city staff and compliance programs for the community and businesses; holds educational events as required by state law; reports regulatory compliance as needed. purchasing compliance with SB 1383 for recycled content paper products.~~
- ~~—~~
- ~~Performs related work as required by the Director of Parks of Recreation, and Maintenance Services.~~
- ~~Other duties, as assigned.~~

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this indoor/outdoor position works in all weather conditions, including wet, hot and cold. The nature of the work also could require the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations. Employees may be required to wear a uniform, or protective clothing/gear. This position may be required to work night and/or weekend hours and holidays, as needed for event and project schedules.

QUALIFICATIONS:

(The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Recreation Manager, a typical way of obtaining the required qualifications is to possess a minimum of five (5) years of increasingly responsible experience including the supervision and management of full time staff, at least two years' experience in a recreation supervisory capacity or higher, and a bachelor's degree in recreation management, business or public administration of a related field.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license and CPR certification. A certified Park and Recreation Professional (CPRP) is desirable; however not required.

KNOWLEDGE/ABILITIES:

(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Modern principles, practices, methods, and material used in assessing the recreation, cultural, and leisure needs of the community, including children, teens, adults, and seniors; procedures for planning, implementing and maintaining a variety of recreation and leisure time activities and programs through community participation; principles and practices of program administration including budgeting and marketing; purchasing and program need forecasting; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; contract management; municipal budgetary processes and controls; grant management; techniques of research; occupational hazards and standard safety practices; proper English, spelling and grammar; office procedures, methods, and equipment, including computers and office software applications such as Microsoft Office Suite (Word, Excel, Outlook, Power Point); and pertinent federal, state, and local public sector labor and employment laws.

Ability to:

Plan and organize daily work schedules for the various recreation programs; plan, organize and direct children, teen, adult and senior programs and a variety of community classes and sports programs; supervise and participate in the establishment of division goals; design, develop and implement recreation and leisure programs suited to the needs of the community; elicit community and organizational support for community recreation programs; analyze, interpret and explain policies and procedures; prepare and administer the program budget; develop and maintain a wide variety of governmental and private grants; develop and coordinate work programs; respond to issues and concerns from the community; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and verbal directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships; and determine and administer training programs, including safety programs.

Disaster Service Worker

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities, which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

Historical Data:

