



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda Civil Service Board.

Tuesday, March 1, 2022

1:00 PM

Webex

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. February 8, 2022

Attachments: [2A February 8, 2022](#)

2B. February 16, 2022 (Special Meeting)

Attachments: [2B February 16, 2022 \(Special Meeting\)](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Electrician (revised)

Attachments: [4A\(1\) Electrician \(revised\)](#)

4A(2) Plumber (revised)

Attachments: [4A\(2\) Plumber \(revised\).pdf](#)

4A(3) Master Plumber (revised)

Attachments: [4A\(3\) Master Plumber \(revised\)](#)

4A(4) Carpenter (revised)

Attachments: [4A\(4\) Carpenter \(revised\)](#)

4A(5) Seasonal Recreation Lead Instructor (new)

Attachments: [4A\(5\) Seasonal Recreation Lead Instructor \(new\)](#)

4A(6) Traffic Operations Coordinator (new)

Attachments: [4A\(6\) Traffic Operations Coordinator \(new\)](#)

4A(7) Construction Inspector (revised)

Attachments: [4A\(7\) Construction Inspector \(revised\)](#)

4A(8) Park Maintenance Worker (revised)

Attachments: [4A\(8\) Park Maintenance Worker \(revised\)](#)

4A(9) Police Crime & Intelligence Analyst (revised)

Attachments: [4A\(9\) Police Crime & Intelligence Analyst \(revised\)](#)

4A(10) Senior Police Crime & Intelligence Analyst (new)
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Attachments: [4A\(10\) Senior Police Crime & Intelligence Analyst \(new\)](#)

5. APPEALS

6. INFORMATIONAL

6A. STATUS OF ALL NEW, PENDING, AND COMPLETE AUDITS

Notice: Item 6A contains Private Data. The information is non-public and disclosure of this material is prohibited; therefore, it has been excluded from this packet.

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

Notice: Item 6B Non-Public Review of New Eligible Lists will be distributed to members at the Civil Service Board meeting.

7. NEXT REGULAR MEETING SCHEDULED

April 5, 2022 at 11:00 a.m. via Webex

8. ADJOURNMENT



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes - Draft

Civil Service Board.

Tuesday, February 8, 2022

1:00 PM

Webex

Members Present: Joaquim Harris, Laura Perttula (Chair), John Strongitharm

HR Staff Present: Heather DuVal, Aimee Ott

Legal Present: Steve Hanke

Others Present: Theresa Severance (ISD 709 HR Director); Tim Andrew (Legal Representation for Firemen & Oilers Union)

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

January 5, 2022

This Civil Service Board item was approved.

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Financial Systems Specialist (new)

This Civil Service Board item was approved.

4A(2) ISD 709 - Field Engineer (new)

This Civil Service Board item failed. (0-3)

5. APPEALS

6. INFORMATIONAL

6A. STATUS OF ALL NEW, PENDING, AND COMPLETE AUDITS

This item was received.

6B. NON-PUBLIC REVIEW OF ELIGIBLE LISTS

This item was received.

7. NEXT REGULAR MEETING SCHEDULED

8. ADJOURNMENT



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes - Draft

Civil Service Board.

Wednesday, February 16, 2022

1:00 PM

Webex

Special Meeting

Members Present: Joaquim Harris, Laura Perttula (Chair), John Strongitharm

HR Staff Present: Heather DuVal, Aimee Ott

Legal Present: Steve Hanke, Sara Baldwin

Others Present: Robert Knudsen (Appellant)

1. ROLL CALL

2. APPEALS

2A. Water Conveyance Leadworker

This Civil Service Board appeal was denied.

Motion by Member Strongitharm to formally request that Human Resources review the Water Conveyance Leadworker job description minimum qualifications.

This motion was approved.

3. ADJOURNMENT



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802



218-730-5210



hrinformation
@duluthmn.gov

DATE: March 1, 2022
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Electrician

**RECOMMENDATION:
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF ELECTRICIAN.**

Background Information

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Electrician was last revised in 2009, only minor changes were made to this description.

The job classification was discussed with the Union and incumbents, and all are agreeable to the proposed job description.

Outline of Duties

The major/primary changes to the job description are the updated template language.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Electrician.

Electrician

SUMMARY/PURPOSE

To perform skilled electrical work in the installation and repair of wiring, apparatus, and equipment for light, heat, and power.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform skilled electrical work in the installation and repair of wiring, apparatus, and equipment for light, heat, and power.
2. Perform work to bend, shape and install conduits, including plastic mold and wire mold.
3. Install transformers, control boards, electronic circuits, coil circuit breakers, voltage regulators, switches, fuses, and related electrical equipment.
4. Perform additions, extensions, or alterations in electrical installations for power, light, heat, and appliances in buildings and on grounds.
5. Repair and test a variety of electrical circuits, machinery, transformers, meters, and recording instruments.
6. Install and connect motors, lights, controllers, voltage regulators, and racks.
7. Inspect and maintain electrical equipment and motors.
8. Perform work to erect ladders and scaffolding in compliance with established safety standards.
9. Estimate costs for electrical installation or repair projects.
10. Install, maintain, and repair street lighting systems.
11. Organize and direct the activities of assigned personnel.
12. Determine priorities and coordinate schedules to ensure completion of work.
13. Monitor worksites to ensure compliance with established methods, guidelines, and procedures.
14. Train assigned personnel in the correct and safe methods and procedures necessary to perform their work.
15. Investigate complaints related to the proper operation of electrical systems.
16. Prepare worksites by setting up appropriate barricades, warning devices, and equipment.
17. Perform work to clean tools, equipment, materials, and work areas.
18. Perform work to trench for the placement of underground electrical cables.
19. Perform work to locate underground electrical systems.
20. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
21. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A minimum of three (3) years of related education and/or of full-time, verifiable professional experience to include installation and repair of electrical wiring, systems, and fixtures in buildings as a primary responsibility.

2. License Requirements
 - A. Possess and maintain Minnesota Class "A" Journeyperson Electrician's License.
 - B. Possess and maintain a valid Minnesota Class D driver's license or privilege.

3. Knowledge Requirements
 - A. Knowledge of the National Electrical Code.
 - B. Knowledge of state and local regulations governing electrical wiring.
 - C. Knowledge of precautionary, safety, and fire prevention methods involved in electrical work.
 - D. Knowledge of applicable safety regulations and requirements.
 - E. Knowledge of problem-solving and conflict-resolution techniques.
 - F. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements
 - A. Skill in the use of the tools, equipment, materials, methods, and practices used in the installation, maintenance, and repair of electrical lines, equipment, and devices.
 - B. Skill in inspecting, diagnosing, and repairing malfunctioning electrical equipment.
 - C. Skill in performing mathematical calculations in order to size wire and determine current load.
 - D. Skill in reading and interpreting blueprints and schematic drawings.
 - E. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - F. Skill in managing one's own time.
 - G. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements
 - A. Ability to work on-call after completion of regular assigned work hours.
 - B. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - C. Ability to communicate and interact effectively with members of the public.
 - D. Ability to communicate effectively both orally and in writing.
 - E. Ability to understand and follow instructions.
 - F. Ability to problem-solve a variety of situations.
 - G. Ability to set priorities and complete assignments on time.
 - H. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: LD	Union: Basic	EEOC: Skilled Craft Workers	CSB:	Class No: 5207
WC: 5190	Pay:	EEOF: Admin/Finance	CC:	Resolution:

ELECTRICIAN

Electrician

SUMMARY/PURPOSE: ~~Perform~~

To perform skilled electrical work in the installation and repair of wiring, apparatus, and equipment for light, heat, and power.

FUNCTIONAL AREAS:

4. ~~Supervision Received~~

~~For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.~~

SUPERVISION GIVEN

~~Does not supervise.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform skilled electrical work in the installation and repair of wiring, apparatus, and equipment for light, heat, and power.

2. *A. Perform work to bend, shape and install conduits, including plastic mold and wire mold.

3. *B. Install transformers, control boards, electronic circuits, coil circuit breakers, voltage regulators, switches, fuses, and related electrical equipment.

4. *C. Perform additions, extensions, or alterations in electrical installations for power, light, heat, and appliances in buildings and on grounds.

5. *D. Repair and test a variety of electrical circuits, machinery, transformers, meters, and recording instruments.

6. *E. Install and connect motors, lights, controllers, voltage regulators, and racks.

7. *F. Inspect and maintain electrical equipment and motors.

8. *G. Perform work to erect ladders and scaffolding in compliance with established safety standards.

9. *H. Estimate costs for electrical installation or repair projects.

10. *I. Install, maintain, and repair street lighting systems.

11. ~~2.~~ Organize and direct the activities of assigned personnel.

12. *A. Determine priorities and coordinate schedules to ensure completion of work.

13. *B. Monitor ~~work sites~~ worksites to ensure compliance with established methods, guidelines, and procedures.

14. *C. Train assigned personnel in the correct and safe methods and procedures necessary to perform their work.

3. ~~Perform other related work as required.~~

15. *A. Investigate complaints related to the proper operation of electrical systems.

16. *B. Prepare ~~work sites~~ worksites by setting up appropriate barricades, warning devices, and equipment.

*C. ~~Maintain work areas by snow shoveling and sweeping.~~

17. *D. Perform work to clean tools, equipment, materials, and work areas.

18. *E. Perform work to trench for the placement of underground electrical cables.

19. *F. Perform work to locate underground electrical systems.

20. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
21. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

A. A minimum of three (3) years of related education and/or of full-time, verifiable professional experience to include installation and repair of electrical wiring, systems, and fixtures in buildings as a primary responsibility.

2. License Requirements:

A. + A. Possession of a Possess and maintain Minnesota Class "A" Journeyperson Electrician's License.

B. + B. Possession of Possess and maintain a valid Minnesota Driver's License Class D driver's license or privilege upon appointment and thereafter.

3. Knowledge Requirements:

A. + A. Knowledge of the National Electrical Code.

B. + B. Knowledge of state and local regulations governing electrical wiring.

C. + C. Knowledge of precautionary, safety, and fire prevention methods involved in electrical work.

D. + D. Knowledge of applicable safety regulations. and requirements.

E. Knowledge of problem-solving and conflict-resolution techniques.

F. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements:

A. + A. Skill in the use of the tools, equipment, materials, methods, and practices used in the installation, maintenance, and repair of electrical lines, equipment, and devices.

B. + B. Skill in inspecting, diagnosing, and repairing malfunctioning electrical equipment.

C. + C. Skill in performing mathematical calculations in order to size wire and determine current load.

D. + D. Skill in reading and interpreting blueprints and schematic drawings.

E. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.

F. Skill in managing one's own time.

G. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements:

A. + A. Ability to establish Ability to work on-call after completion of regular assigned work hours.

B. Ability to create and maintain effective a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships with co-workers, supervisors, and the general public.

C. + B. Ability to communicate and interact effectively in with members of the public.

D. Ability to communicate effectively both writtenorally and oral form in writing.

- ~~E. + C. Ability to plan, assign, understand and supervise the work of assigned personnel follow instructions.~~
- ~~F. + D. Ability to work outside in inclement weather problem-solve a variety of situations.~~
- ~~A. + E. Ability to work on call after completion of regular assigned work hours.~~
- ~~G. + F. Ability to set priorities and complete assignments on time.~~

Ability to attend work on a regular basis.

- ~~H. G. Ability to obtain a Minnesota Class "B" Commercial Driver's License as scheduled and/or equivalent required.~~
- ~~+ H. Ability to work at heights up to 80 feet.~~
- ~~+ I. Ability to stand, walk, kneel, crouch, and stoop, as needed to perform work activities.~~
- ~~+ J. Ability to frequently push, pull, lift to move and carry equipment weighing up to 50 pounds and occasionally up to 100 pounds.~~

- ~~* Essential functions of the job.~~
- ~~+ Job requirements needed on the first day of employment.~~

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: GTLD	Union: Basic	EEOC: Skilled Craft Workers	CSB: 20090303	Class No: 5207
WC: 5190	Pay: 29	EEOF: Admin/Finance	CC: 20090413	Resolution: 09-0198R



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

 218-730-5210
 hrinformation@duluthmn.gov

DATE: March 1, 2022
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Plumber

**RECOMMENDATION:
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF PLUMBER.**

Background Information

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Plumber was last revised in 2002, only minor changes were made to this description.

The job classification was discussed with the Union and incumbents, and all are agreeable to the proposed job description.

