A RESOLUTION ACCEPTING WITH REGRET THE RESIGNATION OF JOSEPH GARDELLA FROM THE PLANNING COMMISSION

WHEREAS, JOSEPH GARDELLA was appointed a member of the Planning Commission on July 23, 2002, and

WHEREAS, JOSEPH GARDELLA has tendered his resignation from the aforementioned committee, and

WHEREAS, JOSEPH GARDELLA has been a devoted and sincere public servant and has contributed greatly to our civic progress,

NOW, THEREFORE, BE IT RESOLVED that the resignation of JOSEPH GARDELLA from the Planning Commission hereby is accepted with regret.

BE IT FURTHER RESOLVED that the Council of the City of Modesto, on its own behalf, and on behalf of the citizens of this City, hereby expresses its sincere appreciation to JOSEPH GARDELLA for his outstanding service to the community.

The foregoing resolution was introduced at a regular meeting of the Council of the City of Modesto held on the 16th day of July, 2004 by Councilmember Dunbar, who moved its adoption, which motion being duly seconded by Councilmember Hawn, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Keating, O’Bryant

NOES: Councilmembers: None

ABSENT: Councilmembers: Jackman, Marsh, Mayor Ridenour

ATTEST: JEAN Zahr, City Clerk

APPROVED AS TO FORM:

Michael D. Milich, City Attorney

07/16/04/CMO/Puckett/Item 1 1 2004-372
MODESTO CITY COUNCIL
RESOLUTION NO. 2004-373

A RESOLUTION APPOINTING JOHN A. SANDERS TO THE PLANNING COMMISSION

WHEREAS, Section 1102 of the Charter of the City of Modesto authorizes the City Council to appoint members to various Boards and Commissions, and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Council of the City of Modesto as follows:

SECTION 1. JOHN A. SANDERS, is hereby appointed to the Planning Commission with a term expiration of January 1, 2006.

SECTION 2. The City Clerk is hereby directed to transmit a copy of this resolution to the appointed member of the Planning Commission, and the Secretary thereof.

The foregoing resolution was introduced at a regular meeting of the Council of the City of Modesto held on the 16th day of July, 2004, by Councilmember Dunbar, who moved its adoption, which motion being duly seconded by Councilmember Hawn, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Keating, O’Bryant,

NOES: Councilmembers: None

ABSENT: Councilmembers: Jackman, Marsh, Mayor Ridenour

APPROVED AS TO FORM: 

Michael D. Milich, City Attorney

ATTEST: 

JEAN ZAHN, City Clerk

2004-373
MODESTO CITY COUNCIL
RESOLUTION NO. 2004-374

A RESOLUTION ACCEPTING WITH REGRET THE RESIGNATION OF ANDREW MENDLIN FROM THE PLANNING COMMISSION

WHEREAS, ANDREW MENDLIN was appointed a member of the Planning Commission on December 15, 1998, and

WHEREAS, ANDREW MENDLIN has tendered his resignation from the aforementioned committee, and

WHEREAS, ANDREW MENDLIN has been a devoted and sincere public servant and has contributed greatly to our civic progress,

NOW, THEREFORE, BE IT RESOLVED that the resignation of ANDREW MENDLIN from the Planning Commission hereby is accepted with regret.

BE IT FURTHER RESOLVED that the Council of the City of Modesto, on its own behalf, and on behalf of the citizens of this City, hereby expresses its sincere appreciation to ANDREW MENDLIN for his outstanding service to the community.

The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O’Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

APPROVED AS TO FORM:

Michael D. Milich, City Attorney

ATTEST: JEAN ZAHR, City Clerk

08/04/04CMO/Pucket/Item 04  1  2004-374
MODESTO CITY COUNCIL
RESOLUTION NO. 2004-375

A RESOLUTION ACCEPTING WITH REGRET THE RESIGNATION OF ROBERT LOMBARDI FROM THE COMMUNITY QUALITIES FORUM

WHEREAS, ROBERT LOMBARDI was appointed a member of the Community Qualities Forum on February 25, 2003; and

WHEREAS, ROBERT LOMBARDI has tendered his resignation from the Community Qualities Forum, effective August 8, 2004; and

WHEREAS, ROBERT LOMBARDI has been a devoted and sincere public servant and has contributed greatly to our civic progress,

NOW, THEREFORE, BE IT RESOLVED that the resignation of ROBERT LOMBARDI from the Community Qualities Forum be, and hereby is accepted with regret.

BE IT FURTHER RESOLVED that the Council of the City of Modesto, on its own behalf, and on behalf of the citizens of this City, hereby expresses its sincere appreciation to ROBERT LOMBARDI for his outstanding service to the community.
The foregoing resolution was introduced at a special meeting of the Council of the
City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who
moved its adoption, which motion being duly seconded by Councilmember Dunbar, was
upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O’Bryant, Mayor
        Ridenour
NOES: Councilmembers: None
ABSENT: Councilmembers: Keating

APPROVED AS TO FORM:  ATTEST:  Jean Zahr, City Clerk

 Michael D. Milich, City Attorney
MODESTO CITY COUNCIL
RESOLUTION NO. 2004-376

A RESOLUTION APPROVING AMENDMENT NO. 3 TO THE AGREEMENT BETWEEN THE CITY OF MODESTO AND TURNSTONE CONSULTING FOR PRELIMINARY WORK TO ASSIST IN THE PREPARATION OF AN ENVIRONMENTAL IMPACT REPORT FOR A PROPOSED KAISER MEDICAL CAMPUS PROJECT, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT IN AN AMOUNT NOT TO EXCEED TWO HUNDRED EIGHTY-SEVEN THOUSAND, THREE HUNDRED FIFTEEN AND NO/100 CENTS ($287,315.00)

WHEREAS, Kaiser Permanente has applied for an amendment to the Kiernan Business Park Specific Plan, prezoning to a planned development zone, a development agreement, annexation and sphere of influence amendment to allow a 1.425 million square-foot medical campus and the annexation of 39 acres of adjacent business park land located on the west side of Dale Road north of Bangs Avenue (“Kaiser Medical Campus”), and

WHEREAS, Section 21080.1 of the California Public Resources Code requires the City of Modesto, as lead agency, to make a determination of whether an environmental impact report is required for projects, and

WHEREAS, the City has determined that an environmental impact report is required for the proposed Kaiser Medical Campus project, and

WHEREAS, on December 10, 2002, the City Council approved a list of environmental service providers, including the firm of Turnstone Consulting, to assist with the preparation of environmental impact reports and other environmental documents for the Kaiser Medical Campus project, and

WHEREAS, City staff selected Turnstone Consulting to prepare the environmental impact report for the Kaiser Medical Campus because of their extensive experience on similar projects in other jurisdictions, and
WHEREAS, City Staff anticipates that the EIR work will involve three contract phases, and

WHEREAS, on June 24, 2003, the City Council adopted Resolution No. 2003-298, approving an agreement with Turnstone Consulting for preliminary work to assist in the preparation of an Environmental Impact Report ("EIR") for the proposed Kaiser Medical Campus in an amount not to exceed $130,793.00 ("Agreement"), and

WHEREAS, on October 28, 2003, the City Council adopted Resolution No. 2003-561, approving Amendment No. 1 to the Agreement with Turnstone Consulting for preparation of the Draft EIR in an amount not to exceed $635,768.00, and

WHEREAS, on May 11, 2004, the City Council adopted Resolution No. 2004-250 approving Amendment No. 2 to the Agreement with Turnstone Consulting to perform additional tasks related to the preparation of the Draft EIR, in an amount not to exceed $160,450.00, and

WHEREAS, City staff have negotiated a scope of work for the final phase of the contract involving completion of the final EIR and attendance at public hearings in an amount not to exceed Two Hundred Eighty-Seven Thousand, Three Hundred Fifteen and No/100 Cents ($287,315.00), and now recommend that the Agreement be amended to add this work to the contract.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto that Amendment No. 3 to the Agreement between the City of Modesto and Turnstone Consulting Corporation to perform tasks related to the completion of the final EIR in an amount not to exceed Two Hundred Eighty-Seven Thousand, Three Hundred Fifteen and No/100 Cents ($287,315.00) is hereby approved.
BE IT FURTHER RESOLVED that the City Manager, or his designee, is hereby authorized to execute Amendment No. 3 to the Agreement.

The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O’Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

APPROVED AS TO FORM: 

Michael D. Milich, City Attorney

ATTEST:  
JEAN ZAHN, City Clerk

OS/04/041IC&ED/S Mitchell/item 06  3  2004-376
MODESTO CITY COUNCIL
RESOLUTION NO. 2004-377

A RESOLUTION AUTHORIZING THE PURCHASING SUPERVISOR TO SOLICIT BIDS FOR NEW VEHICLES AND HEAVY EQUIPMENT THROUGHOUT FY 04/05 THROUGH VARIOUS COMPETITIVE PROCESSES AND IN A CUMULATIVE AMOUNT NOT TO EXCEED THE BUDGETED AMOUNT OF $2,859,500, AND AUTHORIZING THE PURCHASING SUPERVISOR TO PURCHASE SEVENTEEN (17) USED VEHICLES AT WHOLESALE AUCTION OR THROUGH OTHER COMPETITIVE PROCESSES FOR AN ESTIMATED BUDGETED AMOUNT OF $263,500.

WHEREAS, the City has an ongoing need to purchase vehicles and heavy equipment throughout the year, and

WHEREAS, the expenditures for vehicles and heavy equipment have been approved by Council through the budget process, and

WHEREAS, the vehicles and heavy equipment are purchased by means of formal and informal bid processes, auction, negotiation, and by “piggybacking” off State contracts and other agencies’ competitively bid contracts, and

WHEREAS, in past years Council has authorized the Purchasing Supervisor to solicit bids and go to auction for said vehicles and heavy equipment without having to go before the Finance Committee and the Council for authorization to issue bids, and

WHEREAS, in August of 2002 the Purchasing Supervisor went before the Finance Committee seeking authorization to purchase budgeted vehicles and heavy equipment for the entire 02/03 fiscal year, and

WHEREAS, based on the uncertainty of the State budget, the Finance Committee requested that purchases for vehicles and heavy equipment be brought forward on an as needed basis, and
WHEREAS, over the next twenty-three (23) months the Purchasing Supervisor went before the Finance Committee on numerous occasions seeking authorization to purchase new vehicles and heavy equipment, and

WHEREAS, the Finance Committee gave their authorization for all of the requests and then the items were taken before Council for authorization to bid, and

WHEREAS, after going through the bidding or competitive purchasing processes the requests then went back to Council for authorization to award, and

WHEREAS, each vehicle and/or heavy equipment staff report that goes through this process takes approximately 90-120 days to complete and on average accounts for approximately fifteen (15) hours of staff time to process, and

WHEREAS, by authorizing the Purchasing Supervisor to purchase budgeted vehicles and heavy equipment for the entire fiscal year without returning to Council for subsequent solicitation of bids approval, the following benefits are realized:

- Reduces staff time when preparing for and conducting the bidding process,
- Avoids the possibility of missing manufacturer cut-off ordering dates,
- Improves delivery time of new vehicles allowing them to be put into service sooner,
- Improves reaction time as “good deals “ become available, and

WHEREAS, by authorizing the Purchasing Supervisor to solicit bids and attend auctions to purchase vehicles and equipment for the entire fiscal year without having to go before Council for bid/purchasing approval the City will save substantial staff and processing time, and
WHEREAS, the request for authorization to award bid and contract for new vehicles and equipment will still come before Council and conform to Modesto Municipal Code (MMC) 8-3.203(a), and

WHEREAS, the Purchasing Division will continue to work at increasing local vendor inclusion in the bidding process, and

WHEREAS, upon approval by Council the Purchasing Supervisor will solicit bids for new vehicles and heavy equipment throughout FY 04/05 through various competitive processes and in a cumulative amount not to exceed the budgeted amount of $2,859,500, and

WHEREAS, upon approval by Council the Purchasing Supervisor or his representative will purchase seventeen (17) used vehicles at auction or through various competitive processes for an estimated total budgeted amount of $263,500,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto that the Purchasing Supervisor is hereby authorized to solicit bids for new vehicles and equipment throughout FY 04/05 through various competitive processes and in a cumulative amount not to exceed the budgeted amount of $2,859,500, and returning to Council for authorization to award said new vehicles and equipment.

BE IT FURTHER RESOLVED that the Purchasing Supervisor or his representative is hereby authorized to purchase seventeen (17) used vehicles for an estimated budgeted amount of $263,000 at auction or through various competitive processes without having to return to Council for authorization to award said used vehicles.
The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O'Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

APPROVED AS TO FORM:

Michael D. Milich, City Attorney

ATTEST: Jean Zahr, City Clerk
MODESTO CITY COUNCIL
RESOLUTION NO. 2004-378

A RESOLUTION APPROVING TWO (2) ANNUAL RETAIL ADVERTISING CONTRACTS WITH THE MODESTO BEE (MCCLATCHY NEWSPAPER GROUP), TO COINCIDE WITH THE FISCAL YEAR CALENDAR, CONSISTING OF, ONE (1) CONTRACT FOR A 500-COLUMN-INCH "NO-COMMITMENT" ADVERTISING RATE OF $47.95 PER COLUMN INCH AND THE OTHER CONTRACT FOR A "12X COMMITMENT" BUSINESS PACKAGE ADVERTISING PLAN "D", AT A STANDARD AD SIZE RATE OF $34.28 PER COLUMN INCH AND AUTHORIZING THE CITY MANAGER TO EXECUTE BOTH CONTRACTS

WHEREAS, the City of Modesto is currently using the Modesto Bee (McClatchy Newspaper Group) as its primary advertising source for its advertising requirements, and

WHEREAS, the advertising services are required for classified and legal advertisements as required by law, and for retail advertisements for public information purposes, and

WHEREAS, in May of 2002 Council directed staff to consolidate the procurement of advertising through a central source in order to obtain the best contractual pricing available for the City, and

WHEREAS, the City’s Purchasing Supervisor met with the Modesto Bee and based on advertising volume commitments identified two (2) retail contract options which best met the City’s retail advertising needs, and

WHEREAS, in November of 2003 staff went before Council with a recommendation to approve both retail advertising contracts for a seven (7) month time frame to coincide with fiscal year calendar, and
WHEREAS, in November of 2003, by Resolution No. 2003-605, Council approved both contracts and authorized the City Manager to sign the seven (7) month contracts, and

WHEREAS, both retail contracts expired on June 30, 2004, and

WHEREAS, staff met with the Modesto Bee to discuss what contract renewal options would be available to the City, and

WHEREAS, the Modesto Bee has agreed to renew both retail advertising contracts for another year based on the fiscal year calendar, and with a 5% price increase on both, and

WHEREAS, Council has requested that the annual retail advertising contracts be put in place to coincide with the fiscal year calendar, and

WHEREAS, the price increase associated with the contract renewal would put the “non-profit no-commitment” contract rate at $47.95 per column inch and the “12x-commitment business package” rate at $34.28 per column inch, and

WHEREAS, the Purchasing Supervisor has determined that a process other than the formal bid procedure will result in a procurement of advertising for the City at the lowest cost commensurate with the desired quality, as provided for in MMC 8-3.204(d), and

WHEREAS, the Finance Committee at its July 15, 2004 meeting voted unanimously to move this item to full Council for review, and

WHEREAS, once signed, both advertising contracts shall be implemented and tracked by the City’s Purchasing Supervisor, and with the City’s Public Information Technician assisting departments with their advertising needs.
NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto that it hereby approves two (2), twelve (12) month retail advertising contracts with the Modesto Bee (McClatchy Newspaper Group), to coincide with the fiscal year calendar, one for a 500 column inch "no-commitment" non-profit rate at $47.95 per column inch and the other for a "12x-commitment" business package advertising plan "D" at a rate of $34.28 per column inch, based on a standard 2x5 inch ad size run three (3) times as outlined in plan "D".

BE IT FURTHER RESOLVED that the City Manager or his designee, is hereby authorized to execute the contracts.

The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Jackman, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O’Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

APPROVED AS TO FORM:  

Michael D. Milich, City Attorney

ATTEST:  
JEAN ZAHR, City Clerk
## 2004 Package Plan Rates

**Sunday Open Rate** $69.75  
**Daily Open Rate** $62.95

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For more information contact your Account Manager or Bee Advertising at (209) 578-2030

The Modesto Bee

www.modbee.com
MODESTO CITY COUNCIL
RESOLUTION NO. 2004-379

A RESOLUTION AMENDING THE FISCAL YEAR 2004-2005 ANNUAL BUDGET

WHEREAS, a monthly financial analysis has been completed and it has been determined that certain adjustments are required to the Annual Budget of the City of Modesto for the Fiscal Year 2004-2005,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto that appropriations, revenues, and transfers for the 2004-2005 budget have been adjusted as shown in Schedule A.

BE IT FURTHER RESOLVED that the Finance Director is hereby authorized to take the necessary steps to implement the provisions of this resolution.

The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O'Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

APPROVED AS TO FORM: Michael D. Milich, City Attorney

ATTEST: JEAN ZAHN, City Clerk

08/04/04/Finance/G Bailey/Item 09 1 2004-379
REQUEST FOR BUDGET ADJUSTMENT

Contact Person: Tracie Madison
Telephone No.: 1-5855
Department: Finance

Fund Title: DEPARTMENTAL REVENUES

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<td>TO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05-7200-800-8000-8003</td>
<td>7200R</td>
<td>$17,692</td>
<td>$12,000</td>
<td>$13,502</td>
<td>Fleet Contingency</td>
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<tr>
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<td>5813C</td>
<td>$1,502</td>
<td>$12,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COMMENTS/JUSTIFICATION

This budget adjustment will clean up the relocation of the Fleet Pool. Originally the JPA TSP provided this service to the Fleet Fund. Beginning in FY05 that job was shifted to the 5th floor Finance Department Purchasing Division. This adjustment will reduce the revenue received by the JPA and increase the revenues of the Finance Department. Fleet will also see a slight reduction in their Interfund Svc expense.

AUTHORIZATION (check if required)

DEPARTMENT DIRECTOR or
AUTHORIZED ASSISTANT
(Allocation of Dept Appr to Line-Item Level)

FINANCE DIRECTOR
(Transfers to/from Internal Service Charges)
(All items requiring City Manager's Approval)

CITY MANAGER
(Transfers between Budgeted Activities of Departments within Funds)
(Appropriation of Unbudgeted Dept Revenues)
(Salary lines movement in or out)

SIGNATURE

DATE

[Signature]

7/7/04
MODESTO CITY COUNCIL
RESOLUTION NO. 2004 - 380

A RESOLUTION ORDERING THE LEVY AND COLLECTION OF
ASSESSMENTS WITHIN IMPROVEMENT DISTRICT #29 – STREET
AND WATER SYSTEM IMPROVEMENTS

WHEREAS, the City Council of the City of Modesto, California ("Council"), has
by previous resolutions, initiated proceedings, declared its intention to form the
Improvement District #29 – Street and Water System Improvements (herein after
"District"); issue bonds; and levy assessments; and approved the Engineer’s Report that
describes the formation, bond issuance and the assessments against parcels of land within
the District, pursuant to the provisions of the Municipal Improvement Act of 1913, Part 1
of Division 12 of the Streets and Highways Code of the State of California, commencing
with Section 10000, and the Improvement Bond Act of 1915, Division 10 of the Streets
and Highways Code of California, beginning with Section 8500, and

WHEREAS, the charges against the real property in each assessment area are not
levied with regard to property values but rather per the method of spread indicated in the
Engineer’s Report, and these charges are for the purpose of paying for the street and
water system improvements; and

WHEREAS, the City Council has determined and certifies that the charges are
either exempt from or in compliance with all the provisions of Proposition 218 which was
passed by the voters in November 1996, and

WHEREAS, the City Council has further determined the charges are in
compliance with all laws pertaining to the levy of such charges,
NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Modesto hereby orders the levy and collection of assessments within the District for the 2004-05 fiscal year as shown in Attachment A, and that a certified copy of this resolution together with attached documentation shall be delivered to the Auditor-Controller of the County of Stanislaus for placement of such assessments on the 2004-05 County tax roll.

The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O'Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

ATTEST: Jean Zahr

JEAN ZAHR, City Clerk

(SEAL)

APPROVED AS TO FORM:

By Michael D. Milich, City Attorney
City of Modesto

2004/05 Budget Worksheet
Local Improvement District No. 29

Fund Number 56125

<table>
<thead>
<tr>
<th>Levy Components</th>
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<th>2004/05</th>
</tr>
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<tbody>
<tr>
<td><strong>Principal</strong></td>
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**ADMINISTRATION COSTS**

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<tr>
<th>Service Type</th>
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<tbody>
<tr>
<td>Agency Administration</td>
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<td>Agency Auditor Fees</td>
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<td>67.80</td>
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<td>Consulting Services(1)</td>
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<td>Total Fixed Admin Charge</td>
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<tr>
<td>Miscellaneous/Other Fees</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Remaining Statutory Collection Fee(2)</td>
<td>0.00</td>
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<tr>
<td><strong>Admin Sub Total</strong></td>
<td>6,534.80</td>
<td>7,844.49</td>
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<tr>
<td>Delinquency Management Allowance</td>
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</tr>
<tr>
<td>Escaped Levies</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>TOTAL ADMIN</strong></td>
<td>$6,534.80</td>
<td>$7,844.49</td>
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</table>

**Total Principal, Interest and Admin Costs**

<table>
<thead>
<tr>
<th></th>
<th>2003/04</th>
<th>2004/05</th>
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</thead>
<tbody>
<tr>
<td>Fixed Admin Charge per Parcel</td>
<td>$0.00</td>
<td>$0.00</td>
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**CREDITS APPLIED TO LEVY**

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<thead>
<tr>
<th>Credit Type</th>
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<tr>
<td>Construction Fund Credit</td>
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<td>3,816.00</td>
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<tr>
<td>Reserve Fund Credit</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Redemption Fund Credit</td>
<td>0.00</td>
<td>8,000.00</td>
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<tr>
<td>Miscellaneous/Adjustment Credit</td>
<td>9,000.00</td>
<td>9,400.00</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$9,000.00</td>
<td>$21,216.00</td>
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**TOTAL CHARGE**

<table>
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<th>2004/05</th>
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<tbody>
<tr>
<td>Total Charge</td>
<td>$106,081.14</td>
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<td>Applied Charge</td>
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<td>Difference (due to rounding)(3)</td>
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<td>-$0.07</td>
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**ADDITIONAL INFORMATION**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Parcels Charged</td>
<td>89</td>
<td>89</td>
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<tr>
<td>Statutory Collection Fee(4)</td>
<td>$1,424.00</td>
<td>$1,424.00</td>
</tr>
<tr>
<td>Admin Costs as a percent of Annual Levy</td>
<td>6.02%</td>
<td>6.97%</td>
</tr>
</tbody>
</table>

Notes:

(1) Consulting services include, but are not limited to: District Administration Fees, Robata Calculation Fees and Municipal Disclosure Fees.