Position History: The "Recreation Manager" job description revised and title updated to "Parks and Recreation Manager" adopted March 11, 2024, by Resolution 24-_____

FLSA Status: Exempt

LMCEA Bargaining Unit

Adopted

Bargaining Unit: LMCEA

**CITY OF LATHROP
GRADE-STEP TABLE
Eff. 3/11/2024**

Adopted by Resolution No. 24-_____

**FOR REFERENCE USE ONLY*

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
20			hourly	\$ 15.7899	\$ 16.5795	\$ 17.4086	\$ 18.2789	\$ 19.1928
			bi-weekly	1,263	1,326	1,393	1,462	1,535
			monthly	2,737	2,874	3,017	3,168	3,327
			annual	32,843	34,485	36,210	38,020	39,921
21			hourly	\$ 16.1847	\$ 16.9941	\$ 17.8436	\$ 18.7358	\$ 19.6727
			bi-weekly	1,295	1,360	1,427	1,499	1,574
			monthly	2,805	2,946	3,093	3,248	3,410
			annual	33,664	35,348	37,115	38,970	40,919
22			hourly	\$ 16.5888	\$ 17.4185	\$ 18.2892	\$ 19.2037	\$ 20.1637
			bi-weekly	1,327	1,393	1,463	1,536	1,613
			monthly	2,875	3,019	3,170	3,329	3,495
			annual	34,505	36,230	38,042	39,944	41,941
23			hourly	\$ 17.0040	\$ 17.8543	\$ 18.7470	\$ 19.6846	\$ 20.6684
			bi-weekly	1,360	1,428	1,500	1,575	1,653
			monthly	2,947	3,095	3,249	3,412	3,583
			annual	35,368	37,137	38,994	40,944	42,990
24			hourly	\$ 17.4294	\$ 18.3009	\$ 19.2156	\$ 20.1764	\$ 21.1852
			bi-weekly	1,394	1,464	1,537	1,614	1,695
			monthly	3,021	3,172	3,331	3,497	3,672
			annual	36,253	38,066	39,968	41,967	44,065
25			hourly	\$ 17.8651	\$ 18.7580	\$ 19.6959	\$ 20.6809	\$ 21.7151
			bi-weekly	1,429	1,501	1,576	1,654	1,737
			monthly	3,097	3,251	3,414	3,585	3,764
			annual	37,159	39,017	40,967	43,016	45,167
26			hourly	\$ 18.3116	\$ 19.2272	\$ 20.1885	\$ 21.1978	\$ 22.2577
			bi-weekly	1,465	1,538	1,615	1,696	1,781
			monthly	3,174	3,333	3,499	3,674	3,858
			annual	38,088	39,993	41,992	44,091	46,296
27	RECREATION LEADER FLEET ATTENDANT	UNREP UNREP	hourly	\$ 18.7693	\$ 19.7078	\$ 20.6935	\$ 21.7282	\$ 22.8144
			bi-weekly	1,502	1,577	1,655	1,738	1,825
			monthly	3,253	3,416	3,587	3,766	3,955
			annual	39,040	40,992	43,043	45,195	47,454
28			hourly	\$ 19.2385	\$ 20.2004	\$ 21.2105	\$ 22.2710	\$ 23.3848
			bi-weekly	1,539	1,616	1,697	1,782	1,871
			monthly	3,335	3,501	3,676	3,860	4,053
			annual	40,016	42,017	44,118	46,324	48,640
29			hourly	\$ 19.7196	\$ 20.7056	\$ 21.7408	\$ 22.8278	\$ 23.9693
			bi-weekly	1,578	1,656	1,739	1,826	1,918
			monthly	3,418	3,589	3,768	3,957	4,155
			annual	41,017	43,068	45,221	47,482	49,856
30			hourly	\$ 20.2125	\$ 21.2231	\$ 22.2842	\$ 23.3984	\$ 24.5684
			bi-weekly	1,617	1,698	1,783	1,872	1,965
			monthly	3,504	3,679	3,863	4,056	4,259
			annual	42,042	44,144	46,351	48,669	51,102
31			hourly	\$ 20.7179	\$ 21.7536	\$ 22.8414	\$ 23.9833	\$ 25.1826
			bi-weekly	1,657	1,740	1,827	1,919	2,015
			monthly	3,591	3,771	3,959	4,157	4,365
			annual	43,093	45,248	47,510	49,885	52,380
32	OFFICE ASSISTANT I SENIOR RECREATION LEADER	SEIU SEIU	hourly	\$ 21.2358	\$ 22.2974	\$ 23.4125	\$ 24.5827	\$ 25.8121
			bi-weekly	1,699	1,784	1,873	1,967	2,065
			monthly	3,681	3,865	4,058	4,261	4,474
			annual	44,170	46,379	48,698	51,132	53,689
33			hourly	\$ 21.7666	\$ 22.8549	\$ 23.9976	\$ 25.1977	\$ 26.4575
			bi-weekly	1,741	1,828	1,920	2,016	2,117
			monthly	3,773	3,962	4,160	4,368	4,586
			annual	45,274	47,538	49,915	52,411	55,032
34			hourly	\$ 22.3108	\$ 23.4265	\$ 24.5979	\$ 25.8279	\$ 27.1189
			bi-weekly	1,785	1,874	1,968	2,066	2,170
			monthly	3,867	4,061	4,264	4,477	4,701
			annual	46,406	48,727	51,164	53,722	56,407
35	OFFICE ASSISTANT II	SEIU	hourly	\$ 22.8688	\$ 24.0119	\$ 25.2125	\$ 26.4730	\$ 27.9968
			bi-weekly	1,830	1,921	2,017	2,118	2,224
			monthly	3,964	4,162	4,370	4,589	4,818
			annual	47,567	49,945	52,442	55,064	57,817