Outline of Duties

The major/primary changes to the job description are the updated template language.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Plumber.

Plumber

SUMMARY/PURPOSE

To perform skilled plumbing work on plumbing, heating, air-conditioning, and irrigation systems.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform skilled plumbing work in the installation, maintenance, and repair of plumbing, heating, air-conditioning, and irrigation systems.
2. Install, maintain, and make repairs to plumbing, heating, water, and sewer systems in City structures.
3. Install, maintain, and make repairs to all plumbing and related appurtenances.
4. Install washbasins, urinals, toilet bowls, and toilet tanks.
5. Perform all types of piping joints and hanger welding.
6. Review and interpret blueprints.
7. Install and make repairs to lawn sprinkler systems.
8. Determine modifications required when obstructions are met while installing plumbing/heating systems.
9. Maintain and make repairs to ventilation systems.
10. Ensure a safe work environment.
11. Prepare seasonal plumbing systems by winterizing as required.
12. Operate power hand tools and motorized equipment.
13. Install, maintain, and make repairs to steel fence and guardrails.
14. Maintain and make repairs to equipment and tools.
15. Attend related training sessions.
16. Assist other journeypersons as necessary.
17. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
18. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A minimum of three (3) years of verifiable professional experience as a licensed Journeyperson Plumber which includes experience in operation, maintenance, and repair of plumbing systems and fixtures, steam and hot water heating systems, and oil and gas warm air heating systems.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Journeyperson Plumber license.
 - B. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Knowledge of Minnesota plumbing codes.

- B. Knowledge of all other laws and rules regulating sanitary plumbing practices.
 - C. Knowledge of the tools, equipment, and materials used in the plumbing trades.
 - D. Knowledge of hydraulics as related to flow rates, pipe sizes, and water pressure.
 - E. Knowledge of wiring involved with heating and cooling controls.
 - F. Knowledge of pneumatic controls.
 - G. Knowledge of heating, ventilation, and air-conditioning systems and associated pumps.
 - H. Knowledge of the methods used in the installation, operation, and maintenance of irrigation systems.
 - I. Knowledge of sheet metal and ducting.
 - J. Knowledge of applicable safe work practices and procedures.
 - K. Knowledge of problem-solving and conflict-resolution techniques.
 - L. Knowledge of applicable safety requirements.
 - M. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
- A. Skill in the operation and maintenance of plumbing systems and fixtures.
 - B. Skill in the operation and maintenance of steam and hot water heating systems.
 - C. Skill in the operation and repair of oil and gas warm air heating systems.
 - D. Skill in the operation and maintenance of aquatic pools, including filtration systems, circulation pumps, injection pumps, and related equipment.
 - E. Skill in the operation and maintenance of decorative fountains.
 - F. Skill in the operation of large compressors (up to 1000 CFM), generators, and power threading equipment.
 - G. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - H. Skill in managing one's own time.
 - I. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
- A. Ability to read and interpret blueprints, diagrams, and manuals.
 - B. Ability to weld/braze.
 - C. Ability to perform mechanical work.
 - D. Ability to erect ladders and scaffolding in a safe manner.
 - E. Ability to use power hand tools.
 - F. Ability to recognize safety hazards and to take appropriate precautions.
 - G. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - H. Ability to communicate and interact effectively with members of the public.
 - I. Ability to communicate effectively both orally and in writing.
 - J. Ability to understand and follow instructions.
 - K. Ability to problem-solve a variety of situations.
 - L. Ability to set priorities and complete assignments on time.
 - M. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: LD	Union: Basic	EEOC: Skilled Craft Workers	CSB:	Class No: 5204
WC: 5183	Pay:	EEOF: Housing	CC:	Resolution:

PLUMBER

Plumber

SUMMARY/PURPOSE:

To perform skilled plumbing work on plumbing, heating, air-conditioning and irrigation systems.

FUNCTIONAL AREAS:

1. SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform skilled plumbing work in the installation, maintenance, and repair of plumbing, heating, air-conditioning, and irrigation systems.
2. * A. Install, maintain, and make repairs to plumbing, heating, water, and sewer systems in City structures.
3. * B. Install, maintain, and make repairs to all plumbing and related appurtenances.
4. * C. Install wash basins, washbasins, urinals, toilet bowls, and toilet tanks.
5. * D. Perform all types of piping joints and hanger welding.
6. * E. Review and interpret blueprints.
7. * F. Install and make repairs to lawn sprinkler systems.
8. * G. Determine modifications required when obstructions are met while installing plumbing/heating systems.
9. * H. Maintain and make repairs to ventilation systems.
10. * I. Ensure a safe work environment.
11. * J. Prepare seasonal plumbing systems by winterizing as required.
12. * K. Operate power hand tools and motorized equipment.

2. Perform related work.

13. * A. Install, maintain, and make repairs to steel fence and guardrails.
14. * B. Maintain and make repairs to equipment and tools.
15. * C. Attend related training sessions.
16. * D. Assist other journeypersons as necessary.
17. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
18. Other duties may be assigned.

JOB REQUIREMENTS

1. LICENSE:

- * A. Possession of a State of Minnesota Journeyperson Plumber license.
- B. Ability to obtain a Minnesota 2nd Class Engineer license if required by the Employer.
- * C. Possession of a Minnesota Class "D" driver's license or privilege by the date of appointment and thereafter.

~~D. Ability to obtain a Minnesota Class "B" driver's license or privilege if required by the Employer.~~

2. EXPERIENCE:

* Two (2) To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

A. A minimum of three (3) years of verifiable professional experience as a licensed Journeyman Plumber which includes experience in operation, maintenance, and repair of plumbing systems and fixtures, steam and hot water heating systems, and oil and gas warm air heating systems.

3. KNOWLEDGE:

2. * A. License Requirements

- A. Possess and maintain a valid Minnesota Journeyman Plumber license.
- B. Possess and maintain a valid Minnesota Class D driver's license or privilege.

3. Knowledge Requirements

- A. Knowledge of Minnesota plumbing codes.
- B. ~~B.~~ Knowledge of all other laws and rules regulating sanitary plumbing practices.
- C. Knowledge of the tools, equipment, and materials used in the plumbing trades.
- D. ~~D.~~ Knowledge of hydraulics as related to flow rates, pipe sizes, and water pressure.
- E. ~~E.~~ Knowledge of wiring involved with heating and cooling controls.
- F. ~~F.~~ Knowledge of pneumatic controls.
- G. * ~~G.~~ Knowledge of various types of pumps involved in plumbing, heating, and cooling ventilation, and air-conditioning systems and associated pumps.
- H. ~~H.~~ Knowledge of the methods used in the installation, operation, and maintenance of irrigation systems.
- I. ~~I.~~ Knowledge of sheet metal and ducting.
- J. * ~~J.~~ Knowledge of applicable safe work practices and procedures.

4. SKILLS:

- K. * ~~A.~~ Knowledge of problem-solving and conflict-resolution techniques.
- L. Knowledge of applicable safety requirements.
- M. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A. Skill in the operation and maintenance of plumbing systems and fixtures.
- B. * ~~B.~~ Skill in the operation and maintenance of steam and hot water heating systems.
- C. * ~~C.~~ Skill in the operation and repair of oil and gas warm air heating systems.
- D. ~~D.~~ Skill in the operation and maintenance of aquatic pools, including filtration systems, circulation pumps, injection pumps, and related equipment.
- E. ~~E.~~ Skill in the operation and maintenance of decorative fountains.
- F. ~~F.~~ Skill in the operation of large compressors (up to 1000 CFM), generators, and power threading equipment.

5. ABILITIES:

- G. * ~~A. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.~~
- H. ~~Skill in managing one's own time.~~
- I. ~~Skill in completing assignments accurately and with attention to detail.~~

5. Ability Requirements

- A. ~~Ability to read and interpret blueprints, diagrams, and manuals.~~
- B. ~~B. Ability to weld/braze.~~
- C. * ~~C. Ability to perform mechanical work.~~
- * ~~D. Ability to understand and follow oral and written instructions.~~
- D. * ~~E. Ability to erect ladders and scaffolding in a safe manner.~~
- E. * ~~F. Ability to use power hand tools.~~
- F. * ~~G. Ability to recognize safety hazards and to take appropriate precautions.~~
- G. * ~~H. Ability to ~~establish~~create and maintain ~~effective~~a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships ~~with co-workers and the general public.~~~~
- H. * ~~I. Ability to ~~stand, walk, kneel, crouch, stoop,~~communicate and ~~crawl as needed to perform plumbing activities~~interact effectively with members of the public.~~
- I. * ~~J. Ability to ~~lift and transport (usually by carrying) supplies, tools,~~communicate effectively both orally and ~~equipment in writing.~~~~
- J. ~~Ability to understand and follow instructions.~~
- K. ~~Ability to problem-solve a variety of situations.~~
- L. ~~Ability to set priorities and complete assignments on time.~~
- M. ~~Ability to attend work as scheduled and/or required.~~

Physical Demands

The work requires considerable and strenuous physical exertion such as a power threader weighing 90 frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

* ~~Essential functions, or job requirements necessary on the first day of employment.~~

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: <u>LD</u>	Union: Basic	EEOC: Skilled Craft Workers	CSB: <u>20020806</u>	Class No: 5204
WC: 5183	Pay: <u>29</u>	EEOF: Housing	CC: <u>20020909</u>	Resolution: <u>02-0604R</u>



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

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hrinformation
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DATE: March 1, 2022
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Master Plumber

**RECOMMENDATION:
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF MASTER PLUMBER.**

Background Information

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Master Plumber was last revised in 2011, only minor changes were made to this description.

The job classification was discussed with the Union and incumbents, and all are agreeable to the proposed job description.

Outline of Duties

The major/primary changes to the job description are the updated template language.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Master Plumber.

Master Plumber

SUMMARY/PURPOSE

To provide citywide oversight, guidance, and quality control of City plumbing infrastructure and application. This position will properly plan, lay out, and supervise the installation and repair of apparatus and equipment for plumbing, heating, air-conditioning, ventilation, irrigation, and related systems.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or project that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide general oversight on City projects and plumbing systems to ensure all regulations and codes are met.
2. Train, mentor, and oversee work completed by other plumbers throughout the City.
3. Perform skilled plumbing work in the installation, maintenance, and repair of plumbing, heating, air-conditioning, ventilation, irrigation, and related systems.
4. Install, maintain, and make repairs to plumbing, heating, water, and sewer systems in City structures, and assume accountability for conformance with minimum code standards.
5. Install, maintain, and make repairs to all plumbing and related appurtenances.
6. Install wash basins, urinals, toilet bowls, and toilet tanks.
7. Perform all types of piping joints and hanger installation.
8. Install and make repairs to lawn sprinkler systems.
9. Determine modifications required when obstructions are met while installing plumbing/heating/ventilation systems.
10. Maintain and make repairs to ventilation systems.
11. Ensure a safe work environment.
12. Prepare seasonal plumbing systems by winterizing as required.
13. Operate power and hand tools and motorized equipment.
14. Attend related training sessions.
15. Assist other tradespersons as necessary.
16. Review and interpret blueprints, develop materials lists, and determine costs.
17. Estimate time and materials necessary to perform a job.
18. Assist with inspections of new installations, repairs, and/or modifications performed by others.
19. Obtain plumbing permits for the City of Duluth when required.
20. Secure meter applications when required.
21. Solicit bids on assigned projects and maintenance activities and coordinate with contracts on assigned work.
22. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
23. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
24. Provide training on new or modified procedures and policies to all affected parties.

25. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
26. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
27. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
28. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A minimum of four (4) years of full-time, verifiable professional experience as a licensed Master Plumber.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Master Plumber license.
 - B. Possess and maintain a valid Minnesota 1st Class Engineer license.
 - C. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - D. Possess and maintain a Minnesota Backflow Prevention Rebuilder license within twelve (12) months of hire.
3. Knowledge Requirements
 - A. Extensive knowledge of Minnesota plumbing codes.
 - B. Extensive knowledge of all other laws and rules regulating plumbing practices.
 - C. Extensive knowledge of the techniques, tools, equipment, and materials used in the plumbing trade.
 - D. Knowledge of hydraulics as related to flow rates, pipe sizes, and water pressure.
 - E. Knowledge of wiring involved with heating, ventilation, and cooling controls.
 - F. Knowledge of pneumatic controls.
 - G. Knowledge of various types of pumps involved in plumbing, heating, ventilation, and cooling.
 - H. Knowledge of the methods used in the installation, operation, and maintenance of irrigation systems.
 - I. Knowledge of sheet metal and ducting.
 - J. Knowledge of applicable safe work practices and procedures.
 - K. Knowledge of problem-solving and conflict-resolution techniques.
 - L. Knowledge of applicable safety requirements.
 - M. Knowledge of, or the ability to learn, City policies and procedures.
 - N. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - O. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
 - A. Skill in the installation, operation, and maintenance of plumbing systems and fixtures.
 - B. Skill in the installation, operation, and maintenance of steam and hot water heating systems.
 - C. Skill in the installation, operation, and repair of oil and gas warm air heating systems.
 - D. Skill in the operation and maintenance of aquatic pools, including filtration systems, circulation pumps, injection pumps, and related equipment.
 - E. Skill in the operation and maintenance of decorative fountains.

- F. Skill in the operation of large compressors (up to 1000 CFM), generators, and power threading equipment.
- G. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- H. Skill in managing one's own time and the time of others.
- I. Skill in completing assignments accurately and with attention to detail.
- J. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- A. Ability to read and interpret blueprints, diagrams, and manuals.
- B. Ability to calculate materials costs.
- C. Ability to estimate time and materials necessary to complete a job.
- D. Ability to weld/braze.
- E. Ability to perform mechanical work, especially that involved in plumbing.
- F. Ability to understand and follow oral and written instructions.
- G. Ability to erect ladders and scaffolding and operate scissors lifts, boom trucks, and related devices in a safe manner.
- H. Ability to use power hand tools.
- I. Ability to recognize safety hazards and to take appropriate precautions.
- J. Ability to work on-call after completion of regular assigned work hours.
- K. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- L. Ability to communicate and interact effectively with members of the public.
- M. Ability to communicate effectively both orally and in writing.
- N. Ability to recognize, analyze, and solve a variety of problems.
- O. Ability to organize and prioritize work while meeting multiple deadlines.
- P. Ability to handle difficult and stressful situations with professional composure.
- Q. Ability to work successfully as a member of a team and independently with minimal supervision.
- R. Ability to train and lead others.
- S. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- T. Ability to enforce safety rules and regulations.
- U. Ability to maintain confidential information.
- V. Ability to demonstrate dependability, responsibility, and consistency in their job performance.
- W. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: LD	Union: Basic	EEOC: Skilled Craft Workers	CSB:	Class No: 1820
WC: 5183	Pay:	EEOF: Admin/Finance	CC:	Resolution:

MASTER PLUMBER

Master Plumber

SUMMARY/PURPOSE: _____

To provide citywide oversight, guidance, and quality control of City plumbing infrastructure and application. This position will properly plan, lay out, and supervise the installation and repair of apparatus and equipment for plumbing, heating, air-conditioning, ventilation, irrigation, and related systems.

FUNCTIONAL AREAS:

4. _____ SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or project that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide general oversight on City projects and plumbing systems to ensure all regulations and codes are met.
2. Train, mentor, and oversee work completed by other plumbers throughout the City.
3. Perform skilled plumbing work in the installation, maintenance, and repair of plumbing, heating, air-conditioning, ventilation, irrigation, and related systems.
4. *A. Install, maintain, and make repairs to plumbing, heating, water, and sewer systems in City structures; and assume accountability for conformance with minimum code standards.
5. *B. Install, maintain, and make repairs to all plumbing and related appurtenances.
6. *C. Install wash basins, urinals, toilet bowls, and toilet tanks.
7. *D. Perform all types of piping joints and hanger installation.
8. *E. Install and make repairs to lawn sprinkler systems.
9. *F. Determine modifications required when obstructions are met while installing plumbing/heating/_ventilation systems.
10. *G. Maintain and make repairs to ventilation systems.
11. *H. Ensure a safe work environment.
12. *I. Prepare seasonal plumbing systems by winterizing as required.
13. *J. Operate power and hand tools and motorized equipment.
14. *K. Attend related training sessions.
15. *L. Assist other tradespersons as necessary.

2. _____ ~~Organize and direct activities of assigned personnel.~~

16. *A. Review and interpret blueprints, develop materials lists, and determine costs.
17. *B. Estimate time and materials necessary to perform a job.
18. *C. Assist with inspections of new installations, repairs, and/or modifications performed by others.
19. *D. Obtain plumbing permits for the City of Duluth when required.
20. *E. Secure meter applications when required.
- * F. Direct and check the work of journeypersons and helpers as assigned.

21. Solicit bids on assigned projects and maintenance activities and coordinate with contracts on assigned work.
22. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
23. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
24. Provide training on new or modified procedures and policies to all affected parties.
25. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
26. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
27. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
28. Other duties may be assigned.

JOB REQUIREMENTS

1. LICENSE:

❖ To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

A. A. Possession of a State minimum of four (4) years of full-time, verifiable, professional experience as a licensed Master Plumber.

2. License Requirements

A. Possess and maintain a valid Minnesota Master Plumber license.

B. ❖ B. Possession of Possess and maintain a valid Minnesota 1st Class Engineer license.

C. ❖ C. Possession of Possess and maintain a valid Minnesota Class D driver's license or equivalent privilege.

2. EXPERIENCE:

❖ Two (2) years of verifiable full-time experience as a licensed Master Plumber or equivalent.

3. KNOWLEDGE:

D. ~~❖~~ ~~A.~~ Ability to obtain and maintain a Minnesota Backflow Prevention Rebuilder license within twelve (12) months of hire.

3. Knowledge Requirements

A. Extensive knowledge of Minnesota plumbing codes.

B. ~~B.~~ Extensive knowledge of all other laws and rules regulating plumbing practices.

C. ~~❖~~ ~~C.~~ Extensive knowledge of the techniques, tools, equipment, and materials used in the plumbing trade.

D. ~~D.~~ Knowledge of hydraulics as related to flow rates, pipe sizes, and water pressure.

E. ~~❖~~ ~~E.~~ Knowledge of wiring involved with heating, ventilation, and cooling controls.

F. ~~❖~~ ~~F.~~ Knowledge of pneumatic controls.

G. ~~❖~~ ~~G.~~ Knowledge of various types of pumps involved in plumbing, heating, ventilation, and cooling.

H. ~~❖~~ ~~H.~~ Knowledge of the methods used in the installation, operation, and maintenance of irrigation systems.

I. ~~I.~~ Knowledge of sheet metal and ducting.

J. ~~❖~~ ~~J.~~ Knowledge of applicable safe work practices and procedures.

4. SKILLS:

K. ~~❖~~ ~~A.~~ Knowledge of problem-solving and conflict-resolution techniques.

L. Knowledge of applicable safety requirements.

M. Knowledge of, or the ability to learn, City policies and procedures.

N. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.

O. Knowledge of effective leadership and personnel practices.

4. Skill Requirements

A. Skill in the installation, operation, and maintenance of plumbing systems and fixtures.

B. ~~❖~~ ~~B.~~ Skill in the installation, operation, and maintenance of steam and hot water heating systems.

C. ~~❖~~ ~~C.~~ Skill in the installation, operation, and repair of oil and gas warm air heating systems.

D. ~~❖~~ ~~D.~~ Skill in the operation and maintenance of aquatic pools, including filtration systems, circulation pumps, injection pumps, and related equipment.

E. ~~❖~~ ~~E.~~ Skill in the operation and maintenance of decorative fountains.

F. ~~❖~~ ~~F.~~ Skill in the operation of large compressors (up to 1000 CFM), generators, and power threading equipment.

5. ABILITIES:

G. ~~❖~~ ~~A.~~ Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.

H. Skill in managing one's own time and the time of others.

I. Skill in completing assignments accurately and with attention to detail.

J. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

A. Ability to read and interpret blueprints, diagrams, and manuals.

~~B. Ability to calculate materials costs.~~

~~C. Ability to estimate time and materials necessary to complete a job.~~

~~D. Ability to weld/braze.~~

~~E. Ability to perform mechanical work, especially that involved in plumbing.~~

~~F. Ability to understand and follow oral and written instructions.~~

~~Ability to direct helpers.~~

~~G. Ability to erect ladders and scaffolding and operate scissors lifts, boom trucks, and related devices in a safe manner.~~

~~H. Ability to use power hand tools.~~

~~I. Ability to recognize safety hazards and to take appropriate precautions.~~

~~J. Ability to establish work on-call after completion of regular assigned work hours.~~

~~K. Ability to create and maintain effective a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships with co-workers, subordinates, and~~

~~L. Ability to communicate and interact effectively with members of the general public.~~

~~M. Ability to communicate effectively both orally and in writing.~~

~~N. Ability to recognize, analyze, and solve a variety of problems.~~

~~O. Ability to organize and prioritize work while meeting multiple deadlines.~~

~~P. Ability to handle difficult and stressful situations with professional composure.~~

~~Q. Ability to work successfully as a member of a team and independently with minimal supervision.~~

~~R. Ability to train and lead others.~~

~~S. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.~~

~~T. Ability to enforce safety rules and regulations.~~

~~U. Ability to maintain confidential information.~~

~~V. Ability to demonstrate dependability, responsibility, and consistency in their job performance.~~

~~W. Ability to attend work on a regular basis as scheduled and/or required.~~

6. PHYSICAL ABILITIES:

~~Ability to stand, walk, kneel, crouch, stoop, and crawl as needed to perform plumbing activities.~~

~~Ability to lift and transport (usually by carrying) supplies, tools, and equipment such as a power threader weighing 90 pounds.~~

~~* Essential functions of the classification.~~

~~Minimum requirements necessary on the first day of employment. Physical Demands~~

~~The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.~~

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

<u>HR: LD</u>	<u>Union: Basic</u>	<u>EEOC: Skilled Craft Workers</u>	<u>CSB: _____</u>	<u>Class No: 1820</u>
<u>WC: 5183</u>	<u>Pay: _____</u>	<u>EEOF: Admin/Finance</u>	<u>CC: _____</u>	<u>Resolution: _____</u>



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

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DATE: March 1, 2022
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Carpenter

**RECOMMENDATION:
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF CARPENTER.**

Background Information

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Carpenter job description was last revised in 2002, only minor changes were made to this description.

The job classification was discussed with the Union and incumbents, and all are agreeable to the proposed job description.

Outline of Duties

The major/primary changes to the job description are the updated template language.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Carpenter.

Carpenter

SUMMARY/PURPOSE

To perform skilled carpentry work, including building and repairing City structures and assisting with various types of construction projects.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform skilled rough and finished carpentry work involved in construction, maintenance, and repair to City facilities.
2. Perform work to lay out, cut, fit, and join lumber or metal studs to construct the framework for a variety of structures.
3. Perform work to apply sheathing for walls and roofs.
4. Inspect buildings to determine needed repairs, take dimensions, and estimate the cost of building materials.
5. Purchase necessary materials and supplies.
6. Perform work to hang doors and install window sashes.
7. Perform work to lay finished flooring.
8. Make or install paneling and trim by sawing, fitting, and nailing.
9. Make or install cabinets, shelving, bookcases, moldings, dry wall, and corner beads.
10. Install and repair rock, metal, and wood laths.
11. Construct porches, stairways, and concrete forms.
12. Operate woodworking machinery such as sanders, planners, lathes, joiners, and power saws.
13. Organize and direct the activities of assigned personnel.
14. Determine priorities and coordinate schedules to ensure completion of work.
15. Monitor worksites to ensure compliance with established methods, guidelines, and procedures.
16. Train assigned personnel in the correct and safe methods and procedures necessary to perform their work.
17. Assist other journeypersons as necessary.
18. Attend related training sessions.
19. Perform work to keep tools clean and in good operating condition.
20. Ensure a safe working environment.
21. Perform work to erect ladders, scaffolds and clean up worksites.
22. Solicit bids for assigned projects and coordinate the work of contractors as necessary.
23. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
24. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A minimum of four (4) years of full-time, verifiable professional experience as a journeyperson carpenter as a primary responsibility.

2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.