(2) Remaining Statutory Collection Fee is the difference between the current year Administrative Fees to be recovered and the Statutory Collection Fee.

(3) The Difference is used to ensure that each parcel's levy amount is divisible by two, as required by the County Auditor-Controller.

(4) The Statutory Collection Fee is a maximum of 5 percent of the levy amount, not to $16 per parcel, per year and is used to cover Administrative Fees incurred by the Issuing Agency as allowed by Section 8682 of the California Streets and Highways Code.

LEVY APPROVED BY: [Signature]

TOTAL P. 03
MODESTO CITY COUNCIL
RESOLUTION NO. 2004 - 381

A RESOLUTION ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN PUBLIC FACILITIES DISTRICT #6 – STREET AND WATER SYSTEM IMPROVEMENTS

WHEREAS, the City Council of the City of Modesto, California ("Council"), has by previous resolutions, initiated proceedings, declared its intention to form the Public Facilities District #6 – Street and Water Improvements (herein after “District”); issue bonds; and levy assessments; and approved the Engineer’s Report that describes the formation, bond issuance and the assessments against parcels of land within the District, pursuant to the provisions of the Municipal Improvement Act of 1913, Part 1 of Division 12 of the Streets and Highways Code of the State of California, commencing with Section 10000, and the Improvement Bond Act of 1915, Division 10 of the Streets and Highways Code of California, beginning with Section 8500, and

WHEREAS, the charges against the real property in each assessment area are not levied with regard to property values but rather per the method of spread indicated in the Engineer’s Report, and these charges are for the purpose of paying for the street and water system improvements, and

WHEREAS, the City Council has determined and certifies that the charges are either exempt from or in compliance with all the provisions of Proposition 218 which was passed by the voters in November 1996, and

WHEREAS, the City Council has further determined the charges are in compliance with all laws pertaining to the levy of such charges,
NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Modesto hereby orders the levy and collection of assessments within the District for the 2004-05 fiscal year as shown in Attachment A, and that a certified copy of this resolution together with attached documentation shall be delivered to the Auditor-Controller of the County of Stanislaus for placement of such assessments on the 2004-05 County tax roll.

The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O'Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

ATTEST: 

(SEAL)

JEAN ZAHN, City Clerk

APPROVED AS TO FORM:

By MICHAEL D. MILICH, City Attorney
# City of Modesto

## 2004/05 Budget Worksheet

**Public Facilities District No. 6**

**Fund Number 56150**

<table>
<thead>
<tr>
<th>Levy Components</th>
<th>2003/04</th>
<th>2004/05</th>
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<tbody>
<tr>
<td><strong>Principal and Interest</strong></td>
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</tr>
<tr>
<td>Principal</td>
<td>$27,697.66</td>
<td>$27,697.54</td>
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<tr>
<td>Interest</td>
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<td>1,966.53</td>
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<td>TOTAL</td>
<td>$31,630.73</td>
<td>$29,664.07</td>
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<tr>
<td><strong>Administration Costs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency Administration</td>
<td>$482.00</td>
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<tr>
<td>Agency Auditor Fees</td>
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<td>0.00</td>
</tr>
<tr>
<td>County Auditor and Assessor Fees</td>
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<td>52.20</td>
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<tr>
<td>Registrar/Transfer/Paying Agent Fees</td>
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<tr>
<td>Total Fixed Admin Charge</td>
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<tr>
<td>Miscellaneous/Other Fees</td>
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</tr>
<tr>
<td>Remaining Statutory Collection Fee(2)</td>
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<tr>
<td>Admin Sub Total</td>
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<td>2,731.78</td>
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<tr>
<td>Delinquency Management Allowance</td>
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</tr>
<tr>
<td>Escaped Levies</td>
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<tr>
<td>TOTAL ADMIN</td>
<td>$2,435.78</td>
<td>$2,731.78</td>
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<tr>
<td><strong>Total Principal, Interest and Admin Costs</strong></td>
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<td>Fixed Admin Charge per Parcel</td>
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<tr>
<td><strong>Credits Applied to Levy</strong></td>
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<td>Construction Fund Credit</td>
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<td>Reserve Fund Credit</td>
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<td>Redemption Fund Credit</td>
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## Additional Information

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<tr>
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<td>Statutory Collection Fee(4)</td>
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<tr>
<td>Admin Costs as a percent of Annual Levy</td>
<td>7.70%</td>
<td>9.21%</td>
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</tbody>
</table>

Notes:

1. Consulting services include, but are not limited to: District Administration Fees, Rebate Calculation Fees and Municipal Disclosure Fees.
2. Remaining Statutory Collection Fee is the difference between the current year Administrative Fees to be recovered and the Statutory Collection Fee.
3. The Difference is used to ensure that each parcel's levy amount is divisible by two, as required by the County Auditor-Controller.
4. The Statutory Collection Fee is a maximum of 5 percent of the levy amount, not to $16 per parcel, per year and is used to cover Administrative Fees incurred by the Issuing Agency as allowed by Section 8682 of the California Streets and Highways Code.

** Levy Approved By:** ___________________
MODESTO CITY COUNCIL
RESOLUTION NO. 2004 - 382

A RESOLUTION ORDERING THE LEVY AND COLLECTION OF CHARGES FOR THE PURPOSE OF THE RECONSTRUCTION OF CERTAIN ALLEYS AND SIDEWALKS

WHEREAS, the City Council of the City of Modesto, California ("Council"), has by previous resolutions, initiated proceedings, declared its intention to levy charges or assessments for the purpose of administering projects related to the reconstruction of alleys and sidewalks, pursuant to the provisions of the Streets and Highways Code, Chapter 27, Section 5870, and

WHEREAS, the charges against the real property are not levied with regard to property values but rather by allocation of cost reports by City Engineering, and

WHEREAS, the City Council has determined and certifies that the charges are either exempt from or in compliance with all the provisions of Proposition 218 which was passed by the voters in November 1996, and

WHEREAS, the City Council has further determined the charges are in compliance with all laws pertaining to the levy of such charges,

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Modesto hereby orders the levy and collection of such charges related to the reconstruction of alleys and sidewalks as shown in Attachment "A" for the 2004-05 fiscal year, and that a certified copy of this resolution together with the attached documentation shall be delivered to the Auditor-Controller of the County of Stanislaus for placement of such charges on the 2004-05 County tax roll.
The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

**AYES:** Councilmembers: Dunbar, Hawn, Jackman, Marsh, O’Bryant, Mayor Ridenour

**NOES:** Councilmembers: None

**ABSENT:** Councilmembers: Keating

ATTEST:  

(MICHAEL D. MILICH, City Attorney)
CITY OF MODESTO  
ASSESSMENT ROLL RECEIVABLE LIST  
2004-2005  

<table>
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<tr>
<th>SIDEWALKS &amp; CURBS</th>
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<th>2ND INSTALLMENT</th>
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<td>0700 480 4725 4053</td>
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<td>130.23</td>
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<td>3. 120 2204 261 WINTERS, HERMAN</td>
<td>0700 480 4725 4053</td>
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<td></td>
<td>575.21</td>
<td>575.21</td>
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</table>

7/16/2004
A RESOLUTION AUTHORIZING THE FIRE CHIEF TO RECRUIT AND HIRE A FIRE PREVENTION TECHNICIAN II.

WHEREAS, the Fire Prevention Bureau (FPB) plays a significant role in the development of new construction and tenant improvement projects throughout the City of Modesto, and

WHEREAS, there are approximately 1,100 businesses that require fire and life safety inspections each year, and

WHEREAS, several large construction projects are scheduled to start or have already started in FY 04-05 that will demand plan reviews and inspections, and

WHEREAS, in order to maintain current performance measures and plan review in fourteen (14) days or less an additional Fire Prevention Technician is needed, and

WHEREAS, the addition of a fourth Fire Prevention Technician will allow the Fire Prevention Bureau to maintain its current level of service, and

WHEREAS, this position was recommended by the Safety & Communities Committee and the Finance Committee,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto that it hereby authorizes the Fire Chief to recruit and hire a Fire Prevention Technician II.
The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O’Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

ATTEST: 

JEAN ZAHR, City Clerk

APPROVED AS TO FORM:

By: 

MICHAEL D MILICH, City Attorney
MODESTO CITY COUNCIL
RESOLUTION NO. 2004-384

A RESOLUTION AMENDING THE FISCAL YEAR ’04-05 FIRE PREVENTION BUREAU EXPENDITURE BUDGET, INCREASING IT BY $56,014 TO COVER THE SALARY AND BENEFITS ASSOCIATED WITH HIRING A FIRE PREVENTION TECHNICIAN II.

WHEREAS, City Council approved recruiting and hiring of a Fire Prevention II Technician, and

WHEREAS, the position allocation for the Fire Prevention Bureau will be increased to reflect the hiring of the Fire Prevention Technician II, and

WHEREAS, in order to cover the salary and benefits associated with the Fire Prevention Technician II, the Fire Prevention Bureau’s Expenditure budget will be increased by $56,014,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto that it hereby authorizes the Fiscal Year 04-05 Fire Prevention Bureau Expenditure Budget be amended increasing it by $56,014.
The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O'Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

Attest: [Signature]
JEAN ZAHR, City Clerk

APPROVED AS TO FORM:

By: [Signature]
MICHAEL D. MILICH, City Attorney
A RESOLUTION AWARDING THE BID FOR COMMUNICATION EQUIPMENT (GROUP 1) TO DELTA WIRELESS IN THE AMOUNT OF $8,072.52.

WHEREAS, the City of Modesto applied for a grant for communications equipment as part of the National Assistance to Firefighter’s Grant Program in the category of Fire Operations and Firefighter Safety Program in March of 2003, and

WHEREAS, the grant was awarded and accepted by Council on November 13, 2003, and

WHEREAS, the granted dollar amount is $256,000.00, and

WHEREAS, the City of Modesto’s Federal cost-share of 30% is $77,000.00, and

WHEREAS, on June 8, 2004, Council approved by Resolution the formal solicitation of bids for communication equipment, and

WHEREAS, bids were solicited from nineteen (19) companies, and the bid solicitation was posted on the City’s web site, and

WHEREAS, eleven (11) companies responded with valid bids, one (1) of which resides within the City of Modesto, and

WHEREAS, a cost analysis was performed on the bids received, and

WHEREAS, it is recommended that the bids be awarded by grouping as provided by the specification, and

WHEREAS, Delta Wireless submitted the lowest responsive and responsible bid for Group 1 of the Communication Equipment bid in the amount of $8,072.52.
NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto that it hereby awards to Delta Wireless the bid for Group 1 of the communication equipment bid, in the amount of $8,072.52.

The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O'Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

ATTEST: _______________________
JEAN ZAHR, City Clerk

APPROVED AS TO FORM:

By: _______________________
Michael D. Milich, City Attorney
A RESOLUTION AWARDING THE BID FOR COMMUNICATION EQUIPMENT (GROUPS 2, 3 AND 4) TO SAT RADIO COMMUNICATIONS IN THE AMOUNT OF $41,075.55.

WHEREAS, the City of Modesto applied for a grant for communications equipment as part of the National Assistance to Firefighter’s Grant Program in the category of Fire Operations and Firefighter Safety Program in March of 2003, and

WHEREAS, the grant was awarded and accepted by Council on November 13, 2003, and

WHEREAS, the granted dollar amount is $256,000.00, and

WHEREAS, the City of Modesto’s Federal cost-share of 30% is $77,000.00, and

WHEREAS, on June 8, 2004, Council approved by Resolution the formal solicitation of bids for communication equipment, and

WHEREAS, bids were solicited from nineteen (19) companies and the bid solicitation was posted on the City’s web site, and

WHEREAS, eleven (11) companies responded with valid bids, one (1) of which resides within the City of Modesto, and

WHEREAS, a cost analysis was performed on the bids received, and

WHEREAS, it is recommended that the bids be awarded by grouping as provided by the specification, and

WHEREAS, SAT Radio Communications submitted the lowest responsive and responsible bid for Groups 2, 3 and 4 of the Communication Equipment bid in the amount of $41,075.55.
NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto that it hereby awards to SAT Radio Communications the bid for Groups 2, 3 and 4 of the communication equipment bid, in the amount of $41,075.55.

The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O'Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

ATTEST: 
JEANZAHR, City Clerk

APPROVED AS TO FORM:

By: Michael D. Milich, City Attorney
A RESOLUTION AWARDING THE BID FOR COMMUNICATION EQUIPMENT (GROUP 5) TO NORTHRUP GRUMAN IN THE AMOUNT OF $113,957.94.

WHEREAS, the City of Modesto applied for a grant for communications equipment as part of the National Assistance to Firefighter’s Grant Program in the category of Fire Operations and Firefighter Safety Program in March of 2003, and

WHEREAS, the grant was awarded and accepted by Council on November 13, 2003, and

WHEREAS, the granted dollar amount is $256,000.00, and

WHEREAS, the City of Modesto’s Federal cost-share of 30% is $77,000.00, and

WHEREAS, on June 8, 2004, Council approved by Resolution the formal solicitation of bids for communication equipment, and

WHEREAS, bids were solicited from nineteen (19) companies, and the bid solicitation was posted on the City’s web site, and

WHEREAS, eleven (11) companies responded with valid bids, one (1) of which resides within the City of Modesto, and

WHEREAS, a cost analysis was performed on the bids received, and

WHEREAS, it is recommended that the bids be awarded by grouping as provided by the specification, and

WHEREAS, Northrup Gruman submitted the lowest responsive and responsible bid for Group 5 of the Communication Equipment bid in the amount of $113,957.94.
NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto that it hereby awards to Northrup Gruman the bid for Group 5 of the communication equipment bid, in the amount of $113,957.94.

The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O’Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

ATTEST: Jean Zahr, City Clerk

APPROVED AS TO FORM:

By: Michael D. Milich, City Attorney
A RESOLUTION AWARDING THE BID FOR COMMUNICATION EQUIPMENT (GROUP 6) TO PORTABLE COMPUTERS IN THE AMOUNT OF $28,967.63.

WHEREAS, the City of Modesto applied for a grant for communications equipment as part of the National Assistance to Firefighter's Grant Program in the category of Fire Operations and Firefighter Safety Program in March of 2003, and

WHEREAS, the grant was awarded and accepted by Council on November 13, 2003, and

WHEREAS, the granted dollar amount is $256,000.00, and

WHEREAS, the City of Modesto's Federal cost-share of 30% is $77,000.00, and

WHEREAS, on June 8, 2004, Council approved by Resolution the formal solicitation of bids for communication equipment, and

WHEREAS, bids were solicited from nineteen (19) companies, and the bid solicitation was posted on the City's web site, and

WHEREAS, eleven (11) companies responded with valid bids, one (1) of which resides within the City of Modesto, and

WHEREAS, a cost analysis was performed on the bids received, and

WHEREAS, it is recommended that the bids be awarded by grouping as provided by the specification, and

WHEREAS, Portable Computers submitted the lowest responsive and responsible bid for Group 6 of the Communication Equipment bid in the amount of $28,967.63.
NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto that it hereby awards to Portable Computers the bid for Group 6 of the communication equipment bid, in the amount of $28,967.63.

The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O'Bryant, Mayor Ridenour
NOES: Councilmembers: None
ABSENT: Councilmembers: Keating

ATTEST: Jean Zahr, City Clerk

APPROVED AS TO FORM:

By: Michael D. Milich, City Attorney
A RESOLUTION APPROVING THE REORGANIZATION OF THE INFORMATION TECHNOLOGY DEPARTMENT.

WHEREAS, many of the current Information Technology (IT) job classifications were written 10 – 15 years ago, and

WHEREAS, many of the existing job classifications do not meet the current technology needs of the IT Department and the City of Modesto, and

WHEREAS, in order to provide for appropriate staffing and allocation of resources, the IT Department has rewritten all of its technical job classifications to be consistent with the current IT market, and

WHEREAS, the Finance Committee met on the 15th of July 2004 and supported the recommended reorganization plan.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto that it hereby approves the reorganization of the Information Technology Department.

BE IT FURTHER RESOLVED that the Council hereby approves the elimination of one Senior Administrative Office Assistant position in the Information Technology Department, already reflected in the Proposed Budget.
The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES:  Councilmembers:  Dunbar, Hawn, Jackman, Marsh, O'Bryant, Mayor Ridenour

NOES:  Councilmembers:  None

ABSENT:  Councilmembers:  Keating

ATTEST:  

JEAN ZAHR, City Clerk

APPROVED AS TO FORM:

By:  

MICHAEL D. MILICH, City Attorney
MODESTO CITY COUNCIL
RESOLUTION NO. 2004-390

A RESOLUTION REVISING THE POSITION CLASSIFICATION PLAN FOR
THE CITY OF MODESTO.

WHEREAS, a Position Classification Plan for the City of Modesto was adopted
by Modesto City Council Resolution 88-338 pursuant to Rule 2 of the Personnel Rules
and Regulations of the City of Modesto, and

WHEREAS, the City Manager has recommended to the Council amendments to
the Position Classification Plan, and

WHEREAS, Rule 2.2 of the City of Modesto Personnel Rules provides that
revisions to the Classification Plan shall be effective upon adoption of resolution of the
City Council,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto
as follows:

SECTION I. CLASSIFICATION CREATED. The Position Classification Plan
of the City of Modesto is hereby amended to create the following classifications:

1. Systems Technician I
2. Systems Technician II
3. Systems Technician III
4. Software Analyst I
5. Software Analyst II
6. Software Analyst III
7. Software Analyst IV
8. Systems Engineer I
9. Systems Engineer II
10. Systems Engineer III
11. Information Technology Unit Manager
12. Deputy Chief Information Officer

The job specifications for these classifications are being created as a result of the reorganization of the Information Technology Department. The specifications for the classifications of Systems Technician I/II/III, Software Analyst I/II/III, Software Analyst IV, Systems Engineer I/II, Systems Engineer III, Information Technology Unit Manager and Deputy Chief Information Officer, as shown on the attached Exhibit “A,” which are hereby made a part of this resolution by reference, are hereby approved and made part of the Position Classification Plan of the City of Modesto.

SECTION 2. CLASSIFICATIONS DELETED. The Position Classification Plan of the City of Modesto is hereby amended to delete the following classifications:

1. Programmer Analyst I
2. Programmer Analyst II
3. Systems Technician
4. Systems Analyst
5. Systems Engineer
6. Information Services Manager
7. Geographic Information Systems Analyst
8. Geographic Information Systems Coordinator
9. Development and Operations Coordinator
Said classifications are being deleted, as they are no longer needed.

SECTION 3. EFFECTIVE DATE. This resolution shall become effective on and after August 4, 2004.

The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O’Bryant, Mayor Ridenour
NOES: Councilmembers: None
ABSENT: Councilmembers: Keating

ATTEST: 

JEAN ZAHN City Clerk

(SEAL)

APPROVED AS TO FORM:

MICHAEL D. MILICH, City Attorney
DEPUTY CHIEF INFORMATION OFFICER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To assist the Chief Information Officer in the planning, directing, supervising, and coordinating of departmental functions and technology activities; to assist in the monitoring and preparation of operating and capital project budgets, and the management of personnel assigned to the department; and to provide highly complex staff assistance to the Chief Information Officer.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Chief Information Officer.

Exercises direct supervision over professional, technical and support staff.

Exercises responsible charge of assigned information technology functions, including cross-departmental project management leadership for enterprise-wide technology projects.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Assist in planning, directing, supervising, and coordinating departmental operations; oversee and participate in the development of departmental strategic planning; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Appear before the City Council, Council Committees, boards, commissions and numerous civic organizations representing the Department.

Assist with the preparation of operating and capital project budgets and control of expenditures.
Essential Functions: (Continued)

Assist subordinate supervisors in the operations and maintenance of City technology, particularly networks, servers, and business applications; establish long-range plans and goals, including strategic planning for technology systems, applications, and infrastructure.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Chief Information Officer; prepare and present staff reports and other necessary correspondence.

Oversee system performance measurements; assure that Service Level Agreements are met.

Work across department lines to ensure that the long-term technology infrastructure needs of the city are met.

Supervise, evaluate and coach assigned staff including maintaining discipline and ensuring all rules, policies and procedures are enforced; advise and counsel subordinates, follow up on problems and complaints; and participates in the selection of staff.

Monitor franchise and service agreements related to cable and other technology infrastructure contracts.

Prepare a variety of correspondence including general and special reports.

Serve as Chief Information Officer, as required.

Marginal Functions:

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles of supervision, training, management and technology administration.

Principles of budget preparation and expenditure control.

Principles and practices of public administration labor relations and public personnel management.
QUALIFICATIONS: (Continued)

Knowledge of, Continued:

Principles and practices of implementing and sustaining a complex and
technologically up-to-date IT infrastructure.

Technical, legal, and financial issues related to the acquisition of software,
hardware, and their associated maintenance contracts.

Strategic and tactical technology planning processes.

Project Management methodologies.

Methods of preparing designs, plans, specifications, estimates, reports and
recommendations relating to proposed technology projects.

Procedures, materials, equipment and methods used in all areas of public works
activities.

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Oversee and coordinate the activities of a number of sections within the
Department.

Prepare and administer the departmental operating and capital project budgets and
control budget expenditures.

Review and interpret cost estimates.

Effectively represent the Department before the Council, Council Committees,
boards, commissions, public agencies and private groups.

Prepare clear and concise written reports and develop and implement appropriate
recommendations.
QUALIFICATIONS: (Continued)

Ability to:

Establish and maintain cooperative relationships with those contacted during the course of work.