**CITY OF LATHROP
GRADE-STEP TABLE
Eff. 3/11/2024**

Adopted by Resolution No. 24-_____

**FOR REFERENCE USE ONLY*

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
36			hourly	\$ 23.4405	\$ 24.6122	\$ 25.8431	\$ 27.1350	\$ 28.4918
			bi-weekly	1,875	1,969	2,067	2,171	2,279
			monthly	4,063	4,266	4,479	4,703	4,939
			annual	48,756	51,193	53,754	56,441	59,263
37	RECREATION SPECIALIST SPECIAL ASSISTANT ANIMAL CENTER ASSISTANT	SEIU SEIU SEIU	hourly	\$ 24.0262	\$ 25.2274	\$ 26.4889	\$ 27.8136	\$ 29.2039
			bi-weekly	1,922	2,018	2,119	2,225	2,336
			monthly	4,165	4,373	4,591	4,821	5,062
			annual	49,974	52,473	55,097	57,852	60,744
38			hourly	\$ 24.6272	\$ 25.8584	\$ 27.1511	\$ 28.5086	\$ 29.9342
			bi-weekly	1,970	2,069	2,172	2,281	2,395
			monthly	4,269	4,482	4,706	4,941	5,189
			annual	51,225	53,785	56,474	59,298	62,263
39			hourly	\$ 25.2427	\$ 26.5049	\$ 27.8299	\$ 29.2216	\$ 30.6823
			bi-weekly	2,019	2,120	2,226	2,338	2,455
			monthly	4,375	4,594	4,824	5,065	5,318
			annual	52,505	55,130	57,886	60,781	63,819
40			hourly	\$ 25.8740	\$ 27.1677	\$ 28.5260	\$ 29.9521	\$ 31.4496
			bi-weekly	2,070	2,173	2,282	2,396	2,516
			monthly	4,485	4,709	4,945	5,192	5,451
			annual	53,818	56,509	59,334	62,300	65,415
41	ADMINISTRATIVE ASSISTANT I MAINTENANCE WORKER I WATER METER READER I	SEIU SEIU SEIU	hourly	\$ 26.5206	\$ 27.8466	\$ 29.2390	\$ 30.7009	\$ 32.2358
			bi-weekly	2,122	2,228	2,339	2,456	2,579
			monthly	4,597	4,827	5,068	5,321	5,588
			annual	55,163	57,921	60,817	63,858	67,050
42	CUSTOMER SERVICE REPRESENTATIVE I	SEIU	hourly	\$ 27.1835	\$ 28.5427	\$ 29.9702	\$ 31.4685	\$ 33.0422
			bi-weekly	2,175	2,283	2,398	2,517	2,643
			monthly	4,712	4,947	5,195	5,455	5,727
			annual	56,542	59,369	62,338	65,455	68,728
43	POLICE OFFICER TRAINEE POLICE RECORDS ASSISTANT I	NON-SWORN SEIU	hourly	\$ 27.8628	\$ 29.2564	\$ 30.7191	\$ 32.2551	\$ 33.8677
			bi-weekly	2,229	2,341	2,458	2,580	2,709
			monthly	4,830	5,071	5,325	5,591	5,870
			annual	57,955	60,853	63,896	67,091	70,445
44	INFORMATION TECHNOLOGY TECHNICIAN	SEIU	hourly	\$ 28.5596	\$ 29.9878	\$ 31.4872	\$ 33.0615	\$ 34.7147
			bi-weekly	2,285	2,399	2,519	2,645	2,777
			monthly	4,950	5,198	5,458	5,731	6,017
			annual	59,404	62,375	65,493	68,768	72,206
45	ADMINISTRATIVE ASSISTANT II MAINTENANCE WORKER II RECREATION COORDINATOR WATER METER READER II	SEIU SEIU SEIU SEIU	hourly	\$ 29.2736	\$ 30.7373	\$ 32.2743	\$ 33.8881	\$ 35.5825
			bi-weekly	2,342	2,459	2,582	2,711	2,847
			monthly	5,074	5,328	5,594	5,874	6,168
			annual	60,889	63,934	67,130	70,487	74,012
46	POLICE RECORDS ASSISTANT II	SEIU	hourly	\$ 30.0058	\$ 31.5059	\$ 33.0810	\$ 34.7354	\$ 36.4719
			bi-weekly	2,400	2,520	2,646	2,779	2,918
			monthly	5,201	5,461	5,734	6,021	6,322
			annual	62,412	65,532	68,809	72,250	75,861
47	ADMINISTRATIVE ASSISTANT III ADMINISTRATIVE TECHNICIAN I HUMAN RESOURCES TECHNICIAN PERMIT TECHNICIAN I	SEIU SEIU SEIU SEIU	hourly	\$ 30.7555	\$ 32.2937	\$ 33.9081	\$ 35.6034	\$ 37.3836
			bi-weekly	2,460	2,583	2,713	2,848	2,991
			monthly	5,331	5,598	5,877	6,171	6,480
			annual	63,971	67,171	70,529	74,055	77,758
48	MAINTENANCE WORKER III SOLID WASTE&RESOURCE CONSERV. COORD	SEIU SEIU	hourly	\$ 31.5247	\$ 33.1011	\$ 34.7558	\$ 36.4935	\$ 38.3185
			bi-weekly	2,522	2,648	2,780	2,919	3,065
			monthly	5,464	5,738	6,024	6,326	6,642
			annual	65,571	68,850	72,292	75,906	79,703
49	CUSTOMER SERVICE REPRESENTATIVE II PROPERTY AND EVIDENCE TECHNICIAN	SEIU SEIU	hourly	\$ 32.3127	\$ 33.9283	\$ 35.6250	\$ 37.4063	\$ 39.2765
			bi-weekly	2,585	2,714	2,850	2,993	3,142
			monthly	5,601	5,881	6,175	6,484	6,808
			annual	67,210	70,571	74,100	77,805	81,695
50	ENGINEERING TECHNICIAN I	SEIU	hourly	\$ 33.1205	\$ 34.7765	\$ 36.5155	\$ 38.3411	\$ 40.2583
			bi-weekly	2,650	2,782	2,921	3,067	3,221
			monthly	5,741	6,028	6,329	6,646	6,978
			annual	68,891	72,335	75,952	79,749	83,737
51	ADMINISTRATIVE TECHNICIAN II CRIME & INTELLIGENCE ANALYST PERMIT TECHNICIAN II SENIOR ADMINISTRATIVE ASSISTANT SENIOR CUSTOMER SERVICE REP	SEIU SEIU SEIU LMCEA SEIU	hourly	\$ 33.9487	\$ 35.6464	\$ 37.4285	\$ 39.3000	\$ 41.2648
			bi-weekly	2,716	2,852	2,994	3,144	3,301
			monthly	5,884	6,179	6,488	6,812	7,153
			annual	70,613	74,144	77,851	81,744	85,831