3. Knowledge Requirements
 - A. Knowledge of the Uniform Building Code.
 - B. Knowledge of applicable OSHA safety regulations.
 - C. Extensive knowledge of materials, tools, equipment, and practices used in the carpentry trade.
 - D. Extensive knowledge of the qualities of various woods and their adaptability and uses.
 - E. Knowledge of the proper application of metal studs in framework.
 - F. Knowledge of effective supervisory principles and practices.
 - G. Knowledge of problem-solving and conflict-resolution techniques.
 - H. Knowledge of applicable safety requirements.
 - I. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements
 - A. Skill in reading and interpreting blueprints and schematic drawings.
 - B. Skill in operating hand and power tools and maintain them in proper operating condition.
 - C. Skill in performing mathematical calculations in order to estimate the cost of materials and determine appropriate building measurements.
 - D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - E. Skill in managing one's own time.
 - F. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements
 - A. Ability to recognize safety hazards and use appropriate precautions.
 - B. Ability to lead and train others.
 - C. Ability to work independently with little supervision.
 - D. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - E. Ability to communicate and interact effectively with members of the public.
 - F. Ability to communicate effectively both orally and in writing.
 - G. Ability to understand and follow instructions.
 - H. Ability to problem-solve a variety of situations.
 - I. Ability to set priorities and complete assignments on time.
 - J. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: LD	Union: Basic	EEOC: Skilled Craft Workers	CSB:	Class No: 5206
WC: 5403	Pay:	EEOF: Housing	CC:	Resolution:

CARPENTER

Carpenter

SUMMARY/PURPOSE: ——— Perform

To perform skilled carpentry work, including building and repairing City structures and assisting with various types of construction projects.

FUNCTIONAL AREAS:

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform skilled rough and finished carpentry work involved in construction, maintenance, and repair to City facilities.
2. *A. Perform work to lay out, cut, fit, and join lumber or metal studs to construct the framework for a variety of structures.
3. *B. Perform work to apply sheathing for walls and roofs.
4. *C. Inspect buildings to determine needed repairs, take dimensions, and estimate the cost of building materials.
5. *D. Purchase necessary materials and supplies.
6. *E. Perform work to hang doors and install window sashes.
7. *F. Perform work to lay finished flooring.
8. *G. Make or install paneling and trim by sawing, fitting, and nailing.
9. *H. Make or install cabinets, shelving, bookcases, moldings, dry wall, and corner beads.
10. *I. Install and repair rock, metal, and wood laths.
11. *J. Construct porches, stairways, and concrete forms.
12. *K. Operate woodworking machinery such as sanders, planners, lathes, joiners, and power saws.
13. Organize and direct the activities of assigned personnel.
14. *A. Determine priorities and coordinate schedules to ensure completion of work.
15. *B. Monitor ~~work sites~~ worksites to ensure compliance with established methods, guidelines, and procedures.
16. *C. Train assigned personnel in the correct and safe methods and procedures necessary to perform their work.
- ~~1. Perform other related work as required.~~
17. *A. Assist other journeypersons as necessary.
18. *B. Attend related training sessions.
19. *C. Perform work to keep tools clean and in good operating condition.
20. *D. Ensure a safe working environment.
- *E. ~~Perform work to clean up work sites.~~
21. *F. Perform work to erect ladders and scaffolds and clean up worksites.
- *G. ~~Maintain required records.~~
- *H. ~~Perform other related tasks as assigned.~~

22. Solicit bids for assigned projects and coordinate the work of contractors as necessary.
23. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
24. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education ~~and~~ Experience Requirements

- A. ~~**A.~~ FourA minimum of four (4) years of full-time, verifiable professional experience as a journey person carpenter; ~~or as a primary responsibility.~~
- ~~**B.~~ A combination of education and experience that may be accepted as equivalent.

2. License ~~Requirement~~Requirements

- A. ~~**A.~~ Possession of Possess and maintain a valid State of Minnesota Class "D" driver's license or privilege ~~by the date of appointment and thereafter.~~

3. Knowledge Requirements

- A. ~~**A.~~ Knowledge of the Uniform Building Code.
- B. ~~**B.~~ Knowledge of applicable OSHA safety regulations.
- C. ~~**C.~~ Extensive knowledge of materials, tools, equipment, and practices used in the carpentry trade.
- D. ~~**D.~~ Extensive knowledge of the qualities of various woods and their adaptability and uses.
- E. ~~**E.~~ Knowledge of the proper application of metal studs in framework.
- F. ~~**F.~~ Knowledge of effective supervisory principles and practices.
- G. Knowledge of problem-solving and conflict-resolution techniques.
- H. Knowledge of applicable safety requirements.
- I. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A. ~~**A.~~ Skill in reading and interpreting blueprints and schematic drawings.
- ~~3.B.~~ B. Skill in operating hand and power tools and maintain them in proper operating condition.
- C. ~~**C.~~ Skill in performing mathematical calculations in order to estimate the cost of materials and determine appropriate building measurements.
- D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- E. Skill in managing one's own time.
- F. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- ~~**A. Ability to communicate effectively in both written and oral form.~~
- A. **B. Ability to recognize safety hazards and use appropriate precautions.**
- B. **C. Ability to attend work on a regular lead and reliable basis train others.**
- ~~**D. Ability to understand and follow oral and written instructions.~~
- ~~**E. Ability to plan, assign, and supervise the work of assigned personnel.~~
- ~~**F. Ability to lift and/or carry building supplies and tools such as a 100 pound solid core door.~~
- ~~**G. Ability to erect scaffolding and ladders in a safe manner.~~
- ~~**H. Ability to establish and maintain effective working relationships with co-workers, supervisors, and the general public.~~
- C. **I. Ability to work independently with little supervision.**
- ~~**J. Ability to work outdoors year round.~~
- ~~D. **K. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.~~
- ~~E. Ability to transport oneself to, from, and around work sites communicate and interact effectively with members of the public.~~
- ~~F. **L. Ability to climb communicate effectively both orally and carry tools, equipment, and materials up ladders, and to work in high places writing.~~
- ~~G. **M. Ability to stand, walk, kneel, crouch, stoop, understand and crawl as needed to perform work activities follow instructions.~~
- ~~H. **N. Ability to problem-solve a variety of situations.~~
- ~~I. Ability to set priorities and complete assignments on time.~~
- ~~J. Ability to attend work as scheduled and/or required.~~

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work on-call after completion of regular assigned work hours environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

~~*Essential functions of the classification.~~

~~**Minimum classification requirements necessary on the first day of employment.~~

HR: KGLD	Union: Basic	EEOC: Skilled Craft Workers	CSB: 20021418	Class No: 5206
WC: 5403	Pay: 29	EEOF: Housing	CC: 20021202	Resolution: 02-0788R



Human Resources

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DATE: March 1, 2022
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: New Job Classification of Seasonal Recreation Lead Instructor

**RECOMMENDATION:
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF SEASONAL RECREATION LEAD INSTRUCTOR.**

Background Information

The new job classification of Seasonal Recreation Lead Instructor is being created to add staffing to the Parks and Recreation Division during the summer months to assist with the programming they offer to the community.

Human Resources has shared the new job description with the Union, and they are supportive.

Outline of Duties

To plan, organize, and coordinate programming for the community. This position coordinates the day-to-day operations of recreation programs and is responsible for the development of curriculum, preparing sites for programs, communications, evaluations, and training other summer program staff. *Seasonal positions run April 1 – November 1 each year; seasonal appointments shall not exceed 1,040 hours or 185 consecutive days each calendar year, whichever occurs first.*

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Seasonal Recreation Lead Instructor.

Seasonal Recreation Lead Instructor

SUMMARY/PURPOSE

To plan, organize, and coordinate programming for the community. This position coordinates the day-to-day operations of recreation programs and is responsible for the development of curriculum, preparing sites for programs, communications, evaluations, and training other summer program staff. *Seasonal positions run April 1 – November 1 each year; seasonal appointments shall not exceed 1,040 hours or 185 consecutive days each calendar year, whichever occurs first.*

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have input regarding schedules, training, and performance of temporary employees and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, organize, implement, and instruct seasonal recreational activities for youth through adults.
2. Evaluate programs and activities; make recommendations for future of program to Recreation Specialist.
3. Schedule and monitor the use of facilities, equipment, and supplies.
4. Obtain and maintain supplies for programs and activities; maintain accurate records regarding inventory replacement/repair.
5. Train, schedule, and guide the work of recreation instructors and volunteers in safe and proper techniques.
6. Develop, prepare, and assist in the preparation and dissemination of flyers and other promotional materials.
7. Assist and participate in the maintenance of facilities and grounds.
8. Assist and participate in the maintenance of building interiors, including cleaning, scrubbing, mopping, dusting, and sweeping.
9. Provide emergency first aid within scope of applicable training/credentials and policies.
10. Respond in a timely fashion to citizen inquiries, requests, and complaints regarding programming.
11. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
12. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A minimum of one (1) year of related education and/or full-time, verifiable professional recreation experience to include leading a variety of recreation activities or working with youth as a primary responsibility.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Ability to obtain and maintain a First Aid/CPR certification.
3. Knowledge Requirements
 - A. Knowledge of recreational programming and working with youth in a day camp setting.
 - B. Knowledge on providing leadership to a team.
 - C. Knowledge of problem-solving and conflict-resolution techniques.
 - D. Knowledge of applicable safety requirements.
 - E. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements
 - A. Skill in driving large vehicles and trailers.
 - B. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - C. Skill in managing one's own time.
 - D. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements
 - A. Ability to conduct a variety of indoor and outdoor recreational activities and maintenance tasks year round.
 - B. Ability to work irregular hours, including evenings, weekends, and holidays to oversee programs and events.
 - C. Ability to plan, organize, and lead a variety of recreational activities.
 - D. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - E. Ability to communicate and interact effectively with members of the public.
 - F. Ability to communicate effectively both orally and in writing.
 - G. Ability to understand and follow instructions.
 - H. Ability to problem-solve a variety of situations.
 - I. Ability to set priorities and complete assignments on time.
 - J. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: LD	Union: Basic	EEOC:	CSB:	Class No:
WC: 9102	Pay:	EEOF: Natural Resources	CC:	Resolution:



Human Resources

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DATE: February 22, 2022
TO: Civil Service Board
FROM: Matt Silverness
Human Resources Generalist
SUBJECT: New Job Classification of Traffic Operations Coordinator

**RECOMMENDATION:
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF TRAFFIC OPERATIONS COORDINATOR.**

Background Information

The new job classification of Traffic Operations Coordinator is being created as a result of restructuring of our Street Lighting crew in our Engineering Division after the retirement of our Traffic Operations Leadworker.

Human Resources has shared the new job description with the Union, and they are supportive.

Outline of Duties

To perform specialized electrical/electronic maintenance, repair, and installation of complex traffic signal and street lighting systems. The position also directs and coordinates the work activities of crews performing maintenance operations on traffic signal systems and street lighting systems. The position assists the City Traffic Engineer in managing construction projects and in reviewing professional engineering plans and specifications to ensure compliance with City standards.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Traffic Operations Coordinator.

Traffic Operations Coordinator

SUMMARY/PURPOSE

To perform specialized electrical/electronic maintenance, repair, and installation of complex traffic signal and street lighting systems. The position also directs and coordinates the work activities of crews performing maintenance operations on traffic signal systems and street lighting systems. The position assists the City Traffic Engineer in managing construction projects and in reviewing professional engineering plans and specifications to ensure compliance with City standards.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or project that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Review complex professional engineering plans and specifications for installation of new traffic signal and street lighting systems, and modifications to existing systems.
2. Track inventory and arrange for and/or approve the purchase of equipment, materials, and services.
3. In collaboration with the City Traffic Engineer, organize and direct the work activities of assigned staff, and determine work priorities, assignments, and work schedules.
4. Perform or direct staff to program, install, maintain, and repair traffic control devices and systems, including traffic signals, control cabinets, signal heads, inductive detectors, wireless detectors, communication cable, fiber optics, machine vision processors, speed reader boards, and related devices within the City of Duluth and surrounding municipalities.
5. Program, install, maintain, and repair the City's emergency pre-emption system.
6. Program, install, maintain, and repair various types of traffic signal controller units and associated system components and control and/or associated monitoring equipment.
7. Install, maintain, and repair citywide traffic supervisory control and data acquisition system communications and networks including, but not limited to, radio including wireless, fiber optics, and twisted pair.
8. Program, install, maintain, and repair street lighting devices and systems, including control cabinets and all associated infrastructure.
9. Identify, locate, and mark City underground electrical utilities in accordance with Minnesota "Gopher State One Call" requirements.
10. Coordinate with and manage outside contractors for the maintenance and installation of signal and street lighting infrastructure.
11. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
12. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
13. Provide training on new or modified procedures and policies to all affected parties.
14. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
15. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.

16. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
17. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. A minimum of two (2) year years of related education and/or of full-time, verifiable professional experience, which demonstrates a proficiency in electronic/electrical maintenance and repair.
 - B. A two-year degree in electrical or electronic technology is preferred.
2. License Requirements
 - A. Possess and maintain a Class A Journeyman Electrician's License.
 - B. Possess and maintain a valid Minnesota Driver's License or equivalent.
 - C. Ability to acquire a State of Minnesota Technical Certification for Signals and Lighting within 12 months of hire date.
 - D. Ability to acquire a Minnesota Class B Commercial Driver's License within 12 months of hire date.
 - E. Possession of a Class A Master Electrician's License is preferred.
3. Knowledge Requirements
 - A. Extensive knowledge of the principles, methods, equipment, and materials used in the repair of electronic and electrical systems.
 - B. Extensive knowledge of electronic theory and practice, including solid state and digital electronics.
 - C. Knowledge of the National Electric Code.
 - D. Knowledge of state and local regulations governing electrical systems.
 - E. Knowledge of budgets and budgeting.
 - F. Knowledge of problem-solving and conflict-resolution techniques.
 - G. Knowledge of applicable safety requirements.
 - H. Knowledge of, or the ability to learn, City policies and procedures.
 - I. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - J. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
 - A. Extensive skill in the installation, repair, and maintenance of electronic and electrical signal systems and street lighting systems.
 - B. Skill in the use of specialized computer software to manage and modify complex signal and street lighting systems.
 - C. Skill in the operation of office equipment including, but not limited to, complex computer systems, complex computer software applications, and modern office equipment.
 - D. Skill in managing one's own time and the time of others.
 - E. Skill in completing assignments accurately and with attention to detail.
 - F. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
 - A. Ability to install, maintain, and repair electrical and electronic equipment.

- B. Ability to read and interpret professional engineering plans and specifications, blueprints, and electrical/electronic drawings.
- C. Ability to coordinate, cooperate, and communicate effectively with private contractors, City departments, public agencies, co-workers, and the general public.
- D. Ability to provide guidance to and direct others.
- E. Ability to courteously and effectively handle complaints and/or requests.
- F. Ability to schedule and manage projects.
- G. Ability to operate a motor vehicle in a safe and courteous manner.
- H. Ability to climb, balance, stoop, lift, push, pull, and carry, including the ability to climb to and work at heights up to 80'.
- I. Ability to transport oneself to, from, and around projects, work sites, and public meetings.
- J. Ability to occasionally lift and carry up to 50 pounds, and frequently lift and carry up to 25 pounds.
- K. Ability to learn and utilize new and changing technology and computer software packages as the job requires
- L. Ability to work on-call after completion of regular assigned work hours.
- M. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- N. Ability to communicate and interact effectively with members of the public.
- O. Ability to communicate effectively both orally and in writing.
- P. Ability to recognize, analyze, and solve a variety of problems.
- Q. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- R. Ability to handle difficult and stressful situations with professional composure.
- S. Ability to work successfully as a member of a team and independently with minimal supervision.
- T. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- U. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- V. Ability to enforce safety rules and regulations.
- W. Ability to maintain confidential information.
- X. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- Y. Ability to exercise sound judgment in making critical decisions.
- Z. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: MS	Union: Basic	EEOC: Paraprofessionals	CSB:	Class No:
WC: 5506	Pay:	EEOF: Streets/Highways	CC:	Resolution:



Human Resources

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DATE: February 22, 2022
TO: Civil Service Board
FROM: Matt Silverness
Human Resources Generalist
SUBJECT: Revised Job Classification of Construction Inspector

**RECOMMENDATION:
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF CONSTRUCTION INSPECTOR.**

Background Information

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and vary slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Construction Inspector job description was last revised in February 1998. Only minor updates were made to this description.

The job classification was discussed with the AFSCME union and all are agreeable to the proposed job description.

Outline of Duties

Conduct inspections, review permits, and provide technical assistance for commercial, industrial, and residential construction and building projects.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Construction Inspector.

Construction Inspector

SUMMARY/PURPOSE

Conduct inspections, review permits, and provide technical assistance for commercial, industrial, and residential construction and building projects.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspect building footings and foundations for proper size, placement, and construction, and review the placement of structures for compliance with codes, ordinances, and zoning and planning requirements.
2. Inspect the quality of materials for wood framing, lathing, plastering, tiling, masonry, and other construction work.
3. Review diagrams, prepared plans, and specifications to ensure that they meet established codes, ordinances, and zoning requirements.
4. Conduct maintenance inspections of existing industrial, commercial, and residential establishments or structures.
5. Determine conformance problems, issue notices regarding correction of defective work, advise on methods of correction, and perform re-inspection.
6. Issue citations or orders to stop work that is in violation of the proper codes.
7. Ensure that all work is performed in a safe manner using approved methods.
8. Approve certification of final inspection when required.
9. Consult with Building Official and State Building Codes and Standards Division when necessary.
10. Operate City vehicle to, from, and around inspection sites.
11. Maintain computerized records of inspections made and actions taken.
12. Write and prepare forms and reports as required.
13. Review permit applications and estimate building costs for accurate fee estimates.
14. Attend training sessions and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
15. Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects and the public regarding codes, ordinances, and proper methods governing construction work.
16. Attend and participate in division meetings, and serve as a member of the Building Inspection team on related projects.
17. Perform inspections, review permits, and provide technical assistance in other construction areas as needed.
18. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
19. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. Successful completion of a certified apprentice program in Carpentry or Masonry plus three (3) years of experience as a journey carpenter or mason. This experience must include three (3) years in residential construction and three (3) years in commercial construction; OR equivalent training and experience.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Extensive knowledge of Minnesota Building Code and other related codes, ordinances, laws, regulations, and manuals governing construction work.
 - B. Extensive knowledge of safe and proper methods of building construction, installation, and repair.
 - C. Knowledge of City of Duluth zoning ordinances and regulations.
 - D. Knowledge of proper inspection methods and procedures.
 - E. Knowledge of legal procedures involved in the enforcement of building codes and ordinances.
 - F. Knowledge of math for the purpose of measuring and computing construction costs.
 - G. Knowledge of traffic rules and regulations.
 - H. Knowledge of precautionary, safety, and fire prevention methods involved in construction work.
 - I. Knowledge of code requirements and inspection methods in other trade areas.
 - J. Knowledge of problem-solving and conflict-resolution techniques.
 - K. Knowledge of applicable safety requirements.
 - L. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. Skill in inspecting structures and construction materials for adherence to regulations, requirements, ordinances, and procedures.
 - B. Skill in reading and interpreting construction plans, specifications, blueprints, diagrams, and technical codes and ordinances.
 - C. Skill in estimating construction costs, including materials and labor, and completion schedules.
 - D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - E. Skill in managing one's own time.
 - F. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
 - A. Ability to read and write reports regarding inspections and permits.
 - B. Ability to maintain accurate and complete records.
 - C. Ability to transport oneself to, from, and around various worksites.
 - D. Ability to participate in training to update construction knowledge and expertise.
 - E. Ability to interpret safety rules and apply them to various hazardous situations.
 - F. Ability to use a computer to maintain inspection records and write reports.
 - G. Ability to work outside in inclement weather.
 - H. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - I. Ability to communicate and interact effectively with members of the public.
 - J. Ability to communicate effectively both orally and in writing.
 - K. Ability to understand and follow instructions.
 - L. Ability to problem-solve a variety of situations.
 - M. Ability to set priorities and complete assignments on time.
 - N. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as construction sites, offices, meeting and training rooms, libraries, residences, commercial buildings, or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: MS	Union: Basic	EEOC: Professionals	CSB:	Class No: 5102
WC: 9410	Pay:	EEOF: Housing	CC:	Resolution:

CONSTRUCTION INSPECTOR

Construction Inspector

SUMMARY/PURPOSE:

Conduct inspections, review permits, and provide technical assistance for commercial, industrial, and residential construction and building projects.

FUNCTIONAL AREAS:

~~1. Inspect building construction, installation, alteration, and repair in residential, commercial, and industrial buildings and facilities for compliance with building codes and ordinances governing construction work.~~

* A. SUPERVISION RECEIVED

~~For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.~~

SUPERVISION GIVEN

~~Does not supervise.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES

~~1. Inspect building footings and foundations for proper size, placement, and construction, and review the placement of structures for compliance with codes, ordinances, and zoning and planning requirements.~~

~~2. * B. Inspect the quality of materials for wood framing, lathing, plastering, tiling, masonry, and other construction work.~~

~~3. * C. Review diagrams, prepared plans, and specifications to ensure that they meet established codes, ordinances, and zoning requirements.~~

~~4. * D. Conduct maintenance inspections of existing industrial, commercial, and residential establishments or structures.~~

~~5. * E. Determine conformance problems, issue notices regarding correction of defective work, advise on methods of correction, and perform re-inspection.~~

~~6. * F. Issue citations or orders to stop work that is in violation of the proper codes.~~

~~7. * G. Ensure that all work is performed in a safe manner using approved methods.~~

~~8. * H. Approve certification of final inspection when required.~~

~~9. * I. Consult with Building Official and State Building Codes and Standards Division when necessary.~~

~~10. * J. Operate City vehicle to, from, and around inspection sites.~~

~~2. Do related work as required.~~

~~11. * A. Maintain computerized records of inspections made and actions taken.~~

~~12. * B. Write and prepare forms and reports as required.~~

~~13. * C. Review permit applications and estimate building costs for accurate fee estimates.~~

~~14. * D. Attend training sessions and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.~~

~~15. * E. Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects and the public regarding codes, ordinances, and proper methods governing construction work.~~

~~16. * F. Attend and participate in division meetings, and serve as a member of the Building Inspection team on related projects.~~

17. * G. Perform inspections, review permits, and provide technical assistance in other construction areas as needed.
18. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
19. Other duties may be assigned.

JOB REQUIREMENTS

4. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education and Experience: Requirements

- A. A. Successful completion of a certified apprentice program in Carpentry or Masonry plus three (3) years of experience as a journey carpenter or mason. This experience must include three (3) years in residential construction and three (3) years in commercial construction; ~~or~~ OR equivalent training and experience.

2. License Requirement: Requirements

- A. ~~H~~ A. Possession of Possess and maintain a valid Minnesota ~~driver's~~ Class D driver's license or privilege ~~by the date of appointment and thereafter.~~

3. Knowledge: Requirements

- A. ~~H~~ A. Extensive knowledge of Minnesota Building Code and other related codes, ordinances, laws, regulations, and manuals governing construction work.
- B. ~~H~~ B. Extensive knowledge of safe and proper methods of building construction, installation, and repair.
- C. ~~H~~ C. Knowledge of City of Duluth zoning ordinances and regulations.
- D. ~~H~~ D. Knowledge of proper inspection methods and procedures.
- E. ~~H~~ E. Knowledge of legal procedures involved in the enforcement of building codes and ordinances.
- F. ~~H~~ F. Knowledge of math for the purpose of measuring and computing construction costs.
- G. Knowledge of traffic rules and regulations.
- G-H. Knowledge of precautionary, safety, and fire prevention methods involved in construction work.
- I. ~~H~~ I. Knowledge of code requirements and inspection methods in other trade areas.
- J. 4 Knowledge of problem-solving and conflict-resolution techniques.
- K. Knowledge of applicable safety requirements.
- L. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill: Requirements

- A. ~~H~~ A. Skill in inspecting structures and construction materials for adherence to regulations, requirements, ordinances, and procedures.
- B. ~~H~~ B. Skill in reading and interpreting construction plans, specifications, blueprints, diagrams, and technical codes and ordinances.
- C. ~~H~~ C. Skill in estimating construction costs, including materials and labor, and completion schedules.

- D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- E. Skill in managing one's own time.
- F. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to read and write reports regarding inspections and permits.
- B. C. Ability to maintain accurate and complete records.
- D. Ability to effectively communicate with individuals and groups, both verbally and in writing.
- E. Ability to transport oneself to, from, and around various work sites worksites.
- F. Ability to participate in training to update construction knowledge and expertise.
- G. Ability to interpret safety rules and apply them to various hazardous situations.
- H. Ability to use a computer to maintain inspection records and write reports.
- I. Ability to frequently walk and climb and occasionally stoop, kneel, crouch, crawl, and reach overhead in order to conduct inspections inside and outside of buildings.
- J. Ability to occasionally lift and carry up to 40 pounds such as ladders for conducting overhead inspections.
- K. Ability to work outside in inclement weather.
- L. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- M. Ability to communicate and interact effectively with members of the public.
- N. Ability to communicate effectively both orally and in writing.
- O. Ability to understand and follow instructions.
- P. Ability to problem-solve a variety of situations.
- Q. Ability to set priorities and complete assignments on time.
- R. Ability to attend work on a regular basis as scheduled and/or required.