Perform a variety of technical research and prepare reports of findings.

Effectively manage a diverse staff of professional and technical staff, vendors, consultants, and contractors.

Experience and Training Guidelines:

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

Experience:

Seven years of increasingly responsible professional IT experience in an internal technology support environment, including at least five years in a supervisory or managerial capacity.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in information technology, computer science, systems engineering, business administration or a related field.

License or Certificate:

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

ADDITIONAL REQUIREMENTS:

Candidates must pass a P.O.S.T. level background investigation for clearance to work on Police Department Information Systems prior to appointment.
WORKING CONDITIONS

Environmental Conditions:

Office environment; occasionally travel from site to site.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; traveling to and from sites and attending meetings.
INFORMATION TECHNOLOGY UNIT MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To assist the Chief Information Officer in providing direction and supervision, budget development and monitoring, program definition, goals development, vision setting and overall program/project oversight and to provide complex staff assistance.

The Information Technology Unit Manager may be assigned as Division Manager overseeing applications or networks.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Chief Information Officer.

Exercises direct supervision over professional, technical and other assigned staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Manage, direct and organize division activities in the area of network or application operations; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Prepare, appear and make presentations before the City Council, Council Committees, boards, commissions and numerous civic organizations representing the Department.

Assist with the preparation of operating and technology fund and control of expenditures and administer the division budget.

Oversee third-party systems, vendor sales, and support; the installation, configuration, and cutover phases of a project; professional IT consulting/development projects; and complex business changes in the implementation of emerging Information technologies.

Assure a strong commitment to customer service; monitor and manage departmental customer satisfaction.
ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - Continued

Participate in recommending the appointment of personnel; provide or coordinate staff training; establish performance expectations and evaluate performance of subordinate personnel; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.

Review system design and end-user documentation prepared by other project staff.

Carry out resource allocation planning and management to effectively assign work tasks to team members.

Develop and manage project cost controls.

Coordinate Division activities with those of other departments and outside agencies and organizations; provide staff assistance to higher-level management; prepare and present staff reports and other necessary correspondence.

Manage the development, production, and execution of training programs.

Develop policies and procedures and assure they are carried out.

Prepare a variety of correspondence including general and special reports.

Marginal Functions:

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of

Information Technology best practices.

Governmental business practices.

Business issues related to implementing systems.

Principles of organization, administration, supervision, training and personnel management.

Principles of budget preparation and expenditure control.
Knowledge of - Continued

Disciplined project management methodologies, including project estimating, planning, executing, and examining business or functional issues including technical, operational, and management concerns.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Procedures, materials, equipment and methods used in all areas of Information Technology activities.

Skill in:

Organizing work and the work of others, establishing procedures, and assuring deadlines are met.

Preparing project proposals including the submission of budget items.

Managing project costs, resources, and schedules.

Carrying out and/or managing application design, development, deployment, support and maintenance.

Demonstrating leadership skills.

Transferring knowledge, providing direction and supervising, evaluating and training staff.

Designing and developing presentations, documentation, and training.

Preparing workflow and process diagrams, and cost/benefit analysis.

Assisting with the preparation of divisional operating and technology fund budgets and control budget expenditures.

Effectively representing the Department before the Council, Council Committees, boards, commissions, public agencies and private groups.

Preparing clear and concise written reports and developing appropriate recommendations.
Skill in: Continued

Effectively managing assigned areas of the divisional program.

Establishing and maintaining cooperative relationships with those contacted during the course of work.

Effectively overseeing multiple projects simultaneously.

Experience and Training Guidelines

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

Training:

Equivalent to a Bachelor’s degree from an accredited four-year college or university in a computer related field, business information systems, public/business administration, or closely related field.

Experience:

Equivalent to five years increasingly responsible experience carrying out and managing complex system development and/or network projects at the departmental and/or enterprise level. Three years of the required experience must have been in a lead or supervisory capacity.

OR

Two years of experience performing duties as a Software Analyst IV or Systems Engineer III with the City of Modesto. At least one year of the required experience must include working in a lead or supervisory capacity.

Other Requirement:

Specified positions must possess a valid California Driver’s License and have a satisfactory driving record; and be able to pass a POST level background investigation.
WORKING CONDITIONS

**Environmental Conditions:**

Assignments may include office and field environment; positions may require working evenings including weekend and holiday assignments, and traveling to and from site to site.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending, and stooping for prolonged periods of time; using various office equipment including a computer screen and keyboard.
SOFTWARE ANALYST I/II/III

Class specifications are intended to present a descriptive list of the range of duties performed by employees in these classes. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, to perform a variety of application support, business process analysis and maintenance duties including specialties such as Software, GIS, Web and Database Administration (Level III only), to perform application support and maintenance, business/workflow analysis, application integration, report development, testing processes, and project management. Duties may vary depending on the division to which assigned. The Software Analyst classification is focused on the maintenance of existing third-party applications and/or the development of new service delivery programs and solutions.

DISTINGUISHING CHARACTERISTICS

The Software Analyst I is the entry-level class in the series. Initially under supervision, incumbents will participate in application support and maintenance, business/workflow analysis, application integration, report development, testing processes, and some project management responsibility. Positions in this class are flexibly staffed. Incumbents normally advance to the II level after a minimum of 12 months, receive satisfactory performance evaluations, and meet the requirements of Software Analyst II.

The Software Analyst II is the fully qualified, professional-level class in this series. Competent to perform a variety of analytical duties, positions are characterized by the presence of general guidelines from which to make decisions and the availability of supervision in non-routine circumstances. Positions at this level require experience in carrying out application development efforts and project management support at the departmental or enterprise level, have knowledge of industry standard structured life cycle development methodologies, and will focus on the maintenance of existing applications and/or the development of new service delivery programs and solutions as related to the area of assignment. Positions in this class are flexibly staffed. Incumbents may only advance to the III level after a minimum of 18 months as a Software Analyst II, receive a satisfactory performance evaluation, meet the requirements of the Software Analyst III, pass the appropriate proficiency standard rating, and with approval of Chief Information Officer.
The Software Analyst III is the highly qualified, senior-level class in this series. Competent to perform a wide range of analytical duties, this position requires an in depth knowledge of one or more of the specialty areas. Positions in this class work under general guidelines but typically receive minimal supervision when working on assignments. Assignments require experience in carrying out and managing application development projects with a focus on business process re-engineering at the departmental and/or enterprise level. Development experience includes playing a key role with all or parts of application development projects ranging from user analysis, development, coding, implementation, project management, and support. Analyst experience includes a focus on the analysis of business and service delivery requirements and developing well-defined procedures and programs to deliver practical solutions. Judgment and initiative in making decisions in accordance with established guidelines is required.

SUPERVISION EXCERCISED AND RECEIVED

The Software Analyst I & II positions do not provide supervision to other staff while the Software Analyst III may be required to supervise the Software Analyst I/II positions and/or other assigned staff. The Software Analyst I/II/III receives supervision from the higher-level Software Analyst IV, or as necessary from higher level management.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS: - Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Level I:
- Assist with development projects on one or more of the following platforms: Unix, Microsoft, client-server or web-enabled.
- Communicate and work with third-party vendor sales, applications, and support.
- Workflow/business process analysis.
- Application development, integration, and monitoring.
- Customer presentation, demonstrations, and feedback sessions.
- Testing: alpha, beta, and production testing.
- Application support, maintenance and ongoing enhancements.
- Assist with customer training.
- Prepare procedures, handbooks, manuals, and other training related materials.
- Assists with the development of project proposals and yearly work program/budget.
Essential Functions - Continued

Level II: (In addition to Level I)
- Develop functional/technical specifications identifying the features and functions of an application.
- Installation, configuration, and go-live testing.
- Perform quality assurance over interim work products and deliverables.
- Assume project management responsibilities including the development of project plans and timelines.

Level III: (In addition to Level I & II)
- Assume a key role in the execution of professional IT consulting/development projects.
- Recommend technology solutions to clients.
- Monitor and manage departmental customer satisfaction.
- Perform first-line issue resolution.

When Assigned to Software Analyst Track:

Level I & II:
- Become subject matter experts on supported third-party applications.
- Keep current and maintain a strong knowledge of emerging programming languages and procedures.
- Prepare workflow and process diagrams, which may include cost/benefit analysis.
- Code difficult program instructions.
- Perform software maintenance.
- Design and develop complex datamarts and data warehouses.
- Analyze procedures and data, and develop logical conclusions.

Level III: (In addition to Level I & II)
- Carry out business process analysis/re-engineering, using a formal and proven methodology.
- Participate in the execution of the full life cycle of development projects on one or more of the following platforms: client-server or web-enabled.
- Facilitate customer sessions to define their application requirements.
- Participate in the following: database design, development specifications, application prototyping, development, and production testing.
When Assigned to GIS Analyst Track:

Level I:
- Coordinate with department/division "clients" to address and respond to their mapping, tabular, analytical, reporting needs. Develop, implement, and maintain applications and products that meet the client's needs.
- Prepare working and presentation maps, reports, and documents on an as needed basis.

When Assigned to GIS Analyst Track:

Level I (continued):
- Assist with the maintenance of the City GIS Intra/Internet site and related data.
- Assist with data development and maintenance as needed.

Level II: (In addition to Level I)
- Responsible for development and maintenance of GIS applications.
- Assist with the conceptual design of databases.
- Assist with the maintenance of database indices and relational items.
- Document the design, implementation, maintenance, and use of GIS applications.
- Develop and carry out training for GIS applications.
- Make recommendations for current and future technology infusions and upgrades by keeping abreast of current technology through seminars, journals, professional associations, peers, and other means.
- Define, develop, and carry out analytical tasks and reports requested by customers ranging from simple query to complex overlay and what if modeling scenarios.

Level III: (In addition to Level I & II)
- Work on the conceptual and physical design of databases, including establishing and maintaining table relationships, indices, and the rules governing data input into database applications.
- Design, develop, and maintain interfaces between GIS and existing City applications and databases such as: Permits Tracking, Fire Records Management, Police Records Management, Utilities work order processing, Business licenses, Financials, and other systems.
- Develop and maintain SQL query statements and database connectivity.
- Design, modify, and/or develop programming for the customization of end user applications or automation of processes.
Essential Functions - Continued

When Assigned to Web Analyst Track:

Level I:
• Assist with security related issues pertaining to web site operation.
• Provide technical assistance with Internet e-mail related issues.
• Assist in design and implementation of web-based applications.
• Coordinate with the City Manager’s Office to ensure conformance with design standards.
• Prepare and review statistical information pertaining to web sites.

When Assigned to Web Analyst Track (continued):

Level II: (In addition to Level I)
• Coordinate with staff and the public for implementation of new features.
• Provide for the implementation and operation of web sites and servers.

Level III: (In addition to Level I & II)
• Manage domain names and associated records.
• Provide representation on web related issues.

When Assigned to Database Administrator Track (Level III only):

Level III:
• Provide technical guidance and assistance to other staff associated with software development.
• Solve complex software programming and system design problems.
• Recommend measures to optimize system performance and response.
• Code highly technical programs for data processing applications.
• Perform database analysis and data modeling for logical and physical database design.
• Manage and/or participate in database development.
• Manage and/or participate in database integration between existing and new applications.
• Manage and/or participate in database sizing and tuning.
• Manage and/or participate in database development, rollout, and support of production databases.
• Design and develop systems documentation and training.
• Design and implement unattended backup and disaster recovery procedures.
Marginal Functions:

Perform related duties as necessary.

QUALIFICATIONS:

Knowledge of:

Software Analyst I:
- One or more specialty areas including Software, GIS, Web and Database.
- Off the shelf vendor support.
- Emerging technologies, including web-enabled (e-government) service delivery applications.
- Desktop applications.
- Developing end-user documentation and training materials.
- The principles of database design, development, and administration.
- Quality assurance programs.
- The principles of Internet (Web) design, development, and implementation.
- Computer programming languages such as: Visual Basic, HTML, Java, C++.
- PC skills to include proficiency in Microsoft Office suite software.
- Software - Unix Systems, Client-Server, Web-enabled and related software used by the City of Modesto.
- Software - Basic scripting languages in a UNIX and/or Microsoft environment.
- Software – Database reporting tools used by the City of Modesto.
- Software - Fundamental knowledge of software design, relational and distributed database technology.
- Software - Commonly used programming languages, databases, and operating systems on multiple hardware platforms.
- Software - Concept of data warehouse design and data mining.
- GIS – Geographic Information Systems, Global Positioning Systems, automated mapping systems, and database management systems and how they are utilized in the working environment.
- GIS – Remote sensing including its capabilities, applications, and use in conjunction with GIS.
- GIS – Principles of cartography including methods, techniques, and symbolism.
- GIS – Common GIS data formats.
- WEB - Computers, information systems, and Internet technologies.
Software Analyst I - Continued

- WEB - HTML and Active Server Page programming.
- WEB - Database connectivity; with City of Modesto standard databases.
- WEB - City of Modesto standard web server.
- WEB - Basic security considerations pertaining to web-based applications.
- WEB - DNS and basic connectivity issues related to web sites and their presentation.
- WEB - Basic e-mail as related to web site operation.

Software Analyst II: (In addition to the requirements of the I, and depending on assignment):
- Information Technology best practices.
- Formal application development methodologies.
- Project management methodologies.
- GIS - Global and local coordinate systems and datum.
- GIS - National standards as related to data formats and metadata.

Software Analyst III: (In addition to the requirements of the II, and depending on assignment):
- Industry best practices used in the development arena.
- Various application development tools supported by the City of Modesto.
- Software - Software design, relational and distributed database technology.
- Software - Data warehouse design and data mining practices.
- GIS - Applied usage of Geographic Information Systems as it relates to all sectors of local government.
- GIS - Customization capabilities of GIS software.
- DBA - Database backup and recovery.
- DBA - Methods for installing and upgrading database servers.
- DBA - Methods of database maintenance and system security.
- DBA - Database performance and optimization methods.

Skill In:

Software Analyst I:
- Carrying out multiple tasks simultaneously.
- Analyzing and develop logical solutions and alternatives to problems.
- Prioritizing tasks based on importance to the business.
- Working under the direction of immediate supervisor.
Software Analyst I - Continued

- Maintaining effective working relationships with those contacted in the course of work.
- Assisting with business process analysis, application design, development, system installation/deployment, support, and maintenance.
- Demonstrating, developing, and supporting a strong commitment to customer service.
- Communicating clearly and concisely, both verbally and in writing.
- Analyzing procedures and instructions, and developing logical conclusions.
- Organizing work, establish procedures, and meeting deadlines.
- Keeping current and maintain a strong knowledge of emerging programming languages and procedures.
- Working with, control, and maintain sensitive, confidential information according to legal standards and/or City regulations as required.
- Working in a team environment or independently, as conditions require.
- Working with word processing, database, spreadsheet, and presentation software.
- Under supervision, assist in developing project proposals including the submission of budget items, project plans, and reasonable timelines.
- Providing excellent customer service and support.
- Preparing required documentation, including both program-level and user-level documentation.
- Understanding and working with relational databases.
- Conducting computer system and procedure analyses, making sound recommendations for new applications.
- **Software** - Coding programs for data processing applications.
- **Software** - Remaining current in software development techniques, technology, and tools.
- **GIS** - Understanding GIS Concepts.
- **GIS** - Working with GIS software products.
- **GIS** - Understanding and working with object oriented GIS software.
- **GIS** - Working proficiently using Computer Aided Drafting (CAD) software.
- **GIS** - Working with and interpreting maps including a variety of engineering, planning, assessment, and other maps.
- **WEB** - Troubleshooting basic connectivity issues related to web site operation.
- **WEB** - Implementing basic security procedures.
- **WEB** - Working with standard design and layout tools.
- **WEB** - Assisting in design and implementation of web-based applications.
Software Analyst II: (In addition to Level I)
- Working within project costs, resources, and schedules.
- Developing project plans and reasonable timelines.
- Carrying out and/or manage 3rd Party application systems, application design, development, deployment, support, and maintenance.
- Recommending measures to optimize systems performance and response.
- **GIS** - Working with database tools used by the City of Modesto.
- **GIS** – Integrating data from multiple sources with City of Modesto GIS data.
- **GIS** - Solving complex analytical problems utilizing GIS software.
- **WEB** - Deploying, configuring, and maintaining web servers and related software.

Software Analyst III: (In addition to Level I & II)
- Providing leadership skills.
- Transferring knowledge and providing direction to other staff.

Software Analyst III (continued):
- Designing and developing presentations, documentation, and training oriented toward customers.
- Preparing workflow and process diagrams, and cost/benefit analysis.
- Analyzing procedures and data, and developing logical conclusions.
- Assuming overall responsibility for a variety of projects.
- **GIS** - Communicating the use of GIS tools to end-users.
- **GIS** - Understanding and integrating GPS technology within the GIS environment.
- **GIS** – Constructing SQL calls to external or relational tables.
- **GIS** – Designing the physical layout of databases and the physical relationships of databases and/or database tables.
- **GIS** – Customizing the GIS graphical user interface (GUI) according to customer needs.
- **WEB** – Managing DNS and domain related issues.
- **DBA** - Providing technical guidance and assistance to other staff associated with application development.
- **DBA** - Solving complex application programming and systems design problems.
- **DBA** - Recommending measures to optimize systems performance and response.
- **DBA** – Coding highly technical programs for data processing applications.
- **DBA** - Troubleshooting database problems.
Ability to (all levels):

- Reason logically, draw valid conclusions, and make appropriate recommendations.
- Occasionally perform medium lifting up to 50 lbs.

EXPERIENCE AND TRAINING GUIDELINES:

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

**Software Analyst I**

**Training:**
Equivalent to an Associate of Arts / Science Degree from an accredited college with major coursework in business information systems, computer science, geography, or a closely related field.

**Experience:**
One year of full-time business application support and/or development experience in any of the three defined assignments: Software Analyst, GIS Analyst, or Web Analyst.

**Software Analyst II**

**Training:**
Equivalent to an Associate of Arts / Science Degree from an accredited college with major coursework in business information systems, computer science, geography, or a closely related field.

**Experience:**
Equivalent to two (2) years of full-time, increasingly responsible applications development / maintenance experience in any of the three defined assignments: Software Analyst, GIS Analyst, or Web Analyst.

OR

One year of experience performing duties as a Software Analyst I with the City of Modesto.
Software Analyst III

Training:
Equivalent to a Baccalaureate of Arts / Science Degree from an accredited college or university with major coursework in computer science, geography, or a closely related field.

Experience:
Equivalent to four (4) years of full-time relevant, increasingly responsible experience performing a variety of duties in any of the four defined assignments: Software Analyst, Database Administrator, GIS Analyst, or Web Analyst.

OR

Two (2) years of experience performing duties as a Software Analyst II with the City of Modesto.

Other Requirement:
Specified positions must possess a valid California Driver’s License and have a satisfactory driving record; and be able to pass a POST level background investigation.

WORKING CONDITIONS

Environmental Conditions:
Assignments may include office and field environment; positions may require working evenings including weekend and holiday assignments, and traveling to and from site to site.

Physical Conditions:
Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending and stooping for prolonged periods of time; using various office equipment including a computer screen and keyboard; requires medium lifting (up to 50 lbs.).
SOFTWARE ANALYST IV

Class specifications are intended to present a descriptive list of the range of duties performed by employees in these classes. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To act as a principal technical consultant in an assigned specialty area. Incumbents are expected to perform a variety of application analysis and development duties with a high degree of complexity encompassing one or more of the following specialty areas:

- Business workflow analysis.
- Applications development, maintenance, and administration.
- Database administration.
- Geographic information analysis.
- Web application development.

DISTINGUISHING CHARACTERISTICS

As a Software Analyst IV, responsibilities include: assuming total responsibility for the technical aspects of application development projects, knowledge and experience with structured life cycle development methodologies, analysis of business and service delivery requirements and developing well-defined procedures and programs to deliver practical system solutions. The Software Analyst IV is considered the master level, capable of solving the most complex issues in at least one of the specialty areas.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from higher-level management.

May exercise direct supervision over professional, technical and other assigned staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS:

Essential and other important responsibilities and duties may include, but are not limited to, the following:
Essential Functions:

- Communicate and work with third-party applications, vendor sales, and support.
- Manage the installation, configuration, and cutover phases of a project.
- Assume a key role in the execution of professional IT consulting/development projects.
- Recommend technology solutions to clients.
- Manage complex business changes in the implementation of emerging Information Technologies.
- Provide subject matter knowledge to the project team or the customer.
- Demonstrate a strong commitment to customer service.
- Make recommendations for current and future technology infusions and upgrades.
- Use formal project management techniques and tools to effectively manage the scope of work, project costs, technical resources, and maintain schedule integrity; utilize project management software; make modifications and adjustments as required to ensure projects are delivered on time and within budget.
- Carry out business process analysis/re-engineering, using a formal and proven methodology.
- Develop systems on platforms such as Unix, Microsoft, client-server or web-enabled.
- Provide technical guidance and assistance to other staff associated with Information Systems.
- Recommend measures to optimize system performance and response.

Depending on assignment, duties may also include:

- **Software** - Act as subject matter experts on supported third-party applications.
- **Software** - Facilitate customer sessions to define their application requirements.
- **Software** - Assume overall accountability when managing and/or participating in the execution of the full life cycle of development projects on one or more of the following platforms: client-server or web-enabled, whether City staff or Vendors retained by the City carry out the work.
- **DBA** - Database analysis, data modeling, and CASE tools for logical and physical database design.
- **DBA** - Manage and/or participate in database development, integration between legacy and new applications, sizing and tuning, rollout, and support of production databases.
- **GIS** - Develop, implement, and maintain applications/products that meet the clients' needs.
Essential Functions - Continued

- **GIS** - Manage the physical design of databases, the rules governing data input, and assure that database indices, relational items, and connectivity are properly and continuously maintained.
- **GIS** - Design, develop, and maintain GIS interfaces with City computer applications/databases used by the City of Modesto.
- **GIS** - Extends "out of the box" capability of GIS software used by the City of Modesto.
- **WEB** - Work with security related issues pertaining to web site operation.
- **WEB** - Work on the design and implementation of web-based applications.
- **WEB** - Provide for the implementation and operation of web sites and servers.
- **WEB** - Provide representation on web-related issues.