**CITY OF LATHROP
GRADE-STEP TABLE
Eff. 3/11/2024**

Adopted by Resolution No. 24-_____

**FOR REFERENCE USE ONLY*

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
52	ACCOUNTANT I	SEIU	hourly	\$ 34,7972	\$ 36,5369	\$ 38,3639	\$ 40,2820	\$ 42,2962
	BUILDING INSPECTOR I	SEIU	bi-weekly	2,784	2,923	3,069	3,223	3,384
	COMMUNITY SERVICE OFFICER I	SEIU	monthly	6,032	6,333	6,650	6,982	7,331
	HR ANALYST I	LMCEA	annual	72,378	75,997	79,797	83,787	87,976
	UTILITY OPERATOR I	SEIU						
53	CONSTRUCTION INSPECTOR I	SEIU	hourly	\$ 35,6673	\$ 37,4503	\$ 39,3228	\$ 41,2891	\$ 43,3538
	POLICE RECORDS SUPERVISOR	LMCEA	bi-weekly	2,853	2,996	3,146	3,303	3,468
	LEGAL SECRETARY	LMCEA	monthly	6,182	6,491	6,816	7,157	7,515
			annual	74,188	77,897	81,791	85,881	90,176
54	ENGINEERING TECHNICIAN II	SEIU	hourly	\$ 36,5588	\$ 38,3868	\$ 40,3060	\$ 42,3214	\$ 44,4376
	EXECUTIVE ASSISTANT	LMCEA	bi-weekly	2,925	3,071	3,224	3,386	3,555
			monthly	6,337	6,654	6,986	7,336	7,703
			annual	76,042	79,845	83,836	88,028	92,430
55	BUILDING INSPECTOR II	SEIU	hourly	\$ 37,4729	\$ 39,3465	\$ 41,3138	\$ 43,3793	\$ 45,5484
	COMMUNITY SERVICE OFFICER II	SEIU	bi-weekly	2,998	3,148	3,305	3,470	3,644
	PERMIT TECHNICIAN III	SEIU	monthly	6,495	6,820	7,161	7,519	7,895
	SENIOR ACCOUNTING TECHNICIAN	SEIU	annual	77,944	81,841	85,933	90,229	94,741
56	ACCOUNTANT II	SEIU	hourly	\$ 38,4098	\$ 40,3301	\$ 42,3467	\$ 44,4642	\$ 46,6871
	DEPUTY CITY CLERK	LMCEA	bi-weekly	3,073	3,226	3,388	3,557	3,735
	HR ANALYST II	LMCEA	monthly	6,658	6,991	7,340	7,707	8,092
	MANAGEMENT ANALYST I (CONFIDENTIAL)	LMCEA	annual	79,892	83,887	88,081	92,486	97,109
	UTILITY OPERATOR II CRIME & INTELLIGENCE ANALYST	SEIU						
57	CONSTRUCTION INSPECTOR II	SEIU	hourly	\$ 39,3698	\$ 41,3383	\$ 43,4054	\$ 45,5754	\$ 47,8544
	CUSTOMER SERVICE SUPERVISOR	LMCEA	bi-weekly	3,150	3,307	3,472	3,646	3,828
	LEGAL ASSISTANT	LMCEA	monthly	6,824	7,165	7,524	7,900	8,295
	PARKS & RECREATION SUPERVISOR	LMCEA	annual	81,889	85,984	90,283	94,797	99,537
58	ASSISTANT PLANNER	SEIU	hourly	\$ 40,3541	\$ 42,3718	\$ 44,4905	\$ 46,7147	\$ 49,0508
	JUNIOR ENGINEER	SEIU	bi-weekly	3,228	3,390	3,559	3,737	3,924
	SENIOR ENGINEERING TECHNICIAN	SEIU	monthly	6,995	7,344	7,712	8,097	8,502
	ELECTRICIAN / INSTRUMENT TECH	SEIU	annual	83,936	88,133	92,540	97,167	102,026
59	BUILDING INSPECTOR III	SEIU	hourly	\$ 41,3630	\$ 43,4312	\$ 45,6026	\$ 47,8825	\$ 50,2770
	CHIEF UTILITY OPERATOR	SEIU	bi-weekly	3,309	3,474	3,648	3,831	4,022
	COMMUNITY SERVICE OFFICER III	SEIU	monthly	7,170	7,528	7,904	8,300	8,715
	LANDSCAPE & IRRIGATION SPECIALIST MAINTENANCE SERVICES SUPERVISOR	LMCEA LMCEA	annual	86,035	90,337	94,853	99,596	104,576
60	EXECUTIVE ASSIST TO THE CITY MANAGER	LMCEA	hourly	\$ 42,3973	\$ 44,5171	\$ 46,7429	\$ 49,0801	\$ 51,5339
	INFORMATION TECHNOLOGY ENGINEER I	LMCEA	bi-weekly	3,392	3,561	3,739	3,926	4,123
	MANAGEMENT ANALYST II (CONFIDENTIAL)	LMCEA	monthly	7,349	7,716	8,102	8,507	8,933
			annual	88,186	92,596	97,225	102,087	107,191
61	CONSTRUCTION INSPECTOR III	SEIU	hourly	\$ 43,4569	\$ 45,6300	\$ 47,9112	\$ 50,3068	\$ 52,8222
	POLICE SERVICES MANAGER	LMCEA	bi-weekly	3,477	3,650	3,833	4,025	4,226
	UTILITY MAINTENANCE SUPERVISOR	LMCEA	monthly	7,533	7,909	8,305	8,720	9,156
	UTILITY OPERATOR III	SEIU	annual	90,390	94,910	99,655	104,638	109,870
62	WW TREATMENT PLANT SUPERVISOR	LMCEA	hourly	\$ 44,5434	\$ 46,7707	\$ 49,1090	\$ 51,5647	\$ 54,1427
			bi-weekly	3,563	3,742	3,929	4,125	4,331
			monthly	7,721	8,107	8,512	8,938	9,385
			annual	92,650	97,283	102,147	107,254	112,617
63	ASSOCIATE PLANNER	SEIU	hourly	\$ 45,6571	\$ 47,9399	\$ 50,3370	\$ 52,8535	\$ 55,4962
	SENIOR BUILDING INSPECTOR	SEIU	bi-weekly	3,653	3,835	4,027	4,228	4,440
			monthly	7,914	8,310	8,725	9,161	9,619
			annual	94,967	99,715	104,701	109,935	115,432
64	ASSISTANT ENGINEER	SEIU	hourly	\$ 46,7983	\$ 49,1381	\$ 51,5952	\$ 54,1752	\$ 56,8837
	COMPLIANCE ENGINEER	SEIU	bi-weekly	3,744	3,931	4,128	4,334	4,551
	PARKS AND FACILITIES MANAGER	LMCEA	monthly	8,112	8,517	8,943	9,390	9,860
	PARKS AND REC ADMINISTRATOR RECREATION MANAGER	SEIU LMCEA	annual	97,341	102,207	107,318	112,684	118,318
	PROPERTY AND EVIDENCE MANAGER ANIMAL CENTER MANAGER STREETS AND OPERATIONS MANAGER	LMCEA LMCEA LMCEA						
65	BUDGET MANAGER	LMCEA	hourly	\$ 47,9684	\$ 50,3670	\$ 52,8851	\$ 55,5294	\$ 58,3061
	POLICE OFFICER	SWORN	bi-weekly	3,837	4,029	4,231	4,442	4,664
	SENIOR ACCOUNTANT	LMCEA	monthly	8,315	8,730	9,167	9,625	10,106
			annual	99,774	104,763	110,001	115,501	121,277