*Essential job functions-

Job requirements necessary on the first day of employment. Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as construction sites, offices, meeting and training rooms, libraries, residences, commercial buildings, or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

<u>HR: MS</u>	<u>Union: Basic</u>	<u>EEOC: Professionals</u>	<u>CSB: _____</u>	<u>Class No: 5102</u>
<u>WC: 9410</u>	<u>Pay: _____</u>	<u>EEOF: Housing</u>	<u>CC: _____</u>	<u>Resolution: _____</u>



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

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DATE: February 22, 2022
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Manager (Provisional)
SUBJECT: Revised Job Classification of Park Maintenance Worker

**RECOMMENDATION:
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF PARK MAINTENANCE WORKER.**

Background Information

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Park Maintenance Worker job description was last revised in December of 2001. Since the old job description was written, the position has evolved to require more complex and detailed maintenance work now reflected in this revision.

The job classification was discussed with the Union and incumbents, and all are agreeable to the proposed job description.

Outline of Duties

The Park Maintenance Worker is responsible for maintaining City of Duluth landscapes, gardens, parks, trails, urban forests, athletic fields and recreation areas.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Park Maintenance Worker.

Park Maintenance Worker

SUMMARY/PURPOSE

The Park Maintenance Worker is responsible for maintaining City of Duluth landscapes, gardens, parks, trails, urban forests, athletic fields, and recreation areas.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of temporary/seasonal employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop and implement basic garden and landscape designs employing the methods, materials, and tools used in landscape construction and maintenance.
2. Perform planting and maintenance of annuals, perennials, turf, and shrubs according to instructions and planned design of landscaped areas.
Perform mowing and maintenance of lawns, including string trimming, raking, watering, aerating, fertilizing, spraying and topdressing, using basic mathematical calculations to determine proper application of fertilizer and pesticide.
3. Install, maintain, program, operate, and repair irrigation and drainage systems.
4. Maintain ski trails and ski hills by grooming and snow making (winter) and clearing them of debris such as fallen trees and brush (summer/fall).
5. Install and maintain a variety of natural surface, boardwalks and paved trails including mowing, construction, general repair, erosion control, culvert repair and installation, and trail/bridge structure upkeep.
6. Install and maintain regulatory and wayfinding signage.
7. Perform technical tree felling techniques in a variety of complex urban situations both with and without an aerial bucket truck.
8. Perform stump grinding, structural tree pruning, planting, transplanting and watering of trees, establishing work zone signage and directing pedestrian/vehicle traffic.
9. Perform injections and other control methods to mitigate tree disease.
10. Respond to storm-damaged trees, as needed.
11. Construct, build, renovate, groom, maintain, and repair athletic fields and turf areas, including infields, pitching mounds, and bases.
12. Prepare athletic fields for recreational use, including the installation and removal of temporary fencing and chalking and lining fields.
13. Maintain ice rinks by flooding, banking, sweeping, and repairing.
14. Perform snow plowing and snow removal operations associated with streets, alleys, sidewalks, parking lots, and ice rinks.
15. Maintain walkways by shoveling snow and delivering deicing treatments to prevent ice buildup, utilizing sustainable practices.
16. Perform plowing for Street Maintenance in snow events and emergencies, as assigned.
17. Construct, install, inspect and maintain retaining walls, signage, fences, picnic tables, grills, benches, garbage cans, playgrounds and other park amenities.
18. Maintain parks by collecting and disposing of garbage, debris, litter and abandoned waste.
19. Clean and sanitize restrooms.
20. Operate a wide variety of gardening, forestry, landscaping and snow removal equipment to include: hand tools, power tools, sprayers, mowers, aerial bucket truck, log truck, trackless, chain saws, wood chipper, stump grinders, hedge trimmers, pick-up truck, one-ton dump truck, front-

- end loader, backhoes, sod cutter, skid steer, tandems and five yard plow truck, multi-use vehicles with attachments (brooms, blowers, blades), snow blowers, plows, and spreaders.
21. Perform minor and preventative maintenance and repairs to tools, equipment, and vehicles.
 22. Plan, organize, promote, implement, instruct and supervise the maintenance activities of assigned temporary and seasonal team members.
 23. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
 24. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Associates Degree in horticulture, forestry, natural resources, or a related professional field, and one (1) year of related professional experience in four-season care and maintenance of outdoor facilities, landscaping and forestry; OR a combination of three (3) years of related education and/or experience to include landscaping, forestry and four-season care of outdoor facilities as a primary responsibility.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Ability to obtain a Minnesota Class "A" commercial driver's license with tanker endorsement within six (6) months of hire date.
 - C. Ability to obtain a pesticide applicator license within one (1) year of hire date.
3. Knowledge Requirements
 - A. Knowledge of the methods, tools, equipment, and materials used in carpentry, landscaping, gardening, forestry, trails, athletic fields and recreational amenity fabrication, installation, maintenance and repair.
 - B. Knowledge of motor vehicle and traffic laws.
 - C. Knowledge of problem-solving and conflict-resolution techniques.
 - D. Knowledge of applicable safety requirements.
 - E. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - B. Skill in managing one's own time.
 - C. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
 - A. Ability to recognize safety hazards and apply proper safety precautions.
 - B. Ability to drive in a safe and courteous manner.
 - C. Ability to complete the Park Maintenance Competency Program.
 - D. Ability to work on-call after completion of regular assigned work hours.
 - E. Ability to read and interpret plans, specifications, schematics, and blueprints related to the development and maintenance of gardens, park structures, and athletic playing surfaces.
 - F. Ability to obtain a minimum of two professional certifications, determined in accordance with approved certifications of the Park Maintenance Competency Program.
 - G. Within six months must be able to respond by vehicle to assigned work location within one (1) hour of being notified, given normal driving conditions.
 - H. Ability to identify horticultural plant varieties.

- I. Ability to create work zones to direct the flow of pedestrian and vehicle traffic through proper flagging and traffic cone design.
- J. Ability to maintain appropriate records utilizing technology systems and general computer programs.
- K. Ability to develop work plans and oversee volunteer, temporary staff, seasonal staff and other Park Maintenance Workers, as assigned, in proper work methods and procedures.
- L. Ability to assist in the training of new hires in functional area competencies, as assigned.
- M. Ability to assist in the ordering of supplies, repair parts, and materials.
- N. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- O. Ability to communicate and interact effectively with members of the public.
- P. Ability to communicate effectively both orally and in writing.
- Q. Ability to understand and follow instructions.
- R. Ability to problem-solve a variety of situations.
- S. Ability to set priorities and complete assignments on time.
- T. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds and 100 pounds with assistance, crouching, stooping or crawling for extended periods.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions or in similar situations in which conditions cannot be controlled).

HR: HD	Union: Basic	EEOC: Technicians	CSB:	Class No: 4141
WC: 9102	Pay:	EEOF: Natural Resources	CC:	Resolution:

~~PARK MAINTENANCE WORKER~~

Park Maintenance Worker

SUMMARY/PURPOSE: ~~———— Maintain~~

The Park Maintenance Worker is responsible for maintaining City of Duluth landscapes, gardens, parks, trails, urban forests, athletic fields, and recreation areas.

FUNCTIONAL AREAS:

1. ——— Perform SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of temporary/seasonal employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. ——— Develop and implement basic garden and landscape, ~~garden, and forest~~ designs employing the methods, materials, and tools used in landscape construction and ~~maintenance work.~~

2. ——— * A. ——— Perform planting of flowers, grass, roses, and maintenance of annuals, perennials, turf, and shrubs, and trees according to instructions and planned design of landscaped areas.

* ——— B. ——— Perform cultivation of shrub and flower beds.

* ——— C. ——— Perform mowing and maintenance of lawns.

* ——— D. ——— Perform pruning of flowers, roses, shrubs, and trees.

* ——— E. ——— Perform weeding, transplanting, and thinning of plants.

* ——— F. ——— Perform, including string trimming, raking, watering of lawns, trees, plants, and shrubs, aerating, fertilizing, spraying and topdressing, using hoses, sprinklers, and irrigation systems.

* ——— G. ——— Perform raking of grass and leaves.

* ——— H. ——— Assist in the basic mathematical calculations to determine proper application of fertilizers and pesticides.

* I. ——— Operate a variety of gardening, forestry, and landscaping tools and equipment, including sprayers, mowers, aerial bucket truck, chain saws, wood chipper, hedge trimmers, pick-up truck, one-ton dump truck, front-end loader, backhoe, sod cutter, fertilizer and five yard plow truck pesticide.

* ——— J. ——— Perform work to fell trees.

3. ——— * K. ——— Install, maintain, program, operate, and repair irrigation and drainage systems.

* ——— L. ——— Maintain the City nursery by propagating and caring for plants.

2. ——— Perform recreational maintenance work.

4. ——— * A. ——— Maintain ski trails and ski hills by grooming and snow making (winter) and clearing them of debris such as fallen trees and brush (summer/fall).

5. ——— Install and maintain a variety of natural surface, boardwalks and paved trails including mowing, construction, general repair, erosion control, culvert repair and installation, and trail/bridge structure upkeep.

6. ——— Install and maintain regulatory and wayfinding signage.

7. Perform technical tree felling techniques in a variety of complex urban situations both with and without an aerial bucket truck.

8. Perform stump grinding, structural tree pruning, planting, transplanting and watering of trees, establishing work zone signage and directing pedestrian/vehicle traffic.

9. Perform injections and other control methods to mitigate tree disease.

10. Respond to storm-damaged trees, as needed.

~~Construct retaining walls, picnic tables, fences, benches, and other related park facility apparatus.~~

11. * B. Construct, build, renovate, groom, maintain, and repair athletic fields and turf areas, including infields, pitching mounds, and bases.

12. * C. Prepare athletic fields for recreational use, including the installation and removal of temporary fencing and chalking and lining fields.

13. Maintain ice rinks by flooding, banking, sweeping, and repairing, and plowing snow.

~~* D. Maintain ski trails by grooming and clearing them of debris such as fallen trees and brush.~~

~~* E. Maintain parks and other facilities by collecting and disposing of debris, cleaning and sanitizing restrooms, and hauling, storing, and setting out picnic tables, benches, garbage cans, and other park equipment.~~

~~* F. Construct, install, and maintain recreational equipment.~~

~~* G. Erect new perimeters around existing playgrounds.~~

~~3. Perform related tasks as assigned.~~

~~* A. Respond to citizens' inquiries, requests, and complaints.~~

~~* B. Perform minor maintenance and repairs to gardening and forestry tools and equipment.~~

~~* C. Instruct temporary employees in the proper work methods and procedures.~~

~~* D. Assist in the ordering of supplies, repair parts, and materials.~~

- * ~~E.~~ Maintain appropriate records.
- * ~~F.~~ Perform preventive maintenance and repairs to equipment, vehicles, and hand and power tools used in park maintenance work.
- * ~~G.~~ Fabricate wooden signs for use in parks and along trails.
- ~~H.~~ Maintain walkways by shoveling snow and spreading salt to prevent ice buildup.
- * ~~I.~~ Collect and dispose of garbage and remove graffiti.
- 14. ~~J.~~ Perform snow plowing and snow removal operations associated with streets, alleys, sidewalks, parking lots, and ice rinks.
- 15. ~~K.~~ Maintain walkways by shoveling snow and delivering deicing treatments to prevent ice buildup, utilizing sustainable practices.
- 16. Perform related work, plowing for Street Maintenance in snow events and emergencies, as required assigned.
- 17. Construct, install, inspect and maintain retaining walls, signage, fences, picnic tables, grills, benches, garbage cans, playgrounds and other park amenities.
- 18. Maintain parks by collecting and disposing of garbage, debris, litter and abandoned waste.
- 19. Clean and sanitize restrooms.
- 20. Operate a wide variety of gardening, forestry, landscaping and snow removal equipment to include: hand tools, power tools, sprayers, mowers, aerial bucket truck, log truck, trackless, chain saws, wood chipper, stump grinders, hedge trimmers, pick-up truck, one-ton dump truck, front-end loader, backhoes, sod cutter, skid steer, tandems and five yard plow truck, multi-use vehicles with attachments (brooms, blowers, blades), snow blowers, plows, and spreaders.
- 21. Perform minor and preventative maintenance and repairs to tools, equipment, and vehicles.
- 22. Plan, organize, promote, implement, instruct and supervise the maintenance activities of assigned temporary and seasonal team members.
- 23. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
- 24. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- ~~+ A.~~ Two (2) years of verifiable experience as a landscape laborer; or a combination of horticultural or natural resource education and experience equal to two (2) years which demonstrates possession of the knowledge and abilities listed below.
- A. Associates Degree in horticulture, forestry, natural resources, or a related professional field, and one (1) year of related professional experience in four-season care and maintenance of outdoor facilities, landscaping and forestry; OR a combination of three (3) years of related education and/or experience to include landscaping, forestry and four-season care of outdoor facilities as a primary responsibility.