Marginal Functions:

Perform related duties as assigned.

QUALIFICATIONS:

**Knowledge of:**

- Technology advancements and how they can/will be applied within our current/future business models.
- Information Technology best practices.
- Quality assurance programs.
- Principles of budget preparation and expenditure control.
- Methods and techniques of statistical analysis, effective technical report preparation and presentation.
- Database design, development, and administration.
- Software development tools used by the City of Modesto.
- Database reporting tools used by the City of Modesto.
- In-depth knowledge of software design, relational and distributed database technology.

When assigned to the following:

- **Software** – Scripting languages in a Unix and/or Microsoft environment.
- **Software** - Commonly used programming languages, databases, and operating system on multiple hardware platforms.
- **Software** - Data warehouse design and data mining practices.
- **DBA** - Database backup and recovery.
- **DBA** - Installing and upgrading database server.
- **DBA** - Enrolling users and maintaining system security.
- **DBA** - Monitoring and optimizing the performance of the database.
Knowledge of - Continued

- **DBA** - Modifying the database structure as requested by vendor or users.
- **DBA** - Troubleshooting database problems.
- **DBA** - Creating database storage structures and objects.
- **GIS** – The applied use of Geographic Information Systems, Global Positioning Systems, automated mapping systems, and database management systems as it relates to local government.
- **GIS** – One or more major GIS software packages.
- **GIS** - Remote sensing including its capabilities, applications, and use in conjunction with GIS.
- **GIS** - The principles of cartography including methods, techniques, and symbolism.
- **WEB** - Internet design, development, and implementation.
- **WEB** - HTML and Active Server Page programming.
- **WEB** - Microsoft Windows server software and web servers.
- **WEB** - Security considerations pertaining to web based applications.
- **WEB** - DNS and connectivity issues related to web sites and their operation.

Skill In:

- Applying knowledge of industry best practices, business process reengineering or change management methods.
- Making sound judgments and decisions in accordance with established guidelines.
- Working effectively with development and customer teams.
- Analyzing and developing logical solutions and alternatives to problems.
- Creating and implementing project plans.
- Supervising and guiding technical staff in the performance of their routine tasks.
- Keeping current with emerging technological advancements and evaluating their benefits as applied to the City's current/future business processes.

When assigned to the following:

- **Software** - Fluently programming in one or more standard programming languages.
- **Software** - Coding difficult program instructions.
- **Software** – Preparing complex workflow and process diagrams, and cost/benefit analysis.
- **DBA** – Managing multiple relational databases including the physical design, maintenance, and fine-tuning.
- **DBA** – Developing reporting capabilities.
- **DBA** – Managing database backup and recovery.
Skill In - Continued

- **DBA** – Setting up user and database security.
- **DBA** – Upgrading or installing different database versions.
- **DBA** – Monitoring disk space and assigning disk space capacity.
- **DBA** – Interpreting trace and lock files for problem solving.
- **DBA** – Developing and reviewing standards to assure application design and code are produced with proper integrity, security, and performance.
- **GIS** - Comprehending and implementing GIS projects and programs.
- **GIS** - Expertly developing, working with, managing, and applying the use of GIS desktop, workstation, and web enabled products.
- **GIS** - Extending the capabilities of GIS products.
- **GIS** - Working with relational database tools such as Access, Oracle, or SQL Server.
- **GIS** - Integrating GIS with other data management applications.
- **GIS** - Integrating GPS technology within the GIS environment.
- **GIS** - Solving complex analytical problems utilizing GIS software.
- **GIS** - Designing the physical layout of databases and the physical relationships of separate but related databases.
- **WEB** – Managing web related tools and services.
- **WEB** - Integrating web technologies into desktop tools aimed at simplifying access to data and the research of information.
- **WEB** - Troubleshooting connectivity issues related to web site operation.
- **WEB** – Designing, testing, implementing, and maintaining e-government services including security procedures.
- **WEB** - Deploying, configuring, and maintaining web servers and related software.
- **WEB** – Managing DNS and domain related issues.

**Ability To:**

- Work independently.
- Communicate clearly and concisely, both verbally and in writing.
- Effectively manage multiple projects simultaneously.

**EXPERIENCE AND TRAINING GUIDELINES:**

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

Training:

Equivalent to a Bachelor's degree from an accredited four-year college or university in business information systems, geography, public/business administration, other computer related or closely related field.

Experience:

Equivalent to four (4) years increasingly responsible experience carrying out and managing complex application development projects with a focus on business process re-engineering at the departmental and/or enterprise level, database development, maintenance, analysis, and tuning, the development and applied use of Geographic Information Systems (GIS), or web application development and interface skills. Two (2) years of the required experience must have been in a lead capacity.

OR

Two (2) years of experience performing duties as a Software Analyst III with the City of Modesto.

Other Requirement:

Specified positions must possess a valid California Driver's License and have a satisfactory driving record; and be able to pass a POST level background investigation.

WORKING CONDITIONS

Environmental Conditions:

Assignments may include office and field environment; positions may require working evenings including weekend and holiday assignments, and traveling to and from site to site.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending, and stooping for prolonged periods of time; using various office equipment including a computer screen and keyboard.
Defining the Systems Engineer I/II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in these classes. Specifications are not intended to reflect all duties performed within the job.

**Definition**

Under general direction, to manage a variety of network operating systems or Local Area Networks/Wide Area Networks (LAN/WANs), telecommunications networks and/or mid to high-end computing platforms, Network Operating Systems (NOS). To analyze, plan, install, evaluate, monitor, test and maintain systems and application software in a personal computer, client/server, or web environment, and to perform other related duties as required. Assignments may specialize in the area of LAN/WAN systems, operating systems and/or telecommunications. Duties assigned to this class may include supervision of staff and/or include technical assignments.

**Distinguishing Characteristics**

The Systems Engineer I is the fully qualified, professional-level class in this series. Competent to perform a variety of analytical/technical duties, positions are characterized by the presence of general guidelines from which to make decisions and the availability of supervision in non-routine circumstances. Incumbents work with complex and highly sophisticated network operating systems, LAN/WAN projects, or telecommunications projects. Positions in this class are flexibly staffed. Incumbents may only advance to the II level after a minimum of 24 months as a System Engineer I, receive a satisfactory performance evaluation, meet the requirements of the System Engineer II, pass the appropriate proficiency standard rating, and with approval of Chief Information Officer.

The Systems Engineer II is the highly qualified, senior-level class in this series. Competent to perform a variety of analytical/technical duties, this position requires an in-depth knowledge of one or more of the specialty areas. Incumbents manage complex and highly sophisticated network operating systems or LAN/WAN projects. Generally, duties assigned at the Systems Engineer II level may include supervision of staff and technical functions performed with greater independence than the Systems Engineer I classification.
SUPERVISION RECEIVED AND EXERCISED

The Systems Engineer I does not supervise other staff while the Systems Engineer II may be required to supervise the Systems Engineer I and/or other assigned staff. The Systems Engineer I/II generally receives supervision from the higher-level Systems Engineer III, or as necessary from higher-level management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

**System Engineer I:**
- Establish standards and procedures relating to operating systems software products.
- May assign work or provide technical guidance.
- Utilize current and emerging networking, communications or operating system technologies.
- Monitor the overall performance of operating systems and communications software, and resolve problems as required.
- May perform project cost estimates and ensure billing procedures and costs are correct, timely, and within applicable accounting principles.
- Assist with the development and implementation of project plans.
- Keep current and aware of "state-of-the-art" information technology.

**System Engineer II:** (In addition to System Engineer I)
- Plan, install, evaluate, monitor and maintain client/server operating system releases, enhancements and/or application software.
- Supervise, evaluate and coach assigned staff including maintaining discipline and ensuring all rules, policies and procedures are enforced; advise and counsel subordinates; follow up on problems and complaints; participate in the selection of staff.
- Oversee, direct and train staff in the analysis, monitoring and fine-tuning of the City's standard operating systems.
- Work with department management, internal customers, and information technology professionals to define automated solutions to short and long-range computer services and integrated network needs.
- Manage and support client/server application software products installed throughout the City including connectivity with multiple remote sites.
- Perform data base administration on the City's client/server environment.
System Engineer II: (In addition to System Engineer I)-continued
- Work with the organizational team and vendor personnel as appropriate regarding changes to existing systems or to resolve technical questions related to the operating system.
- Establish operational and technical procedures for the utilization of client/server systems and program products.
- Monitor system performance and evaluate system status and resources; develop and write scripts to address the monitoring and evaluation as needed.
- Coordinate hardware installation, configuration and maintenance.
- Prepare and develop budget recommendations related to client/server environment.
- Provide resolution to systems errors and/or problems as they occur; apply "fixes" to system and program product software.

When Assigned to LAN/WAN System Engineering:

System Engineer I:
- Assist with the execution of Networking/Communications (LAN/WAN) projects.
- Assist in developing LAN/WAN system requirement definitions.
- Assist in developing functional and technical specifications.
- Participate in LAN/WAN installations and configurations.
- Assist with the quality execution of LAN/WAN task(s), within budget while maintaining the schedule integrity.
- Assist in resolving LAN connectivity issues and maintaining LAN and Internet connections.
- Assist with LAN/WAN upgrades, support, and maintenance.
- Stay current on emerging networking/communications technologies.

System Engineer II: (In addition to System Engineer I)
- Carry out the execution of Networking/Communications (LAN/WAN) projects that are larger in scale and complexity.
- Develop LAN/WAN system requirement definitions and functional and technical specifications.
- Assume responsibility for the quality execution of LAN/WAN task(s), within budget while maintaining the schedule integrity.
- Resolve LAN connectivity issues and maintain LAN and Internet connections.
- Play a key role with LAN/WAN upgrades, support, and maintenance.
- Develop cost data used for LAN/WAN project cost estimating.
- Carry out LAN/WAN system analysis, at the workgroup, department or enterprise level.
- Design and engineering of LAN/WAN installations.
When Assigned to Network Operating Systems Engineering:

System Engineer I:
• Assist with the installation and maintenance of Network Operating Systems (NOS) on small to medium projects.
• Participate in reviewing new network operating systems and enhancements.
• Resolve basic system errors and problems as they occur applying the appropriate fixes to those problems.
• Interface with IT staff and users as appropriate, regarding changes to existing system software or to resolve technical problems regarding changes to existing system software.
• Assist in documenting standards and procedures developed by senior staff as it relates to network operating systems.
• Monitor the overall performance of the network operating systems and communications software, and resolve problems as required.

System Engineer II: (In addition to System Engineer I)
• Carry out the installation and maintenance of Network Operating Systems (NOS) projects that are larger in scale and complexity.
• Participate in reviewing and evaluating new network operating systems and enhancements and assist in planning their installation.
• Resolve system errors and problems as they occur applying the appropriate fixes to those problems.

When Assigned to Telecommunications:

System Engineer I:
• Assist with the installation, repair, and maintenance of telecommunications systems and equipment.
• Evaluate projects and estimate costs as required.
• Assist with the design of telephone systems and networks to meet departmental needs, including telephone system and network traffic analysis.
• Assure that Federal Communication Commission requirements are met in regard to licensing, operating, and the technical performance of wireless communications equipment.
• Prepare Federal Communication Commission license applications.

System Engineer II: (In addition to System Engineer I)
• Perform the installation, repair, and maintenance of telecommunications systems that are larger in scale and complexity.
• Participate in reviewing and evaluating new telecommunications systems and enhancements and assist in planning their installation.
System Engineer II: (In addition to System Engineer I) – Continued

- Prepare and review detailed final construction plans for specifications, special conditions, agreements, and instructions.
- Design and prepare plans and develop specifications for current and future city communications systems and networks, including computer-assisted communications systems and control systems.
- Advise, assist, and instruct operating and maintenance personnel in matters pertaining to all phases of wireless and wired communications systems.

Marginal Functions:

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Systems Engineer I:

- E-mail systems.
- Systems Engineering problem solving and solution development.
- Trends in data processing and/or telecommunications.
- Data base administration concepts.
- Analyzing problems and developing solutions.
- **LAN/WAN** - TCP/IP communications protocols.
- **LAN/WAN** - Ethernet.
- **LAN/WAN** - Installation of routers, hubs and switches.
- **LAN/WAN** - Implementation and administration of network operating systems such as Novell NetWare and Microsoft NT.
- **LAN/WAN** - Network remote dial-up technologies.
- **LAN/WAN** - Local Area Networks, configuration, and topologies with departmental LANs.
- **LAN/WAN** - LAN/WAN maintenance and support.
- **LAN/WAN** - Web Internet/Intranet servers.
- **LAN/WAN** - Wide Area Networks, configuration, and topologies.
- **NOS** - Researching and evaluating micro and mini hardware, operating systems, and communications software.
- **NOS** - Analyzing Systems Engineering problems and developing solutions.
- **NOS** - Network Printing and Print Servers.
- **Telecom** - Data communications and telecommunications.
- **Telecom** – Telephone network design, configuration, and provisioning.
- **Telecom** – PBX and carrier network technologies and protocols.
Systems Engineer I: - Continued

- **Telecom** – Radio frequency coordination and Federal Communication Commission licensing process.
- **Telecom** – Voice messaging systems.
- **Telecom** - Local and long distance carrier providers and rates.
- **Telecom** – Automated Call Distribution (ACD) systems.
- **Telecom** – Interactive Voice Response (IVR) systems.

Systems Engineer II: (In addition to System Engineer I)

- Principles, practices and techniques of information systems management including applications, design, hardware and software options for administrative and business-oriented application.
- Methods and techniques for project management including identifying project task, scope, team building, resource allocation, scheduling/timelines, and communicating the deliverables/results.
- Principles and practices of supervision including selection, training, evaluation and discipline.
- Accounting principles, statistical methods, business administration principles, organization techniques and management procedures.
- Computer operating environments such as UNIX, Microsoft Windows, and Novell.
- Telecommunications including WAN and LAN topologies, hubs, routers, bridges, modems and high-speed data communication technology.
- Network protocols including TCP/IP and IPX/SPX.
- Principles and techniques of budgeting.
- Systems documentation procedures and methods; systems and network security administration.
- **LAN/WAN** – Industry standard LAN/WAN, communications protocols, and network speeds.
- **LAN/WAN** - Installation and configuration of routers, hubs, bridges, switch routers, and switches.
- **LAN/WAN** - Designing and deploying network architecture and infrastructure.
- **LAN/WAN** - Network remote dial-up technologies.
- **LAN/WAN** - Local Area Networks, configuration, and topologies; Departmental LANs, WANs, and multiple server LANs; LAN/WAN implementation, maintenance, and support.
- **LAN/WAN** - Internet/Intranet/Extranet web servers.
- **LAN/WAN** - Cross platform communications.
- **NOS** - Research and evaluation methods associated with micro and mini hardware, operating systems, and communications software.
- **NOS** - Analyzing Systems Engineering problems and developing solutions.
- **NOS** - Network Printing such as HP JetDirect and UNIX print daemons.
Systems Engineer II: (In addition to System Engineer I) - Continued

- **NOS** - Capabilities and limitations of current micro and mini hardware, operating systems, and communications software.
- **NOS** - Implementing and managing network operating systems such as Novell NetWare and Microsoft, and administering network security.
- **Telecom** - Advanced knowledge of data communications and telecommunications and integration with networks.
- **Telecom** - Advanced knowledge of telephone network design, configuration, and provisioning.
- **Telecom** - Extensive knowledge of PBX and carrier network access technologies and protocols.
- **Telecom** - Principles and practices of current trends in telecommunications engineering: wireless and wired networks, systems, and equipment.
- **Telecom** - Modern methods and techniques used in the design and construction of a wide variety of telecommunications engineering projects.
- **Telecom** - Applicable laws and regulatory codes relevant to design and construction.
- **Telecom** - Advanced knowledge of voice messaging systems.
- **Telecom** - Extensive knowledge of local and long distance carrier providers and rates.
- **Telecom** - In-depth knowledge of Automated Call Distribution (ACD) systems.
- **Telecom** - Advanced knowledge of Interactive Voice Response (IVR) systems.

**Skill in:**

**Systems Engineer I:**

- Organizing work, establishing priorities, and meeting deadlines.
- Following verbal and written instructions.
- Communicating effectively in English, both verbally and in writing.
- Understanding technical materials.
- Developing and maintaining effective working relationships.
- Working well in a team environment as well as independently.
- Working under the direction of immediate supervisor.
- Prioritizing tasks based on importance to the business.
- Carrying out multiple tasks simultaneously.
- Assisting in the preparation of written reports.
- Working with, control, and maintain sensitive, confidential information according to legal standards and/or City regulations as required.
- Preparing required documentation, including both program-level and user-level documentation.
- Analyzing and develop logical solutions and alternatives to problems.
Systems Engineer I (continued):

- Remaining current in software development techniques, technology, and tools.
- **LAN/WAN** - Carrying out networking/communications projects.
- **NOS** - Assisting in installing, implementing, and monitoring non-application software associated with Intel based and mid-range system computer operating systems including but not limited to Unix, Novell, or Microsoft Windows platforms.
- **Telecom** - Preparing and evaluating engineering plans, programs and specifications for communications systems.
- **Telecom** - Investigating and analyzing communications operations and problems, and effect improved procedures and solutions.
- **Telecom** – Designing, planning, installing, and maintaining complex wireless and wired networks, and related electronics equipment.

Systems Engineer II: (In addition to System Engineer I)

- Preparing and presenting oral and written reports effectively.
- Analyzing complex procedures and instructions, and developing logical conclusions.
- Carrying out positive time management strategy.
- Carrying out networking/communication/telecommunications project life cycle from analysis through deployment.
- Solving complex hardware and software problems given minimal diagnosis.
- Providing excellent customer service and technical direction to other staff members.
- Understanding technical material and presenting it in a clear and concise manner to technical and non-technical persons.
- Supervising, training, planning, organizing and reviewing the work of assigned staff.
- **LAN/WAN** - Installing, configuring, and supporting complex router configurations, switches and switch routers including VLANs, Internet/Intranet routers in complex TCP/IP configurations, and securing communication solutions.
- **LAN/WAN** - Installing, configuring, and supporting security devices such as firewalls and intrusion detection systems (IDS).
- **NOS** - Installing, configuring, and supporting network operating systems such as Microsoft Windows, Unix, and Novell NetWare.
- **NOS** - Installing, configuring, and supporting Web servers: Internet, Intranet, and Extranet.
- **NOS** - Installing, configuring, and supporting UNIX servers, network routers, hubs, bridges, and coordinating network security.
- **Telecom** - Conducting and obtaining approval of feasibility study reports for telecommunications projects.
ability to (all levels):

- reason logically, draw valid conclusions, and make appropriate recommendations.
- perform medium-heavy lifting up to 75 lbs.

experience and training guidelines:

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

system engineer i

training:
Equivalent to an associate of arts / science degree from an accredited college with major coursework in a computer related field including: computers, business information systems or other related field, or a professionally recognized computer systems engineering certification acceptable to the city of modesto.

experience:
Equivalent to two (2) years of relevant experience performing network administration, installing, implementing and monitoring communications or operating system software and hardware, and/or maintaining high-end computing platforms.

system engineer ii

training:
Equivalent to a bachelor's degree from an accredited four-year college or university in a computer related field including: business information systems, public/business administration, or other related field. A professionally recognized systems engineering certification recognized by the city of modesto may substitute for up to one year of the required education.

experience:
Equivalent to three (3) years of relevant, increasingly responsible experience performing network administration, installing, implementing and monitoring communications or operating system software and hardware, and/or maintaining high-end computing platforms; automated business systems, including technological project management, and the implementation of new systems using client server technology.

or
Experience - Continued

Two (2) years of experience performing duties as a Systems Engineer I with the City of Modesto.

Other Requirement:

Specified positions must possess a valid California Driver's License and have a satisfactory driving record; and pass a POST level background investigation.

WORKING CONDITIONS

Environmental Conditions:
Assignments may include office and field environment; positions may require working evenings including weekend and holiday assignments, and traveling to and from site to site.

Physical Conditions:
Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending, and stooping for prolonged periods of time; using various office equipment including a computer screen and keyboard; requires medium-heavy lifting up to 75 lbs.
Class specifications are intended to present a descriptive list of the range of duties performed by employees in these classes. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

The Systems Engineer III job class is assigned as a Principal Technical Consultant. As a Principal Technical Consultant, incumbents will perform a variety of systems engineering duties of a high degree of complexity including the overall management of complex networks encompassing one or more of the following specialty areas:

- Local/Wide Area Networks.
- Network Operating Systems.
- Telecommunications Networks.

The successful candidate is expected to have familiarity with all of these areas, but must have a depth of experience and expertise in at least one of them.

DISTINGUISHING CHARACTERISTICS

As Principal Technical Consultant, experience in carrying out development projects include: assuming total responsibility for the technical aspects of networks and/or network operating systems, knowledge and experience with structured life cycle development methodologies, analysis of business and service delivery requirements and developing well-defined procedures and programs to deliver practical system solutions. The Principal Technical Consultant is considered the master level, capable of solving the most complex issues in at least one of the specialty areas.

The System Engineer III will manage multiple programs and projects performing complex professional level work requiring strong technical and managerial skills, intense concentration, and attention to detail.