**CITY OF LATHROP
GRADE-STEP TABLE
Eff. 3/11/2024**

Adopted by Resolution No. 24-_____

**FOR REFERENCE USE ONLY*

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
66			hourly	\$ 49,1676	\$ 51,6259	\$ 54,2073	\$ 56,9175	\$ 59,7638
			bi-weekly	3,933	4,130	4,337	4,553	4,781
			monthly	8,522	8,948	9,396	9,866	10,359
			annual	102,269	107,382	112,751	118,388	124,309
67	COMMUNITY SERVICES SUPERVISOR HUMAN RESOURCES MANAGER INFORMATION TECHNOLOGY ENGINEER II SENIOR MANAGEMENT ANALYST SPECIAL DISTRICTS MANAGER PARKS AND RECREATION MANAGER	LMCEA EXEMPT LMCEA LMCEA LMCEA LMCEA	hourly	\$ 50,3967	\$ 52,9168	\$ 55,5624	\$ 58,3410	\$ 61,2575
			bi-weekly	4,032	4,233	4,445	4,667	4,901
			monthly	8,735	9,172	9,631	10,112	10,618
			annual	104,825	110,067	115,570	121,349	127,416
68	PERMIT AND PLAN CHECK SUPERVISOR POLICE CORPORAL	LMCEA SWORN	hourly	\$ 51,6565	\$ 54,2396	\$ 56,9514	\$ 59,7991	\$ 62,7892
			bi-weekly	4,133	4,339	4,556	4,784	5,023
			monthly	8,954	9,402	9,872	10,365	10,883
			annual	107,445	112,818	118,459	124,382	130,602
69	SENIOR PLANNER UTILITY PLANT SUPERVISOR	LMCEA LMCEA	hourly	\$ 52,9481	\$ 55,5955	\$ 58,3755	\$ 61,2941	\$ 64,3587
			bi-weekly	4,236	4,448	4,670	4,904	5,149
			monthly	9,178	9,637	10,118	10,624	11,156
			annual	110,132	115,639	121,421	127,492	133,866
70	ASSOCIATE ENGINEER	SEIU	hourly	\$ 54,2720	\$ 56,9857	\$ 59,8346	\$ 62,8265	\$ 65,9677
			bi-weekly	4,342	4,559	4,787	5,026	5,277
			monthly	9,407	9,878	10,371	10,890	11,434
			annual	112,886	118,530	124,456	130,679	137,213
71	INFORMATION TECH ENGINEER III PARKS AND REC SUPERINTENDENT	LMCEA LMCEA	hourly	\$ 55,6289	\$ 58,4100	\$ 61,3306	\$ 64,3969	\$ 67,6168
			bi-weekly	4,450	4,673	4,906	5,152	5,409
			monthly	9,642	10,124	10,631	11,162	11,720
			annual	115,708	121,493	127,568	133,946	140,643
72	POLICE SERGEANT	SWORN	hourly	\$ 57,0195	\$ 59,8704	\$ 62,8640	\$ 66,0070	\$ 69,3074
			bi-weekly	4,562	4,790	5,029	5,281	5,545
			monthly	9,883	10,378	10,896	11,441	12,013
			annual	118,600	124,530	130,757	137,295	144,159
73	ASSISTANT CHIEF BUILDING OFFICIAL	LMCEA	hourly	\$ 58,4447	\$ 61,3670	\$ 64,4356	\$ 67,6572	\$ 71,0400
			bi-weekly	4,676	4,909	5,155	5,413	5,683
			monthly	10,130	10,637	11,169	11,727	12,314
			annual	121,565	127,643	134,026	140,727	147,763
74	CITY CLERK FINANCE MANAGER PRINCIPAL PLANNER SENIOR CIVIL ENGINEER	EXEMPT LMCEA LMCEA LMCEA	hourly	\$ 59,9062	\$ 62,9013	\$ 66,0461	\$ 69,3486	\$ 72,8159
			bi-weekly	4,792	5,032	5,284	5,548	5,825
			monthly	10,384	10,903	11,448	12,020	12,621
			annual	124,605	130,835	137,376	144,245	151,457
75			hourly	\$ 61,4039	\$ 64,4739	\$ 67,6973	\$ 71,0824	\$ 74,6363
			bi-weekly	4,912	5,158	5,416	5,687	5,971
			monthly	10,643	11,175	11,734	12,321	12,937
			annual	127,720	134,106	140,810	147,851	155,243
76	ACCOUNTING MANAGER CONSTRUCTION SUPERINTENDENT DEPUTY DIRECTOR OF PARKS, REC & MAINT PARKS PROJECT MANAGER PROJECT MANAGER UTILITY OPERATIONS SUPERINTENDENT	LMCEA LMCEA LMCEA LMCEA LMCEA LMCEA	hourly	\$ 62,9387	\$ 66,0858	\$ 69,3898	\$ 72,8594	\$ 76,5023
			bi-weekly	5,035	5,287	5,551	5,829	6,120
			monthly	10,909	11,455	12,028	12,629	13,260
			annual	130,913	137,458	144,331	151,548	159,125
77	ASSISTANT CITY ATTORNEY	EXEMPT	hourly	\$ 64,5119	\$ 67,7378	\$ 71,1246	\$ 74,6807	\$ 78,4149
			bi-weekly	5,161	5,419	5,690	5,974	6,273
			monthly	11,182	11,741	12,328	12,945	13,592
			annual	134,185	140,895	147,939	155,336	163,103
78	DEPUTY FINANCE DIRECTOR	LMCEA	hourly	\$ 66,1252	\$ 69,4311	\$ 72,9028	\$ 76,5478	\$ 80,3755
			bi-weekly	5,290	5,554	5,832	6,124	6,430
			monthly	11,462	12,035	12,636	13,268	13,932
			annual	137,540	144,417	151,638	159,219	167,181
79	ECONOMIC DEV ADMINISTRATOR LAND DEVELOPMENT MANAGER	LMCEA LMCEA	hourly	\$ 67,7782	\$ 71,1668	\$ 74,7257	\$ 78,4617	\$ 82,3847
			bi-weekly	5,422	5,693	5,978	6,277	6,591
			monthly	11,748	12,336	12,952	13,600	14,280
			annual	140,979	148,027	155,429	163,200	171,360