2. License Requirements

- A. ~~+ A.~~ Possession of Possess and maintain a valid Minnesota Class D driver's license or privilege by the date of appointment and thereafter.
- ~~B.~~ Ability to obtain a Minnesota Class "B" commercial driver's license within six months of hire date.
- B. ~~C.~~ Ability to obtain a Minnesota Class "A" commercial driver's license by the end of the apprenticeship with tanker endorsement within six (6) months of hire date.
- C. ~~D.~~ Ability to obtain a pesticide applicator license within one (1) year of hire date.

3. Knowledge Requirements

- ~~A. + A. Knowledge of the methods, tools, equipment, and materials used in carpentry, landscaping, gardening, forestry, trails, athletic fields and recreational equipment amenity fabrication, installation, maintenance and repair.~~
- ~~+ B. Knowledge of general safety practices and procedures.~~
- ~~B. + C. Knowledge of motor vehicle and traffic laws.~~
- ~~C. + D. Knowledge of problem-solving and conflict-resolution techniques.~~
- ~~D. Knowledge of horticultural process related to garden and forestry maintenance applicable safety requirements.~~
- ~~E. E. Knowledge of landscape design and construction principles, or the ability to learn. City policies and procedures.~~

4. Skill Requirements

- ~~A. Skill in propagating turf on various recreational surfaces.~~
- ~~A. B. Skill in the methods, materials operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and tools used modern office equipment.~~
- ~~B. Skill in managing one's own time.~~
- ~~C. Skill in landscape design, construction, planting, completing assignments accurately and maintenance with attention to detail.~~

5. Ability Requirements

- ~~A. + A. Ability to identify horticultural plant varieties.~~
- ~~+ B. Ability to identify and operate a variety of hand tools and power tools used in gardening, forestry, and landscaping.~~
- ~~+ C. Ability to program and operate irrigation systems.~~
- ~~+ D. Ability to perform basic mathematical calculations to determine proper fertilizer and pesticide applications.~~
- ~~+ E. Ability to follow oral and written instructions.~~
- ~~A. + F. Ability to recognize safety hazards and apply proper safety precautions.~~
- ~~G. Ability to establish and maintain effective working relationships with co-workers, supervisors, and the general public.~~
- ~~B. H. Ability to drive in a safe and courteous manner.~~
- ~~+ I. Ability to walk, stand, kneel, climb, stoop, crouch, and reach for extended periods.~~
- ~~J. Ability to work at heights from ladders.~~
- ~~+ K. Ability to work in dusty, dirty, wet, cold, and muddy conditions.~~
- ~~+ L. Ability to work outdoors in all kinds of weather.~~
- ~~+ M. Ability to frequently lift and carry objects such as tools and bags of fertilizer weighing up to 50 pounds; and occasionally lift and carry with others equipment such as lawn mowers weighing up to 100 pounds.~~
- ~~+ N. Ability to attend work on a regular basis.~~
- ~~C. + O. Ability to complete the training program as approved by the Joint Apprenticeship Training Committee (JATC): Park Maintenance Competency Program.~~
- ~~D. P. Ability to work expanded shifts and/or be called in for emergency on-call after completion of regular assigned work with little or no advance notice hours.~~
- ~~E. + Q. Ability to read and interpret plans, specifications, schematics, and blueprints related to the development and maintenance of gardens, park structures, and athletic playing surfaces.~~

- ~~F. + R.~~ Ability to obtain a minimum of two professional certifications ~~as~~ determined by ~~City needs and as listed in accordance with approved certifications of~~ the Park Maintenance Worker Apprenticeship program Competency Program.
- ~~G. + S.~~ ~~Must, within~~ Within six months, ~~must~~ be able to respond by vehicle to assigned work location within one (1) hour of being notified, given normal driving conditions.
- H. Ability to identify horticultural plant varieties.

* ~~Essential functions of the job~~
+ ~~Job requirements necessary on the first day of employment~~

- I. Ability to create work zones to direct the flow of pedestrian and vehicle traffic through proper flagging and traffic cone design.
- J. Ability to maintain appropriate records utilizing technology systems and general computer programs.
- K. Ability to develop work plans and oversee volunteer, temporary staff, seasonal staff and other Park Maintenance Workers, as assigned, in proper work methods and procedures.
- L. Ability to assist in the training of new hires in functional area competencies, as assigned.
- M. Ability to assist in the ordering of supplies, repair parts, and materials.
- N. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- O. Ability to communicate and interact effectively with members of the public.
- P. Ability to communicate effectively both orally and in writing.
- Q. Ability to understand and follow instructions.
- R. Ability to problem-solve a variety of situations.
- S. Ability to set priorities and complete assignments on time.
- T. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds and 100 pounds with assistance, crouching, stooping or crawling for extended periods.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions or in similar situations in which conditions cannot be controlled).

HR: <u>KGHD</u>	Union: Basic	EEOC: Technicians	CSB: <u>12/04/2004</u> _____	Class No: 4141
WC: 9102	Pay: <u>27*</u> _____	EEOF: Natural Resources	CC: <u>02/11/2002</u> _____	Resolution: <u>02-0070R</u> _____



Human Resources

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DATE: February 22, 2022
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Manager (Provisional)
SUBJECT: Revised Job Classification of Police Crime & Intelligence Analyst

**RECOMMENDATION:
APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF POLICE CRIME & INTELLIGENCE ANALYST.**

Background Information

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Police Crime & Intelligence Analyst job description was last revised in September 2011. Since the old job description was written, the role and entire profession itself has changed significantly. Analysts have become increasingly involved in intelligence-led policing and investigations over the years. The professionalization and standardization of the law enforcement analyst field often requires specific or advanced degrees and certifications along with extensive experience and an advanced skillset and technical expertise that is now a baseline. Changes made to the job description reflect this evolution.

The job classification was discussed with the Union and incumbents, and all are agreeable to the proposed job description.

Outline of Duties

The Police Crime & Intelligence Analyst serves as an integral part of the police department in the patrol and investigative process through tactical, intelligence, strategic, and administrative analysis, completing complex and confidential tasks using a variety of crime-related analyses to research, analyze, prepare, and disseminate accurate, timely, and pertinent information relevant to actual and anticipated criminal activities.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Police Crime & Intelligence Analyst.

Police Crime & Intelligence Analyst

SUMMARY/PURPOSE

Serve as an integral part of the police department in the patrol and investigative process through tactical, intelligence, strategic, and administrative analysis, completing complex and confidential tasks using a variety of crime-related analyses to research, analyze, prepare, and disseminate accurate, timely, and pertinent information relevant to actual and anticipated criminal activities and relationships, provide actionable intelligence, and perform technical work that furthers data-driven and intelligence-led policing methods for the development of strategic and tactical plans for addressing major crime issues in order to increase the effectiveness of patrol deployment, crime prevention/ reduction and the apprehension/prosecution of criminal offenders.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide tactical analysis to assist operations and investigations in the identification of specific and immediate crime problems; conduct strategic analysis that addresses long-range problems and projections of long-term increases and/or decreases in crime; and provide administrative analysis that focuses on economic, geographic, or social information including feasibility studies, special research projects, and city council reports.
2. Research, collect, evaluate, and analyze crime data from a variety of sources to discover series, patterns, trends, and changes in criminal activity and assist in the development of patrol deployment and investigative strategies, assessing strategic operations, and providing process and impact recommendations.
3. Examine crime series, aiding in suspect identification and workups, modus operandi analysis, and predictive analytics to provide actionable intelligence to patrol and investigations and prepare predictions/forecasts based upon previous reported activity and an analysis of typical behavior problems.
4. Communicate analytical findings succinctly and effectively via a variety of methods including formal and informal presentations, briefings, bulletins, and daily interactions.
5. Prepare clear, concise, and comprehensive written reports and presentations which require displaying and presenting statistical, graphical, and other reporting methods to audiences of varying technical sophistication, paying vital attention to accuracy, validity, and reliability.
6. Map and analyze location information related to criminal investigations, using detailed maps to illustrate geographical, temporal, and case summary information for an investigation, such as hot spot maps, kernel density, pin maps, etc.
7. Produce accurate statistics, reports, and presentations to respond to data requests and grant applications involving an analytical nexus – understanding the types of data and comparison data sets needed, executing the extraction of data, ensuring its accuracy, validity and reliability, analyzing results and creating visuals as needed, and then disseminating appropriately to ensure that the values of the police department (fairness, accountability, caring, & transparency) are sustained.
8. Provide data for community policing and crime prevention programs. Prepare and make verbal and visual presentations to community agencies, citizen groups on crime issues in a problem-

- solving environment. Advise, educate, and train department/City staff/neighborhood groups on how to interpret crime statistics.
9. Distribute timely intelligence analysis by collating and analyzing data from a variety of sources and creating accurate and actionable intelligence and investigative leads pertaining to crimes and criminals.
 10. Conduct background research on persons under investigation to establish criminal profiles, including prior crimes, criminal relationships, interpersonal relationships, assets, and other related information.
 11. Conduct extensive open source information searches in regards to social media, websites, online criminal networks, and publicly available information to further an investigations and department functions.
 12. Providing case support via communication and social media analysis, background research, social media analysis, link/association, temporal/timeline, event flow, financial, geographic, and other analysis on subjects and produce visuals to illustrate size, breadth, location, and network of groups and individuals involved in order to increase efficiency and effectiveness in investigation and prosecution of crimes.
 13. Dispense real-time information to officers and investigators utilizing information systems in regards to names, associates, addresses, vehicle information, contact information, monikers, incident involvement, incarceration/probation status, intelligence, officer safety threats, and similar information to increase effectiveness for department members.
 14. Write thorough and accurate reports pertaining to analysis and case support provided and testify in court as needed.
 15. Organize and maintain various databases, data sets, and software to analyze and interpret crime data related to crime series, patterns, and suspect profiles by retrieving, sorting, and entering information.
 16. Coordinate with other law enforcement, military, critical infrastructure, and public sector entities to facilitate and organize the flow of information and intelligence for day-to-day and major event situations, providing analytical assistance, soliciting ideas and information from other agencies, and gather new ideas to further utilize analysis in policing.
 17. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
 18. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
 19. Provide training on new or modified procedures and policies to all affected parties.
 20. Coordinate and perform complex crime & intelligence analysis, researching and analyzing information relevant to criminal activities and relationships functions and programs for the City. Disseminate analysis and products to patrol, investigations, and administration in an accurate and timely manner.
 21. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
 22. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
 23. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
 24. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. Bachelor's Degree or higher with emphasis in criminal justice, statistics & analysis, mathematics, behavioral sciences, computer science, business or a closely related professional field; OR a minimum of three (3) years of experience in a law enforcement agency, with increasing responsibility for compiling and analyzing data.
- B. Training and/or certification in various types of analysis is preferred (crime; intelligence; investigative; tactical; strategic; operational – i.e. CCIA through Alpha Group/CSU Sacramento; Professional association certification (i.e. IACA, IALEIA), Software Training such as Excel, PowerPoint, Accurint Crime Analysis, i2 Analyst's Notebook, ESRI/ArcGIS, mapping software, PenLink software, communication data analysis, Google Earth Pro, etc.
- C. Prior experience in a law enforcement crime or intelligence analysis capacity is preferred.

2. License Requirements

- A. Ability to obtain CJIS Certification within six (6) months of appointment and maintain certification thereafter.