SUPERVISION EXERCISED AND RECEIVED

The Systems Engineer III supervises assigned Information Technology staff. The Systems Engineer III receives general direction from higher-level management.
Essential and Marginal Function Statements:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Use formal project management techniques and tools to effectively manage the scope of work, project costs, technical resources, and maintain schedule integrity; utilize project management software; make modifications and adjustments as required to ensure projects are delivered on time and within budget.
- Communicate and work with third-party applications, vendor sales, and support.
- Assume a key role in the execution of professional IT consulting/development projects.
- Manage complex business changes in the implementation of emerging Information Technologies.
- Interface with appropriate department staff in defining systems standards and operating procedures.
- Utilize current and emerging networking, communications or operating system technologies.
- Prepare activity reports, progress reports, and correspondence.
- Review, interpret, and maintain contracts.
- Oversee the work of contractors involved with City IT projects and systems.
- Actively monitor systems performance, architecture changes, and be aware of future upgrades in an effort to proactively avert potential problems.
- Carry out business process analysis/re-engineering, using a formal and proven methodology.
- May supervise, evaluate and coach assigned staff including maintaining discipline and ensuring all rules, policies and procedures are enforced; advise and counsel subordinates; follow up on problems and complaints; participate in the selection of staff.
- Review system design and end-user documentation prepared by other project staff.
- Work with the Information Technology Management Team and customers to resolve staffing and business issues.
- Manage the development, production, and execution of training programs.
- May develop policies and procedures and assure they are carried out.
- Provide technical guidance and assistance to other staff associated with Information Systems.
- Monitor the overall performance of systems and resolve complex problems as required.
Essential Functions - Continued

- **LAN/WAN** - Manage the execution of Networking/Communications (LAN/WAN) projects of scale and complexity.
- **LAN/WAN** - Perform LAN/WAN system requirement definitions, identifying end user operational or customer service delivery needs.
- **LAN/WAN** - Assume management responsibility for LAN/WAN projects including: scope of work, quality execution of task(s), resources, staff allocation, planning and management, cost controls, and maintenance of schedule integrity.
- **LAN/WAN** - Manage and/or participate in network/communications upgrades, support, and maintenance.
- **LAN/WAN** - Perform LAN/WAN systems analysis at the workgroup, department or enterprise level.
- **LAN/WAN** - Perform LAN/WAN design and engineering.
- **LAN/WAN** - Develop functional and technical specifications used to procure and deploy networking/communications systems.
- **NOS** - Manage the installation and maintenance of Network Operating System (NOS) projects of scale and complexity.
- **NOS** - Play a key role in reviewing and evaluating new operating systems and enhancements, developing purchasing guidelines, and aid in planning their installation.
- **NOS** - Work with IT staff, vendors, and system users regarding changes, anticipated upgrades, and future enhancements to existing systems software or to resolve / prevent technical problems.
- **NOS** - Establish standards and procedures relating to operating system software products.
- **Telecom** - Manage the installation, repair, and maintenance of telecommunications system projects that are larger in scale and complexity.
- **Telecom** - Manage the review and evaluation of new telecommunications systems and enhancements, develop purchasing guidelines, and aid in planning their installation.
- **Telecom** - Develop the vision, promote the visionary plan, and manage the procurement for the current and future city communications systems and networks, including computer-assisted communications systems and control systems.
- **Telecom** - Establish standards and procedures relating to telecommunications systems.

Marginal Functions:

Perform related duties as assigned.
QUALIFICATIONS:

Knowledge of:

- Quality assurance programs.
- Technology advancements and how they can/will be applied within the City’s current/future business models.
- Information Technology best practices.
- Advanced knowledge of voice over IP.
- Principles of budget preparation and expenditure control.
- Methods and techniques of statistical analysis, effective technical report preparation and presentation.
- Government business practices.
- Quality assurance programs.
- Business issues related to implementing systems.
- Disciplined project management methodologies, including project estimating, planning, executing, and examining business or functional issues including technical, operational, and management concerns.
- Principles and practices of organization, administration, staff development and supervision, training, and personnel management.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Systems Engineering problem solving and solution development.
- **LAN/WAN** - Industry standard networking and communications protocols, standard speeds, network design, management and security.
- **LAN/WAN** – Installation, configuration, and troubleshooting of routers, hubs, and bridges.
- **LAN/WAN** - Implementing and managing network operating systems such as Novell and NT.
- **LAN/WAN** - Wide Area Networks, backbone network; Asynchronous Transfer Mode (ATM) and Regional Networks.
- **LAN/WAN** - Internetworking and voice; bridges and routers; design considerations building versus campus voice systems.
- **NOS** - Research and evaluation methods associated with micro and mini hardware, operating systems, and communications software.
- **NOS** - Analyzing systems engineering problems and developing solutions.
- **NOS** - Capabilities and limitations of current micro and mini hardware, operating systems, and communications software.
- **NOS** - Implementing and managing network operating systems such as Novell NetWare and Microsoft, and administering network security.
- **Telecom** - Extensive knowledge of data communications and telecommunications with an emphasis in networking.
- **Telecom** - In-depth understanding of network design, configuration, and provisioning.
• **Telecom** - Extensive knowledge of key network access technologies and protocols.

**Knowledge of** - Continued

• **Telecom** - Telecommunications equipment including PBX and Centrex phone systems.
• **Telecom** - Router installation and the best use of high speed (e.g. T1) information lines.

**Skill in:**

• Remaining current with the latest trends and developments in the computer, networking, and telecommunications industry.
• Applying knowledge of industry best practices, business process re-engineering or change management methods.
• Making sound judgment and decisions in accordance with established guidelines.
• Creating and implementing project plans.
• Organizing work and the work of others, establishing procedures, and assuring deadlines are met.
• Preparing project proposals including the submission of budget items.
• Managing project costs, resources, and schedules.
• Transferring knowledge, providing direction, and supervising, evaluating, and training staff.
• Designing and developing presentations, documentation, and training.
• Preparing workflow and process diagrams, and cost/benefit analysis.
• Organizing and managing small and large teams for the purpose of carrying out projects and programs.
• Analyzing procedures and data, and developing logical conclusions.
• Managing the technical aspects of the assigned systems, from analysis through deployment and management.
• Providing technical direction and supervising both technical and non-technical staff.
• **LAN/WAN** - Carrying out and/or managing networks design, development, deployment, support, and maintenance.
• **LAN/WAN** – Planning system architecture, installing, configuring, and supporting network operating systems such as Microsoft Windows, Unix, and Novell NetWare.
• **LAN/WAN** – Planning system architecture, installing, configuring, and supporting complex router configurations, hubs, and bridges, switches and switch routers including VLANs, Internet/Intranet routers in complex TCP/IP configurations and VPN solutions.
• **LAN/WAN** – Managing network security including, planning system architecture, installing, configuring, and supporting security devices such as firewalls and intrusion detection systems (IDS).
• **LAN/WAN** - Supporting desktop Operating Systems.
Skill in – Continued

- **NOS** - Managing the planning, installation, evaluation, monitoring, and implementation of non-application software associated with computer operating systems such as Unix or Microsoft Windows.
- **NOS** – Planning system architecture and managing the installation, configuration, and support of Web servers such as Internet, Intranet, and Extranet.
- **NOS** – Planning system architecture and managing the installation, configuration, and support of IBM AIX and UNIX servers, network routers, hubs, bridges, and coordinate network security.
- **Telecom** – Planning system architecture and installing, configuring, and supporting telecommunications systems and associated infrastructure.

Ability to:

- Communicate clearly and concisely, both verbally and in writing.
- Work independently.
- Effectively manage multiple projects simultaneously.

EXPERIENCE AND TRAINING GUIDELINES:

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

**Training:**

Equivalent to a Bachelor’s degree from an accredited four-year college or university in a computer related field, business information systems, public/business administration, or closely related field.

**Experience:**

Equivalent to four (4) years of experience performing network administration, installing, implementing and monitoring communications or operating system software and hardware, and/or maintaining high-end computing platforms; automated business systems, including technological project management, and the implementation of new systems using web-based and client server technology.

**OR**

Two (2) years of experience performing duties as a Systems Engineer II with the City of Modesto.
Other Requirement:

Specified positions must possess a valid California Driver's License and have a satisfactory driving record; and be able to pass a POST level background investigation.

WORKING CONDITIONS

Environmental Conditions:

Assignments may include office and field environment; positions may require working evenings including weekend and holiday assignments, and traveling to and from site to site.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending, and stooping for prolonged periods of time; using various office equipment including a computer screen and keyboard.
SYSTEMS TECHNICIAN I/II/III

Class specifications are intended to present a descriptive list of the range of duties performed by employees in these classes. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, to troubleshoot, analyze and resolve system/application related support requests including specialties such as Help Desk, GIS and Web, to assist and train users in personal computer hardware/software, and to provide systems support and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

Systems Technician I is the entry-level class of the series. Initially under close supervision, incumbents learn and perform a variety of functions related to support of PC's, Networks, Operating Systems, and Applications. Positions in this class are flexibly staffed. Incumbents normally advance to the II level after a minimum of 12 months, receive satisfactory performance evaluations, and meet the requirements of Systems Technician II.

Systems Technician II is the qualified, assistant level class of this series. Competent to perform a variety of technical duties including the maintenance and support of PC's, mapping, or web development, positions are characterized by the presence of general guidelines from which to make decisions and the availability of supervision in non-routine circumstances. Positions at this level are accomplished users of common desktop and/or specialized applications software related to the area of assignment. Specific assignments include Systems, Help Desk Specialist, GIS and Web. Duties may vary depending on the division to which assigned. Incumbents may only advance to the III level after a minimum of 12 months as Systems Technician II, have passed the appropriate proficiency standard rating, and with approval of CIO.

Systems Technician III is the highly qualified and diversified, associate level class of this series, competent to perform a multitude of support, maintenance, and applications development duties. Incumbents work with minimal supervision, and generally receive only occasional assistance. Employees in the associate level class may review, direct, supervise, and train the lower level Systems Technician I and II.
SUPERVISION EXCERCISED AND RECEIVED

The Systems Technician I & II positions do not provide supervision to other staff while the Systems Technician III may be required to supervise the Systems Technician I/II positions and/or other assigned staff. The Systems Technician I/II/III will generally receive supervision from higher level management.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Assist users to locate and resolve personal computer problems which may include: communications, hardware and software, GIS map/data maintenance, or web page maintenance.
- Work as part of a team that troubleshoots, analyzes, and resolves system/application related support requests.
- Keep users informed as to project or program status.
- Assist in providing citywide training for hardware, software, and/or applications for potential purchases or modifying City standards.
- Provide quality assurance oversight on various projects, programs, applications or data sets.
- Assist in securing information required for completion of projects.
- Assist in testing and maintaining microcomputer hardware and software.
- Perform research and development tasks in personal computers and related software.
- Provide quality assurance oversight on various projects, programs, applications or data sets.
- Provide technical support to customers of standard city hardware, software, and applications.
- Assist with the development of procedures.
- May research and evaluate new advances in Information Technology; perform project management duties (Level III).

When assigned to Systems:

- Specialize in the testing, configuration, and installation of new microcomputer hardware and software.
- Assist in researching and evaluating new advances in personal computer hardware and software.
- Troubleshoot and perform minor maintenance on personal computer hardware, software, printer, and network related computer problems.
- Assist in the installation, troubleshooting, maintenance, and administration of Local Area Networks (LAN).
When assigned to Systems - Continued

- Install personal computer cables, personal computer devices, and hardware upgrades as assigned.
- Assist in maintaining inventory of existing and newly acquired computer hardware and software.
- Assist with the maintenance of cable route maps, software license, and version tracking.

When assigned to Help Desk:

- Diagnose and resolve problems in the area of hardware, applications, and operating systems on Windows based PC's over the phone.
- Assist callers with connectivity problems in a network environment.
- Dispatch service to provide advanced levels of support when necessary.
- Keep users informed as to the status of open calls, per established procedures.
- Detail users problems into problem management software.
- Routinely check the Help Desk after-hours voice mail and respond to requests or service appropriately.
- Assist in maintaining inventory of existing and newly acquired computer hardware and software.
- Assist in maintaining cable route maps, software license, and version tracking.

When assigned to GIS:

- Assist with the development, maintenance, and quality assurance of geographic and tabular GIS data sets.
- Maintain meta-data for GIS data sets.
- Carry out data entry needs, including geocoding services.
- Prepare working and presentation maps, reports, and documents on an as needed basis.
- Maintain printing and plotting devices.
- Collect data from field inventory and process internally.

When Assigned to WEB:

- Develop and maintain web pages for city-hosted sites.
- Prepare graphics and banner ads.
- Ensure Meta tag and all text data is complete.
- Assist in securing information required for completion of projects.
- Monitor site for broken links, correcting as necessary.
- Provide technical support to customers for Internet related tasks.
Marginal functions:

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Systems Technician I:
- Depending on assignment, special interest areas including Systems, Help Desk, GIS, and Web.
- Personal Computer and Server systems.
- Principles and techniques of computer systems analysis and programming.
- Local Area Network (LAN) and Wide Area Network (WAN) concepts, terminology, and operating systems.
- Principles of Information Systems security.
- Computers, information systems, and Internet technologies and applicable to specialized concepts related to Systems, Help Desk, GIS, or Web.

Systems Technician II: (In addition to the requirements of the I, and dependent upon assignment):
- GIS - Principles of cartography including methods, techniques, and symbolism.
- WEB — HTML programming.
- WEB - Database connectivity; computer graphic applications and appropriate use of graphics formats.

Systems Technician III: (In addition to the requirements of the I & II, and dependent upon assignment):
- Database concepts.
- Experience with database systems used by the City of Modesto.
- WEB - HTML and Active Server Page programming.
Skill in:

Systems Technician I
- Developing and maintaining effective working relationships with those contacted in the course of the work.
- Operating a personal computer and related office equipment.
- Maintaining attention to detail despite interruptions.
- Communicating effectively, both verbally and in writing.

Systems Technician I (continued)
- Following oral and written instructions.
- Documenting and maintaining accurate computer records and procedures.
- Working with, controlling, and maintaining sensitive, confidential information according to legal standards and/or city regulations as required.
- Organizing and managing assigned tasks and requests from customers.
- Working in a team environment or independently, as conditions require.
- Providing excellent customer service and support.
- Working with word processing, database, spreadsheet, and presentation software.
- Help Desk, Systems - Troubleshooting, configuring, performing simple repairs, and installing microcomputer and server hardware/software.
- Help Desk - Assisting in maintaining inventory of existing and newly acquired computer hardware and software.
- GIS - Working with GIS software.
- GIS - Working with AutoCAD or other Computer Aided Drawing software tools.
- GIS - Producing maps that satisfy departmental requests.
- WEB - Creating/editing/updating web pages in standard formats.
- WEB - Preparing graphics and banner ads.
- WEB - Working with standard design and layout tools.
- WEB - Assisting in the design and implementation of web-based applications.

Systems Technician II: (In addition to the requirements of the I, and dependent upon assignment):
- Using initiative and sound, independent judgment within established guidelines.
- Prioritizing work and coordinating several activities simultaneously.
- Work with vendors to resolve application issues.
- Help Desk - Assisting in maintaining cable route maps, software license, and version tracking.
- GIS - Working with and interpreting maps including a variety of engineering, planning, assessment, and other maps.
Systems Technician III: (In addition to the requirements of the I & II, and dependent upon assignment):
- Leading team to implement and deliver a consistent, reliable, accurate, and cost effective support environment.
- Directing, scheduling, training, and coaching the work of subordinate personnel.
- Independently addressing complex business and technical issues.
- Working with minimal supervision.
- GIS - Work with specialized GIS software.
- GIS - Modify GIS procedures utilizing macro tools.
- WEB - Creating, modifying, and maintaining advanced scripted and dynamic web pages and applications using standard formats.
- WEB - Creating database connectivity components.

Ability to: (All levels)
- Learn specialized functions, procedures and technical support tasks related to the assignment.
- Communicate tactfully and effectively with the public and remain calm and follow designated protocols in stressful and/or emergency situations.
- Read and understand job-related technical manuals.
- Coordinate with customers to ensure successful completion of projects.
- Assist in obtaining information required for completion of projects.
- Perform occasional medium lifting up to 50 lbs.

Systems Technician I:
- GIS - Perform technical research in Geographic Information Systems.
- WEB - Review and place appropriate META information into HTML documents.

Systems Technician II: (In addition to the requirements of the I, and dependent upon assignment):
- GIS - Review and maintain meta-data.
- WEB - Verify link integrity within website.

Systems Technician III: (In addition to the requirements of the I & II, and dependent upon assignment):
- Analyze and solve problems in a timely manner.
- Possess strong analytical skills and be able to think fast when problems occur.
- Help Desk, Systems - Troubleshoot, configure, perform simple and complex repairs, and install microcomputer and server hardware/software.
- GIS - Work with GPS hardware/software tools for data collection.
- WEB - Assist with server configuration and maintenance tasks.
Experience and Training Guidelines:

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

**Systems Technician I:**

**Training:**  
Equivalent to graduation from high school or GED supplemented by specialized training in subjects directly related to the specific assignment.

**Experience:**  
Six months of responsible paid or unpaid computer related work experience including proficiency in related technology used by the City of Modesto in one of the assigned areas.

**Systems Technician II:**

**Training:**  
Equivalent to graduation from high school or GED supplemented by specialized training in subjects directly related to the specific assignment.

**Experience:**  
Eighteen months of responsible paid full time computer related work experience including proficiency in related technology used by the City of Modesto in one of the assigned areas.

or

Twelve months of experience performing duties as a Systems Technician I with the City of Modesto.

**Systems Technician III:**

**Training:**  
Equivalent to 15 semester units of college coursework in a related area of study or possession of a recognized computer certification accepted by the Information Technology Department may be substituted for up to six months of the required experience.
Experience:
Two years, six months of responsible paid computer related work experience including proficiency in related technology used by the City of Modesto in one of the assigned areas.

or

Twelve months of experience performing duties as a Systems Technician II with the City of Modesto.

OTHER REQUIREMENTS:

Specified positions must possess a valid California driver's license and have a satisfactory driving record; and be able to pass a POST level background investigation.

WORKING CONDITIONS

Environmental Conditions:

Assignments may include office and field environment; positions may require working evenings including weekend and holiday assignments, and traveling to and from site to site.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending and stooping for prolonged periods of time; using various office equipment including a computer screen and keyboard; requires occasional medium lifting (up to 50 lbs.).
MODESTO CITY COUNCIL RESOLUTION NO. 2004-391


WHEREAS, Resolution No. 2003-330 granted salary and benefit changes to Unrepresented Management and Confidential Employees including Charter Officers and Executives, effective July 1, 2003, and

WHEREAS, the City Council desires to amend Resolution No. 2003-330,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto as follows:

SECTION 1. AMENDMENT TO RESOLUTION NO. 2003-330.

Exhibit "A" entitled "City of Modesto Class Range Table, Unrepresented Management and Confidential Non-sworn Classes, Effective July 1, 2003," attached to Resolution No. 2003-330, is hereby amended as shown on the amended Exhibit "A" entitled, "City of Modesto Class Range Table, Unrepresented Management and Confidential Non-sworn Classes, Effective August 4, 2004," which is attached hereto and made a part hereof as though set forth in full herein. Said amended Exhibit "A" establishes the Salary Range for Deputy Chief Information Officer at range 2452.

SECTION 2. EFFECTIVE DATE. This resolution shall become effective on and after August 4, 2004.
The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O’Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

ATTEST: [Signature]

APPROVED AS TO FORM:
BY: [Signature]

MICHAEL D. MILICH, City Attorney
CITY OF MODESTO  
CLASS RANGE TABLE  
UNREPRESENTED MANAGEMENT AND CONFIDENTIAL NON-SWORN CLASSES  
Effective August 4, 2004

<table>
<thead>
<tr>
<th>RANGE</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2419</td>
<td></td>
</tr>
<tr>
<td>2420</td>
<td>Executive Secretary – Personnel and City Manager's Offices</td>
</tr>
<tr>
<td>2421</td>
<td></td>
</tr>
<tr>
<td>2422</td>
<td></td>
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<td></td>
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<tr>
<td>2424</td>
<td></td>
</tr>
<tr>
<td>2425</td>
<td>Executive Assistant</td>
</tr>
<tr>
<td></td>
<td>Paralegal</td>
</tr>
<tr>
<td>2426</td>
<td></td>
</tr>
<tr>
<td>2427</td>
<td></td>
</tr>
<tr>
<td>2428</td>
<td>Accountant II - in City Clerk's office</td>
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<tr>
<td>2429</td>
<td></td>
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<tr>
<td>2430</td>
<td></td>
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<tr>
<td>2431</td>
<td>Equal Opportunity Officer</td>
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<td>2432</td>
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<tr>
<td>2436</td>
<td></td>
</tr>
<tr>
<td>2437</td>
<td>Deputy City Attorney I</td>
</tr>
<tr>
<td>RANGE</td>
<td>TITLE</td>
</tr>
<tr>
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<td>-------</td>
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<td>2438</td>
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<td>2439</td>
<td></td>
</tr>
<tr>
<td>2440</td>
<td></td>
</tr>
</tbody>
</table>
| 2441  | Assistant Personnel Director  
Deputy City Attorney II |
| 2442  |       |
| 2443  | Senior Deputy City Attorney I |
| 2444  | Risk Manager |
| 2445  |       |
| 2446  |       |
| 2447  |       |
| 2448  |       |
| 2449  | Senior Deputy City Attorney II |
| 2450  |       |
| 2451  |       |
| 2452  | Deputy Chief Information Officer  
Deputy Director – Cultural and Enterprise Services  
Deputy Director – Engineering & Transportation  
Deputy Director of Finance  
Deputy Director – Operations and Maintenance  
Deputy Director – Recreation and Neighborhoods |
<p>| 2453  |       |
| 2454  |       |</p>
<table>
<thead>
<tr>
<th>RANGE</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2455</td>
<td>Assistant City Attorney</td>
</tr>
</tbody>
</table>
MODESTO CITY COUNCIL
RESOLUTION NO. 2004-392

A RESOLUTION AMENDING EXHIBIT “A” OF RESOLUTION NO. 2003-178
(MODESTO CONFIDENTIAL AND MANAGEMENT ASSOCIATION
MEMORANDUM OF UNDERSTANDING) TO AMEND THE CLASS RANGE
TABLE FOR REPRESENTED MANAGEMENT AND CONFIDENTIAL NON-
SWORN CLASSES TO ADD SYSTEMS TECHNICIAN I, SYSTEMS
TECHNICIAN II, SYSTEMS TECHNICIAN III, SOFTWARE ANALYST I,
SOFTWARE ANALYST II, SOFTWARE ANALYST III, SOFTWARE ANALYST
IV, SYSTEMS ENGINEER I, SYSTEMS ENGINEER II, SYSTEMS ENGINEER
III, AND INFORMATION TECHNOLOGY UNIT MANAGER.