**CITY OF LATHROP
GRADE-STEP TABLE
Eff. 3/11/2024**

Adopted by Resolution No. 24-_____

**FOR REFERENCE USE ONLY*

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<u>2023 Compensation May Be Subject to CalPERS Compensation Limits Beginning at Grade 80/Step 5</u>								
80	ASSISTANT COM DEV DIRECTOR CHIEF PLANNING OFFICIAL PRINCIPAL ENGINEER	LMCEA LMCEA LMCEA	hourly	\$ 69,4724	\$ 72,9462	\$ 76,5935	\$ 80,4231	\$ 84,4443
			bi-weekly	5,558	5,836	6,127	6,434	6,756
			monthly	12,042	12,644	13,276	13,940	14,637
			annual	144,503	151,728	159,315	167,280	175,644
81	CHIEF BUILDING OFFICIAL CHIEF INFORMATION OFFICER POLICE LIEUTENANT	EXEMPT EXEMPT SWORN	hourly	\$ 71,2096	\$ 74,7701	\$ 78,5089	\$ 82,4341	\$ 86,5557
			bi-weekly	5,697	5,982	6,281	6,595	6,924
			monthly	12,343	12,960	13,608	14,289	15,003
			annual	148,116	155,522	163,299	171,463	180,036
82	ASSISTANT PUBLIC WORKS DIRECTOR	LMCEA	hourly	\$ 72,9896	\$ 76,6395	\$ 80,4711	\$ 84,4945	\$ 88,7197
			bi-weekly	5,839	6,131	6,438	6,760	7,098
			monthly	12,652	13,284	13,948	14,646	15,378
			annual	151,818	159,410	167,380	175,749	184,537
83	SENIOR CONSTRUCTION MANAGER	LMCEA	hourly	\$ 74,8145	\$ 78,5550	\$ 82,4829	\$ 86,6066	\$ 90,9372
			bi-weekly	5,985	6,284	6,599	6,929	7,275
			monthly	12,968	13,616	14,297	15,012	15,762
			annual	155,614	163,394	171,564	180,142	189,149
84	POLICE COMMANDER POLICE CAPTAIN	SWORN SWORN	hourly	\$ 76,6846	\$ 80,5191	\$ 84,5448	\$ 88,7719	\$ 93,2110
			bi-weekly	6,135	6,442	6,764	7,102	7,457
			monthly	13,292	13,957	14,654	15,387	16,157
			annual	159,504	167,480	175,853	184,646	193,879
85	DIRECTOR OF GOV'T SERV/CITY CLERK DIRECTOR OF HUMAN RESOURCES DIRECTOR OF INFORMATION SYSTEMS DIRECTOR OF PARKS, REC & MAINT SERV	EXEMPT EXEMPT EXEMPT EXEMPT	hourly	\$ 78,6017	\$ 82,5320	\$ 86,6586	\$ 90,9915	\$ 95,5410
			bi-weekly	6,288	6,603	6,933	7,279	7,643
			monthly	13,624	14,306	15,021	15,772	16,560
			annual	163,492	171,667	180,250	189,262	198,725
86	CITY ENGINEER	EXEMPT	hourly	\$ 80,5667	\$ 84,5953	\$ 88,8249	\$ 93,2662	\$ 97,9295
			bi-weekly	6,445	6,768	7,106	7,461	7,834
			monthly	13,965	14,663	15,396	16,166	16,974
			annual	167,579	175,958	184,756	193,994	203,693
87	DIRECTOR OF FINANCE	EXEMPT	hourly	\$ 82,5811	\$ 86,7102	\$ 91,0458	\$ 95,5978	\$ 100,3779
			bi-weekly	6,606	6,937	7,284	7,648	8,030
			monthly	14,314	15,030	15,781	16,570	17,399
			annual	171,769	180,357	189,375	198,844	208,786
88	DIRECTOR OF COMMUNITY DEVELOPMENT DIRECTOR OF PUBLIC WORKS	EXEMPT EXEMPT	hourly	\$ 84,6456	\$ 88,8778	\$ 93,3216	\$ 97,9878	\$ 102,8872
			bi-weekly	6,772	7,110	7,466	7,839	8,231
			monthly	14,672	15,405	16,176	16,985	17,834
			annual	176,063	184,866	194,109	203,815	214,005
89			hourly	\$ 86,7618	\$ 91,0998	\$ 95,6550	\$ 100,4378	\$ 105,4594
			bi-weekly	6,941	7,288	7,652	8,035	8,437
			monthly	15,039	15,791	16,580	17,409	18,280
			annual	180,465	189,488	198,962	208,911	219,356
90	DEPUTY CITY MANAGER	EXEMPT	hourly	\$ 88,9310	\$ 93,3772	\$ 98,0462	\$ 102,9486	\$ 108,0960
			bi-weekly	7,114	7,470	7,844	8,236	8,648
			monthly	15,415	16,185	16,995	17,844	18,737
			annual	184,977	194,225	203,936	214,133	224,840
91	ASSISTANT CITY MANAGER	EXEMPT	hourly	\$ 91,1541	\$ 95,7115	\$ 100,4975	\$ 105,5226	\$ 110,7986
			bi-weekly	7,292	7,657	8,040	8,442	8,864
			monthly	15,800	16,590	17,420	18,291	19,205
			annual	189,601	199,080	209,035	219,487	230,461
92			hourly	\$ 93,4394	\$ 98,1119	\$ 103,0116	\$ 108,1600	\$ 113,5680
			bi-weekly	7,475	7,849	8,241	8,653	9,085
			monthly	16,196	17,006	17,855	18,748	19,685
			annual	194,354	204,073	214,264	224,973	236,221
93			hourly	\$ 95,7757	\$ 100,5564	\$ 105,5858	\$ 110,8640	\$ 116,4126
			bi-weekly	7,662	8,045	8,447	8,869	9,313
			monthly	16,601	17,430	18,302	19,216	20,178
			annual	199,213	209,157	219,618	230,597	242,138
94			hourly	\$ 98,1660	\$ 103,0765	\$ 108,2249	\$ 113,6437	\$ 119,3221
			bi-weekly	7,853	8,246	8,658	9,091	9,546
			monthly	17,015	17,867	18,759	19,698	20,682
			annual	204,185	214,399	225,108	236,379	248,190
95			hourly	\$ 100,6104	\$ 105,6399	\$ 110,9289	\$ 116,4667	\$ 122,2965
			bi-weekly	8,049	8,451	8,874	9,317	9,784
			monthly	17,439	18,311	19,228	20,188	21,198
			annual	209,270	219,731	230,732	242,251	254,377

**CITY OF LATHROP
GRADE-STEP TABLE
Eff. 3/11/2024**

Adopted by Resolution No. 24-_____

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GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
96			hourly	\$ 103,1306	\$ 108,2898	\$ 113,6978	\$ 119,3870	\$ 125,3574
			bi-weekly	8,250	8,663	9,096	9,551	10,029
			monthly	17,876	18,770	19,708	20,694	21,729
			annual	214,512	225,243	236,491	248,325	260,743

CONTRACT								
	POLICE CHIEF	EXEMPT	annual	\$ 248,190				
	CITY ATTORNEY	EXEMPT	annual	\$ 258,153				
	CITY MANAGER	EXEMPT	annual	\$ 277,023				

Changes

Add:

- Fleet Attendant Grade 27
- Property and Evidence Manager Grade 64
- Parks and Recreation Manager Grade 67
- Police Corporal Grade 68
- Police Captain Grade 84

Remove:

- Recreation Specialist Grade 37
- Parks and Facilities Manager Grade 64
- Parks and Rec Administrator Grade 64
- Recreation Manager Grade 64
- Parks Project Manager Grade 76
- Police Commander Grade 84

Change:

- Crime & Intelligence Analyst Grade 51 to Grade 56

AUTHORIZED POSITIONS BY DEPARTMENT

Summary by Department

	2023/24 Adopted Budget	2023/24 Amended 07/10/23	2023/24 Amended 03/11/24
CITY MANAGER			
City Manager			
Assistant City Manager	0.25	0.25	0.25
Deputy City Manager	0.00	1.00	1.00
City Manager	1.00	1.00	1.00
Director of Government Services/City Clerk	0.50	0.50	0.50
Economic Development Administrator	1.00	1.00	1.00
Total	2.75	3.75	3.75
CITY MANAGER - Total	2.75	3.75	3.75
CITY CLERK			
City Clerk			
Deputy City Clerk	1.00	1.00	1.00
Director of Government Services/City Clerk	0.50	0.50	0.50
Total	1.50	1.50	1.50
CITY CLERK - Total	1.50	1.50	1.50
CITY ATTORNEY			
City Attorney			
Administrative Assistant I/II/III	1.00	1.00	0.00
City Attorney	1.00	1.00	1.00
Legal Assistant	0.00	0.00	1.00
Legal Secretary	1.00	1.00	1.00
Total	3.00	3.00	3.00
CITY ATTORNEY - Total	3.00	3.00	3.00
HUMAN RESOURCES			
Human Resources			
Human Resources Director	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00
HR Analyst I/II	1.00	1.00	1.00
HR Technician	1.00	1.00	1.00
Total	4.00	4.00	4.00
HUMAN RESOURCES - Total	4.00	4.00	4.00

AUTHORIZED POSITIONS BY DEPARTMENT

Summary by Department

	2023/24 Adopted Budget	2023/24 Amended 07/10/23	2023/24 Amended 03/11/24
FINANCE			
Finance			
Accountant I/II	0.00	0.00	1.00
Administrative Technician I/II	1.00	1.00	1.00
Customer Service Representatives I/II	5.00	5.00	4.00
Customer Service Supervisor	1.00	1.00	1.00
Deputy Finance Director	1.00	0.00	0.00
Director of Finance	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00
Management Analyst I/II	2.00	2.00	2.00
Senior Customer Service Representative	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00
Total	15.00	14.00	14.00
FINANCE - Total	15.00	14.00	14.00
INFORMATION SYSTEMS			
Information Systems			
Director of Information Systems	1.00	1.00	1.00
Chief Information Officer	1.00	1.00	0.00
Information Technology Technician	0.00	0.00	1.00
Information Technology Engineer I/II/III	6.00	6.00	7.00
Management Analyst I/II	1.00	1.00	1.00
Total	9.00	9.00	10.00
INFORMATION SYSTEMS - Total	9.00	9.00	10.00
COMMUNITY DEVELOPMENT			
Planning			
Administrative Assistant I/II/III	0.10	0.10	0.10
Associate Planner	1.00	1.00	1.00
Director of Community Development	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00
Total	4.10	4.10	4.10
COMMUNITY DEVELOPMENT - Total	4.10	4.10	4.10