WHEREAS, the City Council desires to amend Exhibit “A” of Resolution No.
2003-178,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto
as follows:

SECTION I. AMENDMENT TO RESOLUTION NO. 2003-178. (MCMA
Memorandum of Understanding). Resolution No. 2003-178 effective April 8, 2003, is
hereby amended as shown on the amended Exhibit “A” entitled “City of Modesto Class
Range Table Represented Management and Confidential Non-Sworn Classes Effective
August 4, 2004”, which is attached hereto and made a part hereof as though set forth in
full herein. Said amended Exhibit “A” establishes the salary ranges for the following
“exempt” classifications.

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>SALARY RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Systems Technician I</td>
<td>418</td>
</tr>
<tr>
<td>2. Systems Technician II</td>
<td>422</td>
</tr>
<tr>
<td>3. Systems Technician III</td>
<td>426</td>
</tr>
<tr>
<td>4. Software Analyst I</td>
<td>430</td>
</tr>
<tr>
<td>5. Software Analyst II</td>
<td>434</td>
</tr>
</tbody>
</table>
SECTION 2. EFFECTIVE DATE. This resolution shall become effective on and after August 4, 2004.

The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O'Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

ATTEST: ____________________________

JEAN ZAHR, City Clerk

(SEAL)

APPROVED AS TO FORM:

By ____________________________

MICHAEL D. MILICH, City Attorney
Exhibit “A”

CITY OF MODESTO
CLASS RANGE TABLE
REPRESENTED MANAGEMENT AND CONFIDENTIAL NON-SWORN CLASSES
Effective August 4, 2004

<table>
<thead>
<tr>
<th>RANGE</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>403</td>
<td>Administrative Office Assistant I (Confidential)</td>
</tr>
</tbody>
</table>
| 407   | Administrative Clerk II (Confidential)  
          Administrative Office Assistant II (Confidential) |
| 408   | |
| 409   | |
| 410   | |
| 411   | Administrative Office Assistant III (Confidential)  
          Police Clerk II (Confidential) |
| 412   | |
| 413   | Administrative Technician (Confidential) |
| 414   | |
| 415   | Senior Administrative Office Assistant (Confidential)  
          Secretary |
| 416   | |
| 417   | |
| 418   | Legal Secretary  
          Systems Technician I |
| 419   | Public Information Technician (Confidential) |
| 420   | Accountant I (Confidential)  
          Deputy City Clerk  
          Employee Benefits Coordinator  
          Executive Secretary (Represented)  
          Legal Services Technician |
<p>| 421   | |</p>
<table>
<thead>
<tr>
<th>RANGE</th>
<th>TITLE</th>
</tr>
</thead>
</table>
| 422   | Office Supervisor  
        Systems Technician II  
        Utility Dispatch Supervisor  
        Workers' Compensation Claims Examiner I |
| 423   | Custodian Supervisor |
| 424   | Assistant Planner  
        Buyer  
        Police Facilities Coordinator |
| 425   | Administrative Analyst I |
| 426   | Police Civilian Supervisor  
        Stores Manager  
        Systems Technician III |
| 427   | Assistant City Clerk/Auditor  
        Legal Services Administrator  
        Workers' Compensation Claims Examiner II |
| 428   | Accountant II (Represented)  
        Senior Buyer |
| 429   | |
| 430   | Associate Planner  
        Community Services Supervisor  
        Events Supervisor I  
        Junior Civil Engineer  
        Junior Traffic Engineer  
        Senior Crime Analyst  
        Software Analyst I |
| 431   | Administrative Analyst II  
        Assistant Risk Manager  
        Budget Analyst I  
        Personnel Analyst  
        Recycling Program Coordinator  
        Senior Community Development Program Specialist |
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| 432   | Communications Specialist  
       | Customer Services Supervisor  
       | Neighborhood Preservation Supervisor  
       | Operations and Maintenance Supervisor  
       | Recreation Supervisor II  
       | Senior Accountant  
       | Water Quality Control Maintenance Supervisor  
       | Water Quality Control Operations Supervisor |
| 433   | Organizational Development Specialist |
| 434   | Assistant Civil Engineer  
       | Assistant Traffic Engineer  
       | Budget Analyst II  
       | Electrical Supervisor  
       | Events Supervisor II  
       | Laboratory & Environmental Monitoring Supervisor  
       | Operations Supervisor  
       | Regulatory Compliance Supervisor  
       | SCADA Supervisor  
       | Senior Housing Rehabilitation Specialist  
       | Senior Programmer Analyst  
       | Software Analyst II  
       | Systems Engineer I |
| 435   | Business Analyst  
       | Cultural Services Manager  
       | Integrated Waste Specialist  
       | Management Analyst  
       | Senior Personnel Analyst |
| 436   | Senior Planner |
| 437   | |
| 438   | Budget Officer  
       | Housing Program Supervisor  
       | Land Surveyor  
       | Property Agent  
       | Purchasing Supervisor  
       | Senior Business Analyst  
<pre><code>   | Software Analyst III |
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| 439   | Systems Engineer II  
      | Transportation Planner |
| 440   | Administrative Services Officer  
      | Community Facilities Districts Administrative Officer |
| 441   | Associate Civil Engineer  
      | Associate Traffic Engineer |
| 441   | Airport Manager  
      | Building Maintenance Superintendent  
      | Fire Marshal  
      | Fleet Manager  
      | Parks Operations Superintendent  
      | Parks Planning and Development Manager  
      | Recreation Superintendent  
      | Solid Waste Program Manager  
      | Streets Engineer  
      | Transit Manager  
      | Urban Forestry Superintendent  
      | Wastewater Collections Superintendent  
      | Water Superintendent |
| 442   | Customer Services Division Manager  
      | Manager of Budget and Financial Analysis  
      | Software Analyst IV  
      | Supervising Building Inspector  
      | Supervising Construction Inspector  
      | Systems Engineer III |
| 443   | Deputy Chief Building Official  
      | Principal Planner |
| 445   | Accounting Division Manager |
| 446   | Information Technology Unit Manager  
      | Water Quality Control Superintendent |
| 447   | Business Development Division Manager  
<pre><code>  | Chief Building Official |
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<tr>
<td>448</td>
<td>Planning Division Manager</td>
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<td>449</td>
<td>Senior Civil Engineer</td>
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<td>450</td>
<td>Traffic Engineer</td>
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A RESOLUTION REVISING THE POSITION CLASSIFICATION PLAN FOR THE CITY OF MODESTO.

WHEREAS, a Position Classification Plan for the City of Modesto was adopted by Modesto City Council Resolution 88-338 pursuant to Rule 2 of the Personnel Rules and Regulations of the City of Modesto, and

WHEREAS, the City Manager has recommended to the Council amendments to the Position Classification Plan, and

WHEREAS, Rule 2.2 of the City of Modesto Personnel Rules provides that revisions to the Classification Plan shall be effective upon adoption of resolution of the City Council,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto as follows:

SECTION I. CLASSIFICATIONS AMENDED. The Position Classification Plan of the City of Modesto is hereby amended to revise the job specifications for the following classifications:

1. Assistant Planner/Associate Planner
2. Assistant Risk Manager
3. Building Inspector I/II
4. Civil Engineering Technician I/II
5. Construction Inspector
6. Police Officer Trainee/Police Officer
7. Senior Building Inspector
8. Senior Construction Inspector

9. Supervising Construction Inspector

10. Tree Trimmer

Said classifications are being amended to revise the job specifications to more accurately reflect the requirements of the various job classifications.

SECTION 3. EFFECTIVE DATE. This resolution shall become effective on and after August 4, 2004.

The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O’Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

ATTEST: %Jean Zahr\]

(Seal)

APPROVED AS TO FORM:

By %Michael D. Milich, City Attorney
CLASSIFICATION OF DUTIES

DEFINITION

Supervise, plan, direct, and coordinate the City's Laboratory and Environmental Monitoring Program; to maintain the consistency of the City's Laboratory with State and Federal mandates, approved standards and quality assurance and control; to maintain consistency of the City's Environmental Monitoring Programs with State and Federal mandates; to direct the implementation of required sampling and testing; to direct the activities related to state, Federal and local regulations regarding stormwater and pretreatment sampling and industrial discharges into the City's wastewater collection system; to direct the monitoring, sampling and record keeping associated with compliance with discharge permits; to coordinate the development and maintenance of a data base regarding Industrial, pretreatment, Water Quality processes, and Water Quality discharge samples and testing, to correspond and write required documents associated with NPDES discharges; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position, first level supervisor for the Laboratory and Environmental Monitoring functions. The incumbent is responsible for supervising two major programs consisting of laboratory and environmental sampling and directing the work of assigned staff, ensuring that programs are fully implemented and meet required standards and mandates. In addition, the incumbent has a major role in the development of new markets for water quality and water laboratory services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Director of Operations and Maintenance. Exercises direct and indirect supervision over technical and clerical support staff.
ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – Essential and other important responsibilities and duties may include, but are not limited to, the following:

Direct Industrial and Water Quality Control sampling and testing programs and Laboratory Staff in accordance with regulations, standards, and quality assurance requirements.

Coordinate the development of additional markets for existing laboratory services and recommend further testing apparatus be purchased based on cost effectiveness or the need to meet regulatory requirements.

Coordinate with the Water Operations Division and other existing clients to make sure client monitoring, sampling, testing, and reporting needs are being met.

Supervise, evaluate and coach assigned staff including maintaining discipline and ensuring all rules, policies and procedures are enforced; advise and counsel subordinates; follow up on problems and complaints; participate in selection of staff.

Develop programs for the implementation and enforcement of environmental monitoring, sampling, and testing programs to protect collection systems, groundwater, and receiving waters in compliance with state, Federal, and local laws, regulations, and ordinances.

Develop and manage program budgets, projecting future goals and projects based on program elements, ensuring proper spending and funding.

Oversee development and submission of required reports for State and Federal regulatory agencies associated with programs.

Monitor and coordinates contractual service activities related to effluent discharges, storm water, and pretreatment sampling activities.

Meet with industry managers to discuss current pretreatment sampling needs and pending regulations.

Oversee the development and maintenance of a laboratory, water quality control, and environmental monitoring database.
ESSENTIAL FUNCTIONS, Continued:

Meet with various City and community groups and committees to discuss Laboratory and environmental monitoring issues.

MARGINAL FUNCTION STATEMENTS:

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Program planning and development methods and techniques.

Principles of budget development and fiscal monitoring.

Principles and practices of water/wastewater laboratory operations, maintenance, and services.

Approved related laboratory practices and procedures.

Pertinent State and Federal environmental health and water quality regulations.

Policies and procedures of the City’s Environmental Compliance Program.

State and Federal laws, rules, regulations, requirements and procedures governing laboratory and pretreatment, and storm water sampling including applicable local ordinances, and related State and Federal regulations.

Chemical, biological, physical, and environmental sciences.

Principles and practices of environmental sampling and testing, methods and practices.

Functions and operations of State and Federal environmental health and regulatory agencies.
QUALIFICATIONS:

Knowledge of, Continued:

Sampling techniques and standards.

Computers and software used in laboratory testing and environmental sampling.

Principles of personnel administration including staff supervision, training, and performance evaluation.

Ability to:

Plan, develop, organize, implement, and direct laboratory and environmental monitoring programs and staff to ensure compliance with State and Federal programs.

Supervise and train staff to perform a variety of laboratory and environmental monitoring and associated activities.

Analyze, and interpret environmental data, reaching valid conclusions.

Prepare a variety of technical reports, which includes use of word processing and spreadsheet software.

Develop budget and conduct fiscal monitoring activities.

Prepare or oversee the preparation of a variety of technical program reports.

Operate a variety of office and technical equipment and computers in the performance of laboratory sampling and testing and environmental monitoring.

Effectively represent the Environmental Services Section of the Water Quality Control Division in contacts with the public, businesses, engineers, architects, and other City staff.

Establish and maintain cooperative working relationships.
Experience and Training Guidelines:

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

**Experience:**

Three (3) years of experience performing laboratory analyses chemical, biological, or microbiological analysis and/or a variety of laboratory work including with emphasis on environmental monitoring, sampling, and analysis of water, wastewater or other closely related environmental samples, including at least one year of lead or supervisory experience.

**Training:**

Education equivalent to completion of college degree in biology, chemistry, biochemistry, or closely related field.

**License or Certificate**

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

Possession of a valid CWEA Grade II Laboratory Certificate within two and a half years (2.5 years) years of appointment. Possession of a CWEA Grade III Laboratory Certificate within four (4) years of appointment.

Completion of Hazardous Material Forty-Hour (40) First Responder Training, as prescribed by the State Office of Emergency Services within two (2) years of appointment.

**WORKING CONDITIONS**

**Environmental Conditions:**

Work is usually performed in office environment; some work is performed in varying temperatures and humidity; some exposure to dust; possible exposure to hazardous waste and materials; possible
Environmental Conditions, Continued:

exposure to gases, fumes, and a variety of pollutants; contact with other staff and the public.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time, and frequently standing and walking.
Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform professional level work in the field of current and advance planning; and to provide information and assistance to developers and the public on planning related matters.

DISTINGUISHING CHARACTERISTICS

**Assistant Planner** - This is the entry level class in the professional planning series. This class is distinguished from the Associate Planner by the performance of the more routine tasks and duties assigned to positions within the series including the responsibility for assignments in the fields of current or advance planning which require the application of fundamental planning principles. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

**Associate Planner** - This is the full journey level class within the professional planning series. Employees within this class are distinguished from the Assistant Planner by the performance of the full range of duties as assigned including responsibility for the application of professional knowledge and skills to various municipal planning problems and projects and project supervision to professional and other planning employees. Responsibilities include the preparation of specific reports and plans with opportunity for independent judgment in planning work details and making technical determinations. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

**Assistant Planner**

Receives general supervision from higher level Planning staff.

**Associate Planner**

Receives direction from higher level Planning staff.
SUPERVISION RECEIVED AND EXERCISED (Continued)

Depending on assignment, exercises direct supervision over less experienced professional and technical staff in assigned area.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Research, analyze and interpret social, economic, population and land use data and trends; prepare written reports on various planning matters and elements of the general plan.

Prepare initial studies and assist in preparing or reviewing environmental impact reports.

Compile information and make recommendations on special studies and prepare planning reports.

Review development proposals and applications for compliance with appropriate regulations and policies; prepare reports and recommendations.

Assist in preparing staff reports for the Planning Commission, various committees and advisory boards as directed.

Check commercial, industrial and residential development plans for issuance of zone clearance; process permit applications and calculate appropriate fees.

Research and draft ordinances for review.

Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.

Collect, record and summarize statistical and demographic information; establish and maintain a comprehensive database.

Prepare and review plans for the subdivision and development of land such as neighborhood zoning and development; advise developers in the design of proposed subdivisions and plot plans; process plans as required by the subdivision and zoning regulations.
Write, compile and illustrate departmental reports; draft charts and diagrams for use in departmental presentations at meetings; draft revisions to maps; provide consultation to citizens and developers regarding these matters.

Write staff reports and process applications for zoning changes, variances and use permits; provide information to the public on possible uses of land, physical design constraints, and other use limitations.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints concerning the City’s planning function.

Present information to the Planning Commission, Board of Zoning Adjustment, Local Agency Formation Commission and related boards and committees.

Participate in coordinating City planning activities with outside departments.

Plan, prioritize, assign, supervise and review the work of staff involved in planning activities.

**Marginal Functions:**

Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of urban planning and development.

Statistical and research methods as applied to the collection and tabulation of data effecting urban planning.

Graphic illustration and presentation.

- Purposes, Policies and procedures of the City Council, Planning Commission, Board of Zoning Adjustment, and the Local Agency Formation Commission.

- Site planning and architectural design.

- Current literature, information sources, and research techniques in the field of
urban planning.

Knowledge of: (Continued)

Modern office methods, practices, procedures and equipment.

Ability to:

Learn laws underlying general plans, zoning and land divisions.

Learn applicable environmental laws and regulations and methods of assessment.

Analyze and compile technical and statistical information and prepare reports.

Make presentations before governmental bodies with planning related responsibilities.

Prepare charts, maps, and other graphic illustration.

Prepare concise written and oral reports.

Coordinate the work of assisting employees.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

In addition to the preceding, when assigned as Associate Planner:

Knowledge of:

Laws underlying general plans, zoning and land divisions.

Applicable environmental laws and regulations.

Principles of supervision, training and performance evaluation.

Ability to:

Interpret planning and zoning programs to the general public.
Perform professional planning work with a minimum of supervision.  

**Ability to:** (Associate Planner, Continued)  

Provide lead supervision, training and project guidance to other planning employees.

**EXPERIENCE AND TRAINING GUIDELINES**

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

**Assistant Planner**

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in City, regional or urban land use planning or a related field.

**Experience:**

Two years of directly related land use planning experience is desirable.

**Associate Planner**

**Training:**

Equivalent to a Bachelor’s degree from an accredited college or university with major course work in urban planning or a related field.

**Experience:**

Two years of professional urban or related land use planning experience.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environment; travel from site to site.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition
necessary for sitting for prolonged periods of time; traveling to and from sites and attending meetings.
ASSISTANT RISK MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, organize and supervise a major function of the City's Risk Management office including property and casualty insurance, Workers' Compensation, employee safety, and public loss prevention programs; and to provide staff assistance to the Risk Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Risk Manager

Exercises direct supervision over technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Supervise and participate in the administration of several of the City’s risk management programs including property and casualty insurance, workers’ compensation, employee safety, and public loss prevention.

Recommend goals and objectives; assist in the development of and implement policies and procedures; review and evaluate assigned staff.

Conduct employee safety inspections and public loss prevention surveys; prepare recommendations for improvements and implementation.

Serve as City Safety Officer.

Implement and conduct a safety training program for City employees; prepare and distribute safety material and aids.

Conduct surveys relating to insurance protection of all City-owned real and personal property.
personal properties, public—General Liability, Workers' Compensation, and employee bonds; develop adequate and appropriate levels of insurance.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS (Continued)

Administer the Public—General Liability and Workers' Compensation self-insured programs; investigate and adjust claims as necessary.

Recover damages from responsible third parties; negotiate cost effective settlements with claimants and plaintiffs.

Maintain accurate statistical records and provide quarterly and annual injury/accident reports for distribution.

Maintain a variety of confidential records and files.

Gather and analyze statistical and insurance-related information; prepare recommendations for changes to operating procedures and policies.

Marginal Functions:

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Liability and employee benefits insurance coverages.

Principles, practices and techniques of establishing, maintaining, and modifying a comprehensive risk management program.

The records and reports necessary in the insurance and claims field.

Worker's Compensation Law and claims adjustment administration.

CAL-OSHA regulations.

Records and procedures relating to court actions on insurance and related legal matter.
Principles and practices of organization, administration and personnel management.

**Skill in:**

- Planning, organizing and developing risk management and loss prevention programs.
- Developing, implementing and coordinating effective programs for safety and training.
- Analyzing and interpreting a variety of complex insurance, medical and legal documents.
- Preparing clear and concise reports.
- Perceiving and analyzing problems correctly and taking effective corrective action.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.

**EXPERIENCE AND TRAINING GUIDELINES**

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

**Training:**

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration or a related field.

**Experience:**

- Four years of responsible experience in adjusting worker's compensation and casualty claims.
WORKING CONDITIONS

Environmental Conditions:

Office and field environment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition for sitting for prolonged periods of time; attending meetings; using a personal computer and related office equipment and traveling from site to site.
Building Inspector I
Building Inspector II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of residential and commercial building inspection duties at various stages of construction, alteration and repair; to maintain a variety of inspection related records; and to provide information and assistance to the public.

DISTINGUISHING CHARACTERISTICS

Building Inspector I - This is the entry level class in the Building Inspector series. This class is distinguished from the Building Inspector II by the performance of the more routine tasks and duties assigned to positions within the series including inspections and the issuance of permits. Since this class is typically used as a training class, employees may have only limited related work experience.

Building Inspector II - This is the full journey level class within the Building Inspector series. Employees within this class are distinguished from the Building Inspector I by the performance of the full range of duties as assigned including combination inspection (building, electrical, plumbing and mechanical). Employees at this level receive instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Building Inspector I

Receives general supervision from higher level inspection staff.

Building Inspector II

Receives general supervision from higher level inspection staff.
May exercise technical supervision over less experienced staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Make field inspections of building construction and its components in residential, commercial and industrial applications to assure compliance with applicable codes and regulations of City, State and Federal agencies.

Examine, evaluate and approve the construction of structural framing systems in compliance with Title 24, Title 25 and applicable fire, life and health and safety requirements.

Examine completed construction and general workmanship prior to occupancy.

Maintain plan files, progress reports and properly complete permit inspection records.

Investigate alleged violations of zoning ordinance and related policies.

Perform inspection duties in trade specialties such as plumbing, electrical and mechanical, structural and finish trade areas.

May perform necessary field work and/or issue permits for residential building, plumbing, mechanical and electrical code compliance and special inspection applications.

Inspect foundation, cement, framing, plastering, plumbing, heating, and electrical installations, and a large variety of other complex and routine building system elements for compliance with applicable codes and standards of workmanship.

Check stud, joist, rafter spacing and other structural member factors.

Examine grade, quality, and treatment of lumber, cement, lath, wire and composition.

Ensure proper and safe installation of routine and complex building systems.

Coordinate inspection activities with other City departments and divisions.
Review plans, schedules and specifications for compliance with applicable codes and ordinances.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS (continue)**

Ascertain conformance to Uniform Building Code, Plumbing and Electrical Codes, and pertinent provisions of State and County health and environmental ordinances.

Confer with architects, contractors, builders and the general public in the field and office; prepare correspondence as required.

Explain and interpret requirements and restrictions.

Recommend amendments to building, plumbing, mechanical and electrical codes.

Maintain detailed records and prepare reports.

**Marginal Functions:**

Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Accepted safety standards and methods of building construction.

Building related codes and ordinances enforceable by the City, including the Uniform Building, Electrical, Plumbing and Mechanical Codes.

**Ability to:**

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations, and standard construction practices.

Make appropriate decisions.

Learn to perform journey level inspection skills in a variety of specialty trade areas and to perform competent and efficient work as a combination Building Inspector.
Enforce State and Municipal Codes under the jurisdiction of the department.

**Ability to:** (Continued)

Read and interpret building plans, specifications, and building codes throughout the course of construction.

Understand and carry out oral and written directions.