AUTHORIZED POSITIONS BY DEPARTMENT

Summary by Department

	2023/24 Adopted Budget	2023/24 Amended 07/10/23	2023/24 Amended 03/11/24
PUBLIC SAFETY			
Police			
Sworn			
Police Captain	0.00	0.00	2.00
Police Chief	1.00	1.00	1.00
Police Corporal	0.00	0.00	5.00
Police Commander	2.00	2.00	0.00
Police Lieutenant	1.00	1.00	2.00
Police Officer	32.00	32.00	27.00
Police Sergeant	6.00	6.00	6.00
Total	42.00	42.00	43.00
Non-Sworn			
Police Crime and Intelligence Analyst I/II	0.00	0.00	1.00
Police Records Assistant I/II	2.00	2.00	2.00
Police Records Supervisor	1.00	1.00	1.00
Property & Evidence Manager	0.00	0.00	1.00
Property & Evidence Technician	1.00	1.00	1.00
Total	4.00	4.00	6.00
Administration			
Management Analyst I/II	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	2.00	2.00	2.00
Community Services Division			
Community Services Supervisor	1.00	1.00	1.00
Community Services Officer I/II/III	5.00	5.00	5.00
Administrative Assistant I/II/III	1.00	1.00	1.00
Animal Center Assistant	1.00	1.00	1.00
Animal Shelter Supervisor	1.00	1.00	1.00
Total	9.00	9.00	9.00
PUBLIC SAFETY - Total	57.00	57.00	60.00
PARKS, RECREATION AND MAINTENANCE SERVICES			
Parks and Recreation			
Administrative Assistant I/II/III	3.00	3.00	3.00
Director of Parks, Recreation and Maintenance	1.00	1.00	1.00
Fleet Attendant	0.00	0.00	0.45
Management Analyst I/II	1.00	1.00	1.00
Parks and Recreation Manager	0.00	0.00	1.00
Recreation Coordinator	3.00	3.00	3.00
Recreation Leaders	9.45	9.45	9.00
Recreation Manager	1.00	1.00	0.00

AUTHORIZED POSITIONS BY DEPARTMENT

Summary by Department

	2023/24 Adopted Budget	2023/24 Amended 07/10/23	2023/24 Amended 03/11/24
Recreation Supervisor	2.00	2.00	2.00
Senior Administrative Assistant	1.00	1.00	1.00
Senior Recreation Leaders	5.00	5.00	5.00
Total	26.45	26.45	26.45
Maintenance Services			
Landscape and Irrigation Specialist	1.00	1.00	0.00
Maintenance Services Supervisor	1.00	1.00	2.00
Maintenance Worker I/II/III	5.00	5.00	5.00
Parks and Recreation Supervisor	1.00	1.00	1.00
Senior Recreation Leaders	2.00	2.00	2.00
Total	10.00	10.00	10.00
PARKS, RECREATION AND MAINTENANCE - Total	36.45	36.45	36.45
BUILDING SAFETY AND INSPECTIONS			
Building			
Administrative Assistant I/II/III	0.60	0.60	0.60
Assistant City Manager	0.32	0.32	0.32
Building Inspector I/II/III	3.00	3.00	3.00
Chief Building Official	1.00	1.00	1.00
Management Analyst I/II	1.00	1.00	1.00
Permit and Plan Check Supervisor	1.00	1.00	1.00
Permit Technician I/II/III	3.00	3.00	3.00
Total	9.92	9.92	9.92
BUILDING SAFETY AND INSPECTIONS - Total	9.92	9.92	9.92
PUBLIC WORKS			
Public Works			
Administrative Assistant I/II/III	3.30	3.30	3.30
Assistant City Manager	0.43	0.43	0.43
Assistant Engineer	3.00	3.00	1.00
Associate Engineer	1.00	1.00	3.00
City Engineer	1.00	1.00	1.00
Compliance Engineer	1.00	1.00	1.00
Construction Inspector I/II/III	3.00	3.00	3.00
Construction Superintendent	1.00	1.00	1.00
Electrician / Instrument Technician	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Maintenance Worker I/II/III	3.00	3.00	3.00

AUTHORIZED POSITIONS BY DEPARTMENT

Summary by Department

	2023/24 Adopted Budget	2023/24 Amended 07/10/23	2023/24 Amended 03/11/24
Management Analyst I/II	1.00	1.00	1.00
Meter Reader I/II	2.00	2.00	2.00
Principal Engineer	0.00	0.00	1.00
Project Manager	0.00	0.00	1.00
Senior Civil Engineer	2.00	2.00	1.00
Senior Construction Manager	1.00	1.00	1.00
Streets and Maintenance Operation Manager	1.00	1.00	1.00
Utility Operations Superintendent	1.00	1.00	1.00
Utility Operator I/II/III	7.00	7.00	7.00
Utility Plant Supervisor	1.00	1.00	1.00
Total	34.73	34.73	35.73
PUBLIC WORKS - Total	34.73	34.73	35.73
Grand Total	177.45	177.45	182.45