Advise on standard construction methods and requirements.

Make arithmetical computations rapidly and accurately.

Communicate clearly and concisely, both orally and in writing.

Prepare precise written inspection correction lists and properly complete permit inspection records.

Establish and maintain cooperative, working relationships with those contacted in the course of work.

Enforce necessary regulations with firmness and tact.

Perform medium manual labor, including but not limited to lifting and carrying up to fifty (50) pounds of weight, climbing, bending, stooping, etc.

In addition to the preceding, when assigned as Building Inspector II:

**Knowledge of:**

Principles and techniques of building inspection work.

**Ability to:**

Determine that construction systems conform to City Code requirements.

Apply City codes and policies regarding zoning, environmental matters, and other regulations to field situations.

Work independently with minimal supervision.
Experience and Training Guidelines

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

Building Inspector I

Training:

Equivalent to an Associate of Arts degree with major course work in Building Inspection Technology or a related field.

Experience:

Four years of responsible construction experience equivalent to journey level in one of the following building trades: plumbing, electrical, carpentry, mechanical systems (heating, ventilation and air conditioning (HVAC) or related field.

License or Certificate:

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

Possession of an International Conference of Building Officials (I.C.B.O.) certificate as a Certified Building Inspector is desirable.

Building Inspector II

Training:

Equivalent to an Associate of Arts degree with major course work in Building Inspection Technology or a related field.

Experience:
A minimum of two years of responsible experience as a combination building inspector.

License or Certificate:

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

Possession of an International Conference of Building Officials (I.C.B.O.) certificate as a Certified Building Inspector is required at the time of appointment.

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; exposure to inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition and good balance for stooping, squatting, bending, stair climbing, reaching, standing, lifting, and walking on even and uneven levels; operating motorized equipment and vehicles; occasionally lifting and carrying up to fifty (50) pounds.
Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a wide range of technical engineering work including surveying, drafting, office engineering, and traffic engineering work.

DISTINGUISHING CHARACTERISTICS

Civil Engineering Technician I - This is the entry-level class in the Civil Engineering Technician series. This class is distinguished from the Civil Engineering Technician II by the performance of the more routine tasks and duties assigned to positions within the series including surveying, drafting, and a variety of office engineering work. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Civil Engineering Technician II - This is the full journey level class within the Civil Engineering Technician series. Employees within this class are distinguished from the Civil Engineering Technician by the performance of the full range of duties as assigned including technical engineering work and inspections. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Civil Engineering Assistant in that the latter perform more complex technical duties.

SUPERVISION RECEIVED AND EXERCISED

Civil Engineering Technician I

Receives direct supervision from higher level engineering staff.
Civil Engineering Technician II

Receives general supervision from the higher level engineering staff. 
May exercise functional and technical supervision over lower level engineering staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

When assigned to Computer Services:

Using a computer mapping system, update and draft City limit maps, sewer maps, water maps, subdivision maps, and parcel maps; supply contractors and general public with engineering information.

Perform computer backup of files; analyze, digitize and input data points and other information form maps, aerial photographs and other sources.

When assigned to Field Survey:

Perform instrument work on field surveys; assist with the gathering and compilation of field data for layout of road beds, curbs, paving, gutters, and sidewalks; establish tentative lines and grades.

Make engineering computations using survey/engineering related software, keep and reduce field survey notes using survey software and data collection. Use Microsoft Excel to prepare cut sheets for construction stakes.

Using rod or chain, Total Station, or GPS, assist or set and make center line, cross-section and grade stakes, and other markers and reference points; drive stakes, cut brush, locate monuments, and measure distances; assist in making topographical surveys.

Operate transits- Total Station, GPS, and levels in the conduct of a variety of location, construction, property, and other survey work; determine lines, angles, distances and elevations.
Use drafting instruments and other engineering aids—Computer-Aided Drafting (CAD) software and other specialized survey software in the office to perform the computing and drafting operations involved in checking and reducing field and survey notes; calculate distances, ties, angles, area, traverses, and closures; computes grades and profiles; clean and adjust-calibrate survey instruments.

When assigned to Permits:

Provide information related to project design to the general public, contractors and developers; advise members of the public regarding City standards and development of approval procedures and requirements.

Check legal descriptions of property for accuracy and conformity to legal requirements.

Check subdivision maps, parcel maps, and other engineering documents for conformance to State laws and local ordinances; oversee and update maps to include new subdivisions and other changes.

Research files and records or preparation of legal descriptions and a variety of projects; check and write routine legal descriptions for lien agreements, proposed right-of-way, and utility easements.

Issue utility, curb, sidewalk, street and encroachment permits to developers, contractors and members of the public; calculate permit fees.

Maintain files, maps and records; prepare reports and correspondence.

When Assigned to Traffic Engineering:

Design and draft routine and less complex plans for Parking and Traffic projects; compile data and prepare reports.

Inspect parking and traffic construction projects; investigate and make recommendations on complaints relating to traffic, pedestrian and parking.

Assist in the preparation of statistical and revenue reports related to Traffic engineering.
Marginal Functions:
Perform related duties as required.

QUALIFICATIONS

Knowledge of:
Principles of trigonometry, geometry, and algebra.
Basic drafting principles and practices.
English usage, spelling, grammar and punctuation.

Ability to:
Understand and carry out oral and written instructions.
Learn to skillfully perform technical surveying, drafting, traffic engineering and office engineering.
Perform arithmetical computations neatly and accurately.
Use hand tools with skill and care.
Perform manual labor, when assigned to survey crew, in lifting, carrying, and hammering stakes, hubs, and other instruments.
Clean and maintain surveying equipment.
Keep and maintain records.
Write the less difficult legal descriptions.
Establish and maintain cooperative working relationships with those contacted in the course of work.
In addition to the preceding when assigned as Civil Engineering Technician II:

**Knowledge of:**

- Application of algebra, geometry, and trigonometry to technical surveying and drafting work.
- Principles, methods, techniques and equipment used in surveying, drafting, and traffic engineering.
- Common engineering construction methods and standards.

**Ability to:**

- Operate surveying and engineering equipment efficiently and accurately.
- Make accurate engineering computations.
- Prepare maps, drawings, and layouts from notes and sketches.
- Assist with calculation of cost estimates for Public Works Projects.

**EXPERIENCE AND TRAINING GUIDELINES**

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

**Civil Engineering Technician I**

**Training:**

Equivalent to an Associate of Arts Degree from an accredited college with major coursework in civil engineering or a related field.

**Experience:**

No Experience required.
License or Certificate:

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

Civil Engineering Technician II

Training:

Equivalent to an Associate of Arts Degree from an accredited college with major coursework in civil engineering or a related field.

Experience:

Eighteen months of experience comparable to that of a Civil Engineering Technician I with the City of Modesto.

License or Certificate:

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

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; operate motorized equipment and vehicles.
CONSTRUCTION INSPECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To inspect workmanship and materials used in a variety of public works projects and to ensure conformance with plans, specifications and Departmental regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Construction Inspector.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS — Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Inspect various structures and construction projects for conformance with specifications and regulations; check line, grade, size, elevation and location of structures.

Monitor traffic control problems at construction site and coordinate corrections if necessary.

Record amounts of materials used and work performed; prepare necessary reports for progress payments.

Review plans and specifications of assigned project; attend pre-construction conferences as necessary.

Inspect materials for identifications as conforming to specifications.

Perform a variety of field tests.

Observe work during progress and upon completion; monitor contractor workforce for adequate staffing levels.

Inspect adjacent properties for damage from construction activity.
ESSENTIAL AND MARGINAL FUNCTION STATEMENTS (Continued)

Confer with property owners, the public regarding project schedule, hazards and inconvenience.

Coordinate work with other City departments and utilities.

Prepare a variety of activity records and reports; maintain as-built notes for each set of plans.

Evaluate and negotiate contract change orders related to construction.

Marginal Functions:

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, methods, materials, equipment and safety hazards of construction inspection.

Defects and faults in construction.

Basic mathematics including algebra, geometry, and trigonometry.

Basic soil mechanics and geology.

Materials sampling and estimate procedures.

Engineering mechanics of structures.

Applicable laws, regulations, codes and departmental policies governing the construction of assigned projects.

Ability to:

Understand and interpret engineering plans and specifications and prepare accurate engineering records/reports.

Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
QUALIFICATIONS (Continued)

Address issues from contractors, engineers, and members of the public in an assertive and tactful manner.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Use basic computer software programs.

EXPERIENCE AND TRAINING GUIDELINES

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

Training:

Equivalent to an Associate of Arts degree from an accredited college with major course work in civil engineering, construction technology or a related field.

Experience:

Two years of increasingly responsible experience performing construction inspection in a variety of public works or related construction projects, such as preparing daily reports, monitoring change order work, evaluating material testing results, preparing correction notices and obtaining corrective action, and preparing monthly progress payments.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; operate motorized equipment and vehicles.
POLICE OFFICER / POLICE OFFICER TRAINEE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform law enforcement and crime prevention work; to control traffic flow and enforce State and local municipal codes, violations and traffic regulations; to perform investigative work; to participate in and provide support and assistance to special crime prevention and enforcement programs; and to perform a variety of technical and administrative tasks in support of the department.

DISTINGUISHING CHARACTERISTICS

Police Officer Trainee - This is the entry-level class in the sworn Police Officer series. The classification is designed for candidates currently attending a POST-certified Regular Basic Course academy or for those who have successfully completed a California POST-certified Regular Basic Course academy (Intensive, Extended or Modular formats) by date of appointment. This class is distinguished from the Police Officer by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Police Officer - This is the full journey level class within the Police Officer series. Employees within this class are distinguished from the Police Officer Trainee by the performance of the full range of duties as assigned including the full range of law enforcement work. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED EXERCISED

Receives general supervision from higher level supervisory and management staff.

Exercises technical supervision over non-sworn personnel.
ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - Essential and other important responsibilities and duties may include, but are not limited to, the following:

**Essential Functions:**

- Patrol a designated area of the City to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; assist stranded motorists.

- Answer calls and complaints involving automobile accidents, robberies, and related misdemeanors and felonies; render first aid as required.

- Respond to general public service calls including animal complaints, domestic disturbances, civil complaints, property control, and related incidents.

- Collect, process, photograph and present evidence using scientific techniques including fingerprints, fibers, blood, and related physical evidence.

- Check buildings for physical security.

- Serve as Field Training Officer as assigned; train new officers on departmental policies, procedures and activities.

- Enforce traffic laws and ordinances; check speed with radar; issue warnings and citations.

- Direct traffic at fire, special events, and other emergency or congested situations.

- Conduct investigations of serious injury and fatality traffic accidents.

- Conduct traffic accident analyses and general traffic surveys.

- Conduct a variety of criminal investigations involving crimes against persons and property, auto theft, white-collar crime, and narcotics; gather evidence and prepare cases for prosecution.

- Identify suspects; conduct interviews and interrogations; apprehend and arrest offenders.

- Teach bicycle safety in accordance with State agencies.

- Contact and interview victims and witnesses; preserve and investigate crime scenes.

- Conduct covert, undercover investigations as assigned.
Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention.

Assist in the performance of special investigative and crime prevention duties as required.

Prepare reports on arrests made, activities performed and unusual incidents observed.

Make arrests as necessary; interview victims, complainants and witnesses; interrogate suspects; administer polygraph tests; gather and preserve evidence; testify and present evidence in court.

Serve warrants within the department and with outside agencies; remain current on laws and procedures required for processing warrants.

Serve as Assistant Squad Leader performing the duties of a Police Sergeant as assigned; Act as Watch Commander; review and approve the reports of other Police Officers. (removed all)

Perform a wide variety of laboratory tests and procedures including those related to narcotics testing; act as Department photographer; testify in court as an expert witness.

Serve as Department Training Manager; review and assess training needs and available programs; oversee and coordinate the attendance of Departmental staff at training programs and seminars; research policies and procedures related to training activities.

Serve as Crime Prevention Officer; oversee and coordinate crime prevention activities; make presentations to local citizens and community groups.

Serve as Intelligence Officer or Gang Officer; gather crime related intelligence information and conduct background investigations; coordinate information and activities with outside agencies and jurisdictions.

Investigate juvenile related crimes including child abuse and juvenile narcotics; coordinate youth services with outside agencies and organizations including local school districts; conduct community presentations and instruct assigned classes.
ESSENTIAL AND MARGINAL FUNCTION STATEMENTS (Continued)

Participate in recruiting sworn staff; conduct background investigations; interview potential job candidates and references; administer voice stress analysis tests.

Give oral presentations at schools, clubs and other community organizations.

Act as Department court liaison.

Marginal Functions:

Perform related duties as assigned.

QUALIFICATIONS

Police Officer Trainee

Ability to:

Learn proper Police procedures and methods.

Analyze situations quickly and objectively, and determine and take emergency and/or appropriate action.

Understand and carry out oral and written instructions.

Communicate effectively, both orally and in writing.

Learn the operation of standard equipment and facilities required in the performance of assigned tasks including a computer.

Type at a reasonable speed necessary for successful job performance (25 wpm).

Learn standard broadcasting procedures of a police radio system including mobile dispatch terminals.

Meet the physical requirements established by the Department.

Prepare accurate and grammatically correct written reports.

Use and care for firearms.

Use maps and learn City geography.
QUALIFICATIONS (Continued)

Handle multiple assignments.

Perform occasional medium-heavy lifting up to 75 lbs.

Police Officer

In addition to the abilities listed for Police Officer Trainee:

Knowledge of:

Police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques.

Criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence.

Offensive and defensive weapons nomenclature and theory.

Self defense tactics.

First aid and CPR procedures and practices.

Interviewing and interrogation techniques.

EXPERIENCE AND TRAINING GUIDELINES

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

Police Officer Trainee

Training:

Equivalent to the completion of the twelfth grade.

Graduates of a California POST-certified Regular Basic Course must have completed and completion of a minimum of 30 units of college coursework from an accredited college or university.
EXPERIENCE AND TRAINING GUIDELINES (Continued)

Candidates currently enrolled in a California POST-certified Regular Basic Course must have completed a minimum of 15 units of college coursework from an accredited college or university.

Possession of an Associate of Arts degree is desirable.

Experience:

None required.

License or Certificate:

Possession of an appropriate, valid California driver's license at time of application; valid California driver's license by time of appointment

Police Officer Trainees must be currently attending or completed a California POST certified Regular Basic Law Enforcement Academy Course (Intensive, Extended or Modular formats). Proof of completion of a California POST certified Regular Basic Law Enforcement Academy Course is required by time of appointment. Certificate must be dated within three years unless candidates has qualifying service, as defined in the POST Administrative Manual, Regulation 1008(b), within the past three years.

Additional Requirements:

Minimum of 21 years of age at time of application.

Must meet physical requirements of the job established by the department.

Physical condition is, after examination by a licensed physician and surgeon, free from any physical, emotional, or mental condition that might adversely affect his/her exercise of powers as a Police Officer.

Must be a citizen of the United States or a permanent resident who is eligible for and has applied for citizenship.

Police Officer Training:

Equivalent to the completion of the twelfth grade and completion of a minimum of 30 units of college coursework from an accredited college or university. Possession of an Associate of Arts degree is desirable.
EXPERIENCE AND TRAINING GUIDELINES (Continued)

Experience:

One year experience in a California law enforcement agency which requires a Basic POST certificate.

License or Certificate

Possession of an appropriate, valid California driver's license at time of application; valid California driver's license by time of appointment.

Possession of a Basic POST Certificate from the State of California.

Additional Requirements:

Minimum of 21 years of age at time of application.

Must meet physical requirements of the job established by the department.

Physical condition is, after examination by a licensed physician and surgeon, free from any physical, emotional, or mental condition that might adversely affect his/her exercise of powers as a Police Officer.

Must be a citizen of the United States or a permanent resident who is eligible for and has applied for citizenship.

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; operating motorized equipment and vehicles and medium/heavy occasional lifting up to 75 lbs.
Senior Building Inspector

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**DEFINITION**

To perform a variety of commercial, industrial and complex residential building inspection duties at various stages of construction, alteration and repair; to provide technical assistance to other inspection staff; and to provide information and assistance to the public.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Chief Building Official.

Exercises functional supervision over building inspection staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

**Essential Functions:**

- Make field inspections of industrial, commercial, and complex residential buildings during various stages of construction and remodeling to assure compliance with applicable codes and regulations of City, State and Federal agencies.

- Check plans and specifications of proposed buildings and structures for compliance with uniform building codes and accepted engineering practices; review test reports from laboratories and consulting engineers; make field inspections as required.

- Provide technical assistance and educational programs to other building inspection staff in area of assigned specialization.

- Review building, electrical, mechanical, plumbing and other specialty plans and specifications to ensure conformance to California Energy laws outlined in Title 24; conduct field review of plans and specifications; approve
changes in work procedures.

Ascertain conformance to Uniform Building Code, Mechanical, Plumbing and Electrical Codes, Dangerous Building and Housing Codes, and pertinent provisions of State and County health and environmental ordinances.

Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.

Inspect foundation, concrete, steel, masonry and wood construction, framing, plastering, plumbing, heating, and electrical installations, and a large variety of other complex and routine building system elements insuring proper and safe installations.

Coordinate inspection activities with other City departments and divisions.

Maintain detailed records and prepare reports.

Assist in the preparation of performance evaluation of field personnel.

**Marginal Functions:**

Respond to requests and inquiries from the general public.

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.

Building related codes and ordinances enforceable by the City, including the Uniform Building, Electrical, Plumbing and Mechanical Codes.

Advanced principles and techniques of building inspection work.
Principles of structural design and engineering calculations.

QUALIFICATIONS (Continued)

Knowledge of:
Research methods and sources of information related to building code enforcement.

Ability to:
Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations, and standard construction practices.

Read and interpret complex building plans, specifications, and building codes.

Understand and carry out oral and written directions.

Advise on standard construction methods and requirements for residential, commercial and industrial buildings.

Provide technical assistance and direction of other building inspection staff in assigned area of specialization.

Make arithmetical computations rapidly and accurately.

Enforce necessary regulations with firmness and tact.

Determine that construction systems conform to City Code requirements.

Apply City codes and policies regarding environmental matters, and other regulations to field situations.

Work independently with minimal supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Perform medium manual labor, including but not limited to lifting and carrying up to fifty (50) pounds of weight, climbing, bending, stooping, etc.

Experience and Training Guidelines

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

**Experience:**

Three years of increasingly responsible experience as a combination building inspector.

**Training:**

Equivalent to an Associate of Arts degree with major course work in building inspection technology or a related field.

**License or Certificate**

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

Possession of an I.C.B.O. certificate as a "Certified Building Inspector" is required at time of appointment. An additional I.C.B.O. certificate in any of the following: electrical, plumbing, mechanical or combination is required within one year of appointment.
WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; exposure to inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition and good balance for stooping, squatting, bending, stair climbing, reaching, standing, lifting, and walking on even and uneven levels; operating motorized equipment and vehicles; occasionally lifting and carrying up to fifty (50) pounds.
Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of public works construction project inspection duties at various stages of alteration and repair; to provide technical assistance to other inspection staff; and to provide information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Construction Inspector.

Exercises functional and technical supervision over construction inspection staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Inspect a variety of public works construction projects for adherence to plans and specifications such as subdivision and major street construction and reconstruction, sidewalks, curbs, and gutters, waterlines, storm drains, sewer lines, sprinkler systems, airport facilities, street lighting facilities, public buildings and structures, parks and park facilities.

Approve construction procedures and authorize the use of construction materials; enforce compliance with approved plans and specifications.

Provide technical assistance and educational programs to other construction inspection staff.

Confer with architects, contractors and the general public in the field and office; explain and interpret requirements and restrictions.

Monitor traffic control problems at construction site and coordinate corrections if necessary.
ESSENTIAL AND MARGINAL FUNCTION STATEMENTS (Continued)

Record amounts of materials used and work performed; prepare necessary reports for progress payments.

Review plans and specifications of assigned project; attend pre-construction conferences as necessary.

Perform a variety of field tests including soil tests and other materials testing.

Observe work during progress and upon completion; monitor contractor workforce for adequate staffing levels.

Inspect adjacent properties for damage from construction activity.

Confer with property owners and the public regarding project schedule, hazards and inconvenience.

Coordinate work with other City departments and utilities.

Maintain detailed records and prepare reports.

Prepare a variety of activity records and reports; maintain as-built notes for each set of plans.

Evaluate and negotiate contract change orders related to construction.

Marginal Functions:

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, methods; materials, equipment and safety hazards of construction inspection.

Defects and faults in construction.

Basic mathematics including algebra, geometry, and trigonometry.
Basic soil mechanics and geology.

QUALIFICATIONS (Continued)

Materials sampling and estimate procedures.

Engineering mechanics of structures.

Applicable laws, regulations, codes and departmental policies governing the construction of assigned projects.

Research methods and sources of information related to construction inspection.

Ability to:

Provide technical assistance and supervision to other construction inspection staff.

Understand and interpret engineering plans and specifications and prepare accurate engineering records.

Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.

Address issues from contractors, engineers, and members of the public in an assertive and tactful manner.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations, and standard construction practices.

Work independently without supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Use basic computer software programs.
EXPERIENCE AND TRAINING GUIDELINES

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

Training:

   Equivalent to an Associate of Arts degree from an accredited college with major course work in civil engineering, construction technology or a related field.

Experience:

   Three years of increasingly responsible experience performing construction inspection in a variety of public works or related construction projects, such as preparing daily reports, monitoring change order work, evaluating material testing results, preparing correction notices and obtaining corrective action, and preparing monthly progress payments; including one (1) year of experience as a Construction Inspector for the City of Modesto.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

   Office and field environment; travel from site to site.

Physical Conditions:

   Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; operate motorized equipment and vehicles; occasionally lifting and carrying up to fifty (50) pounds.
SUPERVISING CONSTRUCTION INSPECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To inspect workmanship and materials used in a variety of public works projects; to ensure conformance with plans, specifications and Departmental regulations; and to provide technical assistance and training to other inspection staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Engineering Services Director—Senior Civil Engineer assigned to Construction Administration.

Exercises direct supervision including both technical and functional supervision over assigned staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Plan, prioritize, assign, supervise and review the work of staff involved in construction inspection.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Resolve work problems and interpret administrative policies to subordinates, other departments, consultants, contractors and the public.
ESSENTIAL AND MARGINAL FUNCTION STATEMENTS (Continued)

Participate in the most complex inspections of various structures and major construction projects for conformance with specifications and regulations; check line, grade, size, elevation and location of structures.

Monitor traffic control problems at construction site and coordinate corrections if necessary.

Record amounts of materials used and work performed; prepare and review necessary reports for progress payments.

Review plans and specifications of assigned project; attend and conduct pre-construction conferences as necessary.

Inspect materials for identification as conforming to specifications.

Evaluate and negotiate contract change orders related to construction.

Perform a variety of field tests.

Observe work during progress and upon completion; monitor contractor workforce for adequate staffing levels.

Inspect adjacent properties for damage from construction activity.

Confer with property owners the public regarding project schedule, hazards and inconvenience.

Coordinate work with other City departments and utilities.

Prepare a variety of activity records and reports; maintain as-built notes for each set of plans.

Marginal Functions:

Perform related duties as assigned.
QUALIFICATIONS

Knowledge of:

- Principles, methods, materials, equipment and safety hazards of construction inspection.
- Defects and faults in construction.
- Basic mathematics including algebra, geometry, and trigonometry.
- Basic soil mechanics and geology.
- Materials sampling and estimating procedures.
- Engineering mechanics of structures.
- Applicable laws, regulations, codes and departmental policies governing the construction of assigned projects.

Ability to:

- Understand and interpret engineering plans and specifications and prepare accurate engineering records reports.
- Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Address issues from contractors, engineers, and members of the public in an assertive and tactful manner.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Use basic computer software programs.
EXPERIENCE AND TRAINING GUIDELINES

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

Training:

Equivalent to an Associate of Arts degree from an accredited college with major course work in civil engineering, construction technology or a related field.

Experience:

Four years of increasingly responsible experience performing a variety of public works or related construction inspection work. Including two years of experience as a construction inspector with the City of Modesto. One year of the required experience must be in a lead or supervisory capacity.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; operate motorized equipment and vehicles.
TREER TRIMMER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform skilled work in the trimming, maintenance, and planting of City trees within the Public Works Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a higher level supervisory and management staff.

Exercises functional and technical supervision over lower level maintenance staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Using an aerial lift, trim and prune trees to provide clearance of streets, sidewalks, buildings, signs and lights as well as to ensure the continued health of the tree.

Perform ground trimming using pole saws and hydraulic loppers.

Remove standing and fallen trees, stumps, limbs and related debris.
Plant, stake and maintain trees on City owned property and in the public right-of-way.

Operate tree trimming and maintenance equipment such as aerial boom trucks, chippers, stump grinders, dump trucks, and power tools such as chain saws and hydraulic loppers.

Spray and inject pesticides; bolt and cable tree limbs.

Respond to requests and inquiries from the general public.

Identify equipment needs for each assigned project.
Utilize proper safety precautions related to all work performed.

May supervise a work crew.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods and techniques used in the tree trimming and maintenance.

Uses and purposes of tools and equipment related to tree trimming and maintenance.

Uses and purposes of knots and ropes related to tree trimming and maintenance.

Safe work practices.

Ability to:

Perform skilled tree trimming and maintenance work.

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.

Work independently in the absence of supervision.

Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Perform heavy manual labor, including occasional heavy lifting up to one hundred (100) lbs. of weight.

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

**EXPERIENCE AND TRAINING GUIDELINES, Continued:**

**Experience:**

Two years of increasingly responsible experience performing tree trimming and tree maintenance duties.

**Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**License or Certificate:**

Possession of a valid Class B, California driver’s license is required within 45 days of appointment.

Possession of a line Clearance Tree Trimmer certificate is desirable.

Certification by the International Society of Arboriculture as a tree Worker or Arborist designation is highly desirable.

**WORKING CONDITIONS**

**Environmental Conditions:**

Field environment; travel from site to site; exposure to inclement weather conditions.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or moving for prolonged periods of time; operating motorized equipment and vehicles for an entire work shift; occasional heavy lifting one hundred (100) lbs. of weight.
MODESTO CITY COUNCIL
RESOLUTION NO. 2004-394

A RESOLUTION REVISING THE POSITION CLASSIFICATION PLAN FOR THE CITY OF MODESTO.

WHEREAS, a Position Classification Plan for the City of Modesto was adopted by Modesto City Council Resolution 88-338 pursuant to Rule 2 of the Personnel Rules and Regulations of the City of Modesto, and

WHEREAS, the City Manager has recommended to the Council amendments to the Position Classification Plan, and

WHEREAS, Rule 2.2 of the City of Modesto Personnel Rules provides that revisions to the Classification Plan shall be effective upon adoption of resolution of the City Council,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto as follows:

SECTION I. CLASSIFICATION CREATED. The Position Classification Plan of the City of Modesto is hereby amended to create the following classification:

   Employee Relations Specialist

The job specification for this classification is being created as a result of a new position approved in fiscal year 04/05 budget. The specification for the classification of Employee Relations Specialist, as shown on the attached Exhibit “A,” which is hereby made a part of this resolution by reference, is hereby approved and made part of the Position Classification Plan of the City of Modesto.
SECTION 2. EFFECTIVE DATE. This resolution shall become effective on and after August 4, 2004.

The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O’Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

ATTEST: 

JEAN ZAHN, City Clerk

(SEAL)

APPROVED AS TO FORM:

By  

MICHAEL D. MILICH, City Attorney
EMPLOYEE RELATIONS SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general administrative direction, to plan, organize, and implement employee relations activities for the City; investigates and resolves grievances; advises departments on disciplinary matters; oversees the Equal Opportunity function; provides negotiation support, provides administrative support to the Personnel Director in assigned program areas; and perform related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Personnel Director and Assistant Personnel Director.

May exercise direct supervision over professional, technical and other staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities may include, but are not limited to, the following:

Advises departments on performance management and disciplinary matters; may act as lead during administrative investigation, reviews or drafts counseling memoranda, reprimands, notices of intent and final notices of discipline; may represent the City in appeal hearings.

Participates in determining modified duty assignments and reasonable accommodation assignments; advises departments on staffing issues; advises supervisors on interpretation of rules, policies and procedures and Memoranda of Understanding.

Advises supervisors and employees regarding Federal, state and City policies and processes to access leave benefits (such as Family and Medical Leave, Pregnancy Disability Leave, Catastrophic Leave, Military Leave, Leaves of Absence, Administrative Leave, Compulsory Leave, etc.).
ESSENTIAL AND MARGINAL FUNCTION STATEMENTS (Continued)

Advises supervisors regarding appropriate payroll application of leaves, holiday pay, overtime and compensating time, workers' compensation, suspensions and other pay issues related to personnel actions.

 Receives and reviews grievances; assists supervisors and managers in investigating and resolving grievances; meets with employees and labor representatives regarding grievances and recommends resolutions; may represent the department or the City at hearings.

 Establishes and administers tracking systems to monitor trends in grievances and complaints; investigates and recommends proactive solutions to reduce or mitigate problems.

 Provides responsible administrative staff assistance including monitoring developments in the human resources field, evaluating their impact on City activities, and recommending policy and procedural improvements.

 Conducts salary and benefit surveys; gathers information from other agencies regarding terms, conditions and benefits; meets with department managers to identify concerns; recommends labor strategy and management objectives consistent with strategic plan.

 Participates in meet and confer process; analyzes and costs contract proposals, researches issues raised during bargaining; obtains management input on issues; drafts tentative agreements and contract language; maintains accurate records of proceedings.

 Represents the City in labor management committees, side table matters and meet and confer on specific issues.

 Oversees implementation of Equal Opportunity Plan; ensures timely completion of EEO 4 and annual status reports, maintains annual plan.

 Receives and reviews EEO complaints; advises departments on conduct of preliminary investigations; serves as resource for internal investigators; coordinates activities of external investigators; receives and reviews findings and makes recommendations.
ESSENTIAL AND MARGINAL FUNCTION STATEMENTS (Continued)

Analyzes legislation and regulations to determine effect on public personnel management, labor relations and EEO programs and services.

May supervise assigned staff; manages consultants and investigators.

Marginal Functions:

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public personnel administration, including methods and techniques used in labor relations, recruitment and selection, testing, classification and pay, salary and benefits administration, training and equal opportunity.

- Principles and current methods of public and business administration.

- Principles and practices of organization, administration and personnel management.

- Principles and practices of supervision, training and performance evaluation.

- Modern office management practices and procedures including the operation of a variety of office equipment.

- Technical report writing procedures.

- Applications of statistical methods to management analysis.

- Advanced methods of report preparation and presentation.

- English usage, spelling, grammar, punctuation at an advanced level.

- Administrative research techniques, sources and availability of information.

- Applicable Federal, State, and local laws, codes and regulations.
QUALIFICATIONS (Continued)

Ability to:

- Research, analyze, and make recommendations on administrative, management, and procedural practices.

- Conduct and oversee administrative, harassment, discrimination, disciplinary and fact-finding investigations.

- Perform advanced professional level labor relations and employee relations work.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

- Organize and implement a comprehensive personnel program.

- Interpret and apply applicable policies, procedures, laws and regulations.

- Devise and operate effective internal control procedures.

- Prepare, review, and approve comprehensive analyses and reports; make effective presentations of conclusions and recommendations orally and in writing.

- Formulate and recommend policies.

- Deal constructively with conflict and develop a consensus.

- Work with and control sensitive, confidential information.

- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective relationships with those contacted during the course of work.

- Read, understand, and apply complex materials.

- Establish record keeping systems.

- Administer contract services.
QUALIFICATIONS (Continued)

Skill In:

- Use of computers and computer applications and software.

Experience and Training Guidelines:

Any combination of training, experience, and education which demonstrates the possession of the knowledge and abilities stated above, and the ability to perform the duties of this position. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible professional-level experience involving human resources management, employee relations, and labor relations. Experience in a public agency is desirable.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, business administration, management, personnel, or a related field.

WORK CONDITIONS:

Environmental Conditions:

Office environment; occasionally travel from site to site.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; traveling to and from sites and attending meetings.
MODESTO CITY COUNCIL  
RESOLUTION NO. 2004-395


WHEREAS, Resolution No. 2003-330 granted salary and benefit changes to Unrepresented Management and Confidential Employees including Charter Officers and Executives, effective July 1, 2003, and

WHEREAS, the City Council desires to amend Resolution No. 2003-330,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto as follows:


Exhibit "A" entitled "City of Modesto Class Range Table, Unrepresented Management and Confidential Non-sworn Classes, Effective July 1, 2003" attached to Resolution No. 2003-330, is hereby amended as shown on the amended Exhibit "A" entitled, "City of Modesto Class Range Table, Unrepresented Management and Confidential Non-sworn Classes, Effective August 4, 2004," which is attached hereto and made a part hereof as though set forth in full herein. Said amended Exhibit "A" establishes the Salary Range for Employee Relations Specialist at range 2439.

SECTION 2. EFFECTIVE DATE. This resolution shall become effective on and after August 4, 2004.
The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O'Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

ATTEST: 

JEAN ZAHR, City Clerk

MICHAEL D. MILICH, City Attorney
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<td>Executive Secretary – Personnel and City Manager’s Offices</td>
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City of Modesto
Class Range Table – Unrepresented Management and Confidential Non-Sworn Classes
Page -2

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<td>2455</td>
<td>Assistant City Attorney</td>
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A RESOLUTION APPROVING THE AGREEMENT BETWEEN THE CITY OF MODESTO AND PACIFICARE, KAISER PERMANENTE, AMERICAN SPECIALTY HEALTH PLANS (chiropractic coverage) AND PACIFICARE BEHAVIORAL HEALTH; CONTINUING DENTAL AND VISION COVERAGE THROUGH THE CITY’S SELF-INSURED PROGRAM AND AUTHORIZING THE RISK MANAGER TO SERVE AS THE COORDINATOR FOR THE VARIOUS PLANS AND AUTHORIZE THE CITY MANAGER TO EXECUTE ALL NECESSARY AGREEMENTS

WHEREAS, the City of Modesto provides its employees with employee and dependent health insurance coverage, and

WHEREAS, the Employee Benefits Committee (EBC) has met and reviewed and evaluated coverage for Fiscal Year 2004/2005, and

WHEREAS, the rates charged by health insurance carriers have increased by 0.7% for Kaiser and 15.3% for PacifiCare, and

WHEREAS, mental health rate has increased by 1.72% and dental rates by 10%, and

WHEREAS, chiropractic rates are increasing by 5.14%, and the vision rates are remaining the same, and

WHEREAS, the EBC voted to continue to offer PacifiCare as an alternate to Kaiser, and

WHEREAS, both health plans agreed to continue to offer Preferred Provider Option (PPO) to all employees, and

WHEREAS, the EBC agreed to change the health plan design by increasing the office visit co-pay from $10 to $15 for both Kaiser and PacifiCare, and maintaining the drug co-pay at current rates,
NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto that it hereby approves execution of agreements with PacifiCare, and Kaiser Permanente, with changes in co-pays; and with American Specialty Health Plans, and PacifiCare Behavioral Health.

BE IT FURTHER RESOLVED that the Council hereby approves the continuation of dental and vision coverage through the City’s self-insured program as recommended by the Employee Benefits Committee.

BE IT FURTHER RESOLVED that the Risk Manager is hereby authorized to serve as the coordinator for the various plans and authorize the City Manager to execute all necessary agreements.

The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O'Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

Attest: Jean Zahr, City Clerk

APPROVED AS TO FORM:

By: Michael D Milich, City Attorney
MODESTO CITY COUNCIL
RESOLUTION NO. 2004-397

A RESOLUTION APPROVING A THIRD AMENDMENT TO THE CRIME PREVENTION ACT 2000 AGREEMENT BETWEEN THE CITY OF MODESTO AND THE COUNTY OF STANISLAUS, FOR ONE MODESTO POLICE OFFICER TO WORK ON THE HIGH-RISK OFFENDER/JUVENILE WARRANT ENFORCEMENT PROGRAM AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AMENDMENT TO THE AGREEMENT

WHEREAS, on July 1, 2001, by Resolution Number 2001-351, the City Council approved an agreement between the Stanislaus County Probation Department and the City of Modesto Police Department for a Modesto Police Officer to partner with a Stanislaus Probation Officer to monitor high-risk juvenile offenders and to enforce Juvenile Court warrants, and

WHEREAS, on August 8, 2002, by Resolution Number 2002-377, the City Council approved the first amendment to that agreement, and

WHEREAS, on August 6, 2003, by Resolution Number 2003-428 the City Council approved a second amendment to that agreement between the Stanislaus County Probation Department and the City of Modesto Police Department for a Modesto Police Officer to partner with a Stanislaus Probation Officer to monitor high-risk juvenile offenders and to enforce Juvenile Court warrants, and

WHEREAS, the County of Stanislaus Probation Department and the Modesto Police Department desire to continue to provide intensive supervision and monitoring to high-risk juvenile wards, enforce Juvenile Court warrants and conduct police/probation activities to curtail delinquent behavior for the purpose of reducing juvenile crime and gang involvement and increasing offender accountability, and
WHEREAS, the Modesto Police Department can provide an experienced and competent Police Officer for these purposes and the City wishes to enter into a third amendment to the agreement with the Probation Department to provide such services, and

WHEREAS, the cost of one Modesto Police Officer, his or her benefits and personal equipment, will be paid by the County of Stanislaus by a federal grant obtained for the High Risk Offender/Juvenile Warrant Enforcement Program, and

WHEREAS, said amendment extends the term of the agreement from July 1, 2004 to June 30, 2005, and provides total compensation of $79,700,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto that the Third Amendment to the Crime Prevention 2000 Agreement between the City of Modesto and the Stanislaus County Probation Department for one Modesto Police Officer to work in the High-Risk Offender/Juvenile Warrant Enforcement Program for fiscal year 2004/05 is hereby approved.

BE IT FURTHER RESOLVED that the City Manager, or his designee, is hereby authorized to execute said amendment to the agreement.
The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O'Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

ATTEST: Jean Zahr
JEAN ZAHN, City Clerk

(SEAL)

APPROVED AS TO FORM:

By: Michael D. Milich, City Attorney
MODESTO CITY COUNCIL
RESOLUTION NUMBER 2004-398

A RESOLUTION AMENDING THE FISCAL YEAR 2004/05 BUDGET TO RECOGNIZE REVENUE AND APPROPRIATE FUNDS FOR THE HIGH RISK OFFENDER SUPERVISION AND JUVENILE COURT WARRANT ENFORCEMENT PROGRAM

WHEREAS, on July 1, 2001, by Resolution Number 2001-351, the City Council approved an agreement between the Stanislaus County Probation Department and the City of Modesto Police Department for a Modesto Police Officer to partner with a Stanislaus Probation Officer to monitor high-risk juvenile offenders and to enforce Juvenile Court warrants, and

WHEREAS, on August 8, 2002, by Resolution Number 2002-377, the City Council approved the first amendment to that agreement, and

WHEREAS, on August 6, 2003, by Resolution Number 2003-428 the City Council approved a second amendment to that agreement between the Stanislaus County Probation Department and the City of Modesto Police Department for a Modesto Police Officer to partner with a Stanislaus Probation Officer to monitor high-risk juvenile offenders and to enforce Juvenile Court warrants, and

WHEREAS, the County of Stanislaus Probation Department and the Modesto Police Department desire to continue to provide intensive supervision and monitoring to high-risk juvenile wards, enforce Juvenile Court warrants and conduct police/probation activities to curtail delinquent behavior for the purpose of reducing juvenile crime and gang involvement and increasing offender accountability, and

WHEREAS, the Modesto Police Department can provide an experienced and competent Police Officer for these purposes and the City wishes to enter into a third
amendment to the agreement with the Probation Department to provide such services,

and

WHEREAS, the cost of one Modesto Police Officer, his or her benefits and
personal equipment, will be paid by the County of Stanislaus by a federal grant obtained
for the High Risk Offender/Juvenile Warrant Enforcement Program, and

WHEREAS, said amendment extends the term of the agreement from July 1,
2004 to June 30, 2005, and provides total compensation of $79,700,

NOW, THEREFORE, BE IT RESOLVED by the Council of the
City of Modesto that the 2004/05 Annual Budget is hereby amended as follows:

To:
Revenue: $79,700 0410-190-2983-3313 High Risk
Offender
Program

To:
Appropriations: $79,700 0410-190-2983 Salary and Benefits
High Risk
Offender Program

BE IT FURTHER RESOLVED that the Finance Director is hereby authorized to
take the necessary steps to implement the provisions of this resolution.
The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O'Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

ATTEST: 
JEAN ZAHR, City Clerk

(SEAL)

APPROVED AS TO FORM:

By: 
MICHAEL D. MILICH, City Attorney
A RESOLUTION APPROVING AN AGREEMENT WITH THE HOUSING AUTHORITY OF STANISLAUS COUNTY FOR PROVISION OF A COMMUNITY POLICE OFFICER FOR THE WESTVIEW GARDENS HOUSING COMPLEX, WITH AN OPTION TO EXTEND THE AGREEMENT FOR TWELVE MONTHS, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT

WHEREAS, the Housing Authority of Stanislaus County operates the Westview Gardens federal housing complex in Modesto, California, and

WHEREAS, by agreement, the Modesto Police Department has assigned a Police Officer to the complex for twelve years, and

WHEREAS, the Housing Authority is desirous to continue this special police service providing investigation and response to calls for police service, presentation of community crime resistance education, drug traffic suppression and drug education, graffiti abatement education and the exchange of information between the residents and other non-enforcement services of the City, and

WHEREAS, the parties may extend said agreement for a period of twelve months upon the written mutual agreement of the parties, and

WHEREAS, this police service is reimbursed by the Housing Authority of Stanislaus County and the service benefits the City of Modesto in reducing calls for police service to the housing project,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto that the agreement with the Housing Authority of Stanislaus County for special police services to the Westview Gardens housing project for a twelve-month period, with an option to extend the agreement for twelve months, is hereby approved.
BE IT FURTHER RESOLVED by the Council of the City of Modesto that the City Manager or his designee is hereby authorized to execute the agreement.

The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O’Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

ATTEST: ________________________________

JEAN ZAHR, City Clerk

(SEAL)

APPROVED AS TO FORM:

By: ________________________________

MICHAEL D. MILICH, City Attorney
MODESTO CITY COUNCIL
RESOLUTION NUMBER 2004-400


WHEREAS, the City of Modesto Police Department can make application to the U. S. Department of Justice, Bureau of Justice Assistance for the 2004 Local Law Enforcement Block Grant Program, and

WHEREAS, the program is of 24-month duration, and it includes the program area of procuring equipment and technology to enhance law enforcement, and

WHEREAS, the Police Department wishes to submit an application for various unmet equipment and technology needs, and

WHEREAS, acceptance of this grant enhances Healthy and Safe Strategic Action Plan action, H.1.B.8., which calls for obtaining public service grants, and

WHEREAS, the total grant project will be $81,277 of which the federal share is $73,149 and the local match is $8,128 and that match is available from the Asset Forfeiture Trust Account, and

WHEREAS, as required by the dictates of this program, the Police Department will present a specific budget for equipment and technology to the Council of the City of Modesto, in a public hearing, after notification that the application has been accepted,
NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Modesto, that it hereby authorizes submittal of an application for the 2004 Local Law Enforcement Block Grant for the purchase of police equipment and technology.

BE IT FURTHER RESOLVED that the City Manager, or his authorized designee, is hereby authorized to execute said grant application.

The foregoing resolution was introduced at a special meeting of the Council of the City of Modesto held on the 4th day of August, 2004, by Councilmember Hawn, who moved its adoption, which motion being duly seconded by Councilmember Dunbar, was upon roll call carried and the resolution adopted by the following vote:

AYES: Councilmembers: Dunbar, Hawn, Jackman, Marsh, O'Bryant, Mayor Ridenour

NOES: Councilmembers: None

ABSENT: Councilmembers: Keating

ATTEST: [Signature]
JEAN ZAHN, City Clerk

(SEAL)

APPROVED AS TO FORM:

By: [Signature]
MICHAEL D. MILICH, City Attorney