3. Knowledge Requirements

- A. Thorough knowledge of modern quantitative research methods, including research design, statistical analysis, frequency distribution, association matrices and link analysis; computer software programs, including spreadsheets, database, word processing, graphics, presentations, GIS mapping, and data mining.
- B. Thorough knowledge of the intelligence cycle and analytical practices used in the acquisition, validation, and dissemination of criminal intelligence information and its role in the department, community, and governmental operations.
- C. Thorough knowledge of data gathering techniques using public and law enforcement databases to identify data relevant to criminal investigations.
- D. Thorough knowledge of advanced techniques in computer applications and software to enter, access, process and merge a variety of data.
- E. Thorough knowledge of modern police methods and procedures related to crime prevention and crime analysis.
- F. Thorough knowledge of the investigative process in order to determine the data and analysis needed.
- G. Thorough knowledge of record keeping principles, records management systems, and procedures.
- H. Thorough knowledge of geographic area of department and related task forces.
- I. Thorough knowledge of modern office equipment, operating systems, practices, and procedures.
- J. Thorough knowledge of effective report writing and presentation techniques demonstrating the proper use of English, spelling, and grammar.
- K. Thorough knowledge of ethics and confidentiality practices related to data accessed.
- L. General knowledge of, or the ability to learn, Minnesota Data Practices Laws.
- M. General knowledge of, or the ability to learn, FBI uniform crime reporting and national incident-based reporting requirements.
- N. Knowledge of problem solving and conflict resolution techniques.
- O. Knowledge of applicable safety requirements.
- P. Knowledge of, or the ability to learn, City policies and procedures.
- Q. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- R. Knowledge of effective leadership and personnel practices.

4. Skill Requirements

- A. Skill in a variety of law enforcement – related analysis and its utilization in policing.

- B. Skill in researching, gathering, organizing, evaluating and analyzing data and drawing logical conclusions.
- C. Skill in identifying problems, analyzing alternatives and making viable recommendations.
- D. Skill in preparing clear and concise reports, presentations, graphs, charts, visuals, letters, and memos.
- E. Skill in organization and prioritization.
- F. Skill in interpreting maps and other geographic systems.
- G. Skill in effective verbal and written communication.
- H. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- I. Skill in managing one's own time and the time of others.
- J. Skill in completing assignments accurately and with attention to detail.
- K. Skill in mediation and dispute resolution.
- L. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- A. Ability to collect, assemble, analyze, and evaluate evidence, statistics and other pertinent information to draw logical conclusions in order to effectively solve crimes and prepare reports, graphs, charts, tables, and other visual/illustrative devices.
- B. Ability to work with considerable initiative, independence and discretion, making sound judgements, being precise and accurate in information communicated, safeguarding/disseminating confidential or sensitive information, ensuring accountability and be relied upon to achieve excellent results with little need for oversight.
- C. Ability to use judgment and knowledge to determine appropriate array of data, analysis, and statistical methods suitable for project needs.
- D. Ability to manage time effectively, anticipating, organizing and managing the needs of multiple stakeholders, often involving assignments of a complex nature or involving competing priorities, to produce work products that are accurate, thorough, and on time.
- E. Ability to read, understand, and interpret federal, state and local laws, regulations, policies and procedures pertaining to law enforcement and crime analysis.
- F. Ability to use a logical thought process, thinking analytically and creatively to address problems and provide relentless follow-up and assessment of analytics, products, and support provided.
- G. Ability to understand complex, high quantity, and sometimes contradictory information to effectively solve problems, adapting approach, goals, and methods to achieve successful solutions and results in dynamic situations.
- H. Ability to research and communicate new methodologies, trends, techniques, software, and skills in the professional world of analysis and attend trainings as required to become proficient in the use of specialized job-related software.
- I. Ability to testify in court as needed.
- J. Ability to conduct presentations before the department, various law enforcement agencies, and community stakeholders adapting materials and content to the audience.
- K. Ability to remember multiple tasks/assignments given to self and others over long periods of time.
- L. Ability to execute job functions with a high attention to detail and accuracy and concentrate on fine detail with constant interruption.
- M. Ability to handle high work volume with professional composure, working under stress with accuracy and efficiency.
- N. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- O. Ability to communicate and interact effectively with members of the public.

- P. Ability to communicate effectively both orally and in writing.
- Q. Ability to recognize, analyze, and solve a variety of problems.
- R. Ability to organize and prioritize work while meeting multiple deadlines.
- S. Ability to handle difficult and stressful situations with professional composure.
- T. Ability to work successfully as a member of a team and independently with minimal supervision.
- U. Ability to train and lead others.
- V. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- W. Ability to enforce safety rules and regulations.
- X. Ability to maintain confidential information.
- Y. Ability to demonstrate dependability, responsibility, and consistency in their job performance.
- Z. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: HD	Union: Basic	EEOC: Professionals	CSB:	Class No: 1822
WC: 8810	Pay:	EEOF: Police Protection	CC:	Resolution:

POLICE CRIME & INTELLIGENCE ANALYST

Police Crime & Intelligence Analyst

SUMMARY/PURPOSE: ~~Under general supervision, conduct~~
Serve as an integral part of the police department in the patrol and investigative process through tactical, intelligence, strategic, and administrative analysis, completing complex and confidential tasks using a variety of crime-related analyses to research, interpret, analyze, prepare, analyze, and disseminate accurate, timely, and pertinent information relevant to actual and anticipated criminal activities and relationships, provide actionable intelligence, and perform technical work that furthers data-driven and intelligence-led policing methods for the development of strategic and tactical plans for addressing major crime issues in order to increase the effectiveness of patrol deployment, crime prevention/reduction and the apprehension and/prosecution of criminal offenders.

FUNCTIONAL AREAS:

~~1. Research and analyze information relating to criminal activities and relationships.~~

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide tactical analysis to assist operations and investigations in the identification of specific and immediate crime problems; conduct strategic analysis that addresses long-range problems and projections of long-term increases and/or decreases in crime; and provide administrative analysis that focuses on economic, geographic, or social information including feasibility studies, special research projects, and city council reports.
- ~~* A. 2.~~ Research, collect, analyze, evaluate, and compile analyze crime data from a variety of sources to discover series, patterns, trends, and changes in criminal activity and assist in the development of patrol deployment and investigative strategies, assessing strategic operations, and providing process and impact recommendations.
- ~~3. Utilize and update~~ Examine crime series, aiding in suspect identification and workups, modus operandi analysis, and predictive analytics to provide actionable intelligence to patrol and investigations and prepare predictions/forecasts based upon previous reported activity and an analysis of typical behavior problems.
4. Communicate analytical findings succinctly and effectively via a variety of methods including formal and informal presentations, briefings, bulletins, and daily interactions.
5. Prepare clear, concise, and comprehensive written reports and presentations which require displaying and presenting statistical, graphical, and other reporting methods to audiences of varying technical sophistication, paying vital attention to accuracy, validity, and reliability.
6. Map and analyze location information related to criminal investigations, using detailed maps to illustrate geographical, temporal, and case summary information for an investigation, such as hot spot maps, kernel density, pin maps, etc.
7. Produce accurate statistics, reports, and presentations to respond to data requests and grant applications involving an analytical nexus – understanding the types of data and comparison data sets needed, executing the extraction of data, ensuring its accuracy, validity and reliability.

analyzing results and creating visuals as needed, and then disseminating appropriately to ensure that the values of the police department (fairness, accountability, caring, & transparency) are sustained.

8. Provide data for community policing and crime prevention programs. Prepare and make verbal and visual presentations to community agencies, citizen groups on crime issues in a problem-solving environment. Advise, educate, and train department/City staff/neighborhood groups on how to interpret crime statistics.
9. Distribute timely intelligence analysis by collating and analyzing data from a variety of sources and creating accurate and actionable intelligence and investigative leads pertaining to crimes and criminals.
10. Conduct background research on persons under investigation to establish criminal profiles, including prior crimes, criminal relationships, interpersonal relationships, assets, and other related information.
11. Conduct extensive open source information searches in regards to social media, websites, online criminal networks, and publicly available information to further an investigations and department functions.
12. Providing case support via communication and social media analysis, background research, social media analysis, link/association, temporal/timeline, event flow, financial, geographic, and other analysis on subjects and produce visuals to illustrate size, breadth, location, and network of groups and individuals involved in order to increase efficiency and effectiveness in investigation and prosecution of crimes.
13. Dispense real-time information to officers and investigators utilizing information systems in regards to names, associates, addresses, vehicle information, contact information, monikers, incident involvement, incarceration/probation status, intelligence, officer safety threats, and similar information to increase effectiveness for department members.
14. Write thorough and accurate reports pertaining to analysis and case support provided and testify in court as needed.

* B-15. Organize and maintain various databases, data sets, and software to analyze and interpret crime data related to crime series, patterns, and suspect profiles by retrieving, sorting, and entering information.

- * C. Create reports on criminal activity, changing crime trends and patterns, and maintain case files for investigators.
- * D. Develop and produce crime maps using geographic information systems (GIS) applications and conduct spatial analysis of crime data.
- * E. Perform a variety of statistical analysis to develop statistical information indicating crime trends and patterns of criminal activity.
- * F. Generate various reports, bulletins and maps identifying criminal activity, suspect information and crime trends for investigators.
- * G. Provide regular statistical reports concerning crime activity in the agency's jurisdiction
- * H. Organize and maintain manual information sources, files, and automated systems for storage and retrieval of data.
- * I. Act as a liaison with internal and external groups/individuals to provide analytical assistance, collect and/or disseminate intelligence data, and share resources.
- * J. Use telephone toll analysis to plot telephone activity to determine size and location of criminal groups and individuals involved.
- * K. Conduct background research on criminals or suspected criminals under investigation to establish criminal profiles, including prior crimes, criminal relationships.
- * L. Research and analyze the flow of suspects' assets to determine flow of money going in and coming from the targeted person/group.
- * M. Create data tracking and association matrices, and hierarchical, link, and financial analyses of persons under investigation.
- * N. Prepare graphs, charts (link analysis, event flow analysis, activity charting), tables and other illustrative devices for visual presentation of data.

- ~~* O. — Perform related tasks as assigned.~~
- ~~2. — Perform administrative office duties~~
 - ~~* A. — Perform a variety of strategic and administrative duties relating to the systematic process of collecting, categorizing, analyzing and disseminating timely, accurate and useful information that describes crime patterns, trends and safety and compliance issues;~~
 - ~~* B. — Develop and maintain plans, policies, and procedures for all data applications.~~
 - ~~* C. — Responsible for identifying, prioritizing, and communicating all database and process issues that affect productivity and efficiency of the Department, as well as making recommendations and providing support for improvements.~~
 - ~~* D. — Prepare monthly progress report for department.~~
 - ~~* E. — Perform miscellaneous data entry.~~
- 16. Coordinate with other law enforcement, military, critical infrastructure, and public sector entities to facilitate and organize the flow of information and intelligence for day-to-day and major event situations, providing analytical assistance, soliciting ideas and information from other agencies, and gather new ideas to further utilize analysis in policing.
- 17. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
- 18. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
- 19. Provide training on new or modified procedures and policies to all affected parties.
- 20. Coordinate and perform complex crime & intelligence analysis, researching and analyzing information relevant to criminal activities and relationships functions and programs for the City. Disseminate analysis and products to patrol, investigations, and administration in an accurate and timely manner.
- 21. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
- 22. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
- 23. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
- 24. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education and Experience Requirements

- A. A. — Bachelor's Degree or higher with emphasis in Criminal Justice, Public Administration, Computer Science, Mathematics, Statistics, criminal justice, statistics & analysis, mathematics, behavioral sciences, computer science, business or a closely related professional field; OR a minimum of three (3) years of —experience in a law enforcement agency, with increasing responsibility for compiling and analyzing data;
- B. — B. — Training and/or certification in various types of analysis methods, including preferred (crime; intelligence; investigative; tactical; strategic; operational – i.e. CCIA through Alpha Group/CSU Sacramento; Professional association certification (i.e. IACA, IALEIA), Software Training such as Excel, PowerPoint, Accurint Crime Analysis applications, Pen-Link Telephone Toll Analysis, CrimeView and Intelligence Analyst, i2

Analyst's Notebook; and, ESRI/ArcGIS or, mapping software preferred; PenLink software, communication data analysis, Google Earth Pro, etc.

~~C. — C. —~~ Prior experience in a law enforcement crime or intelligence analysis capacity is preferred;_

~~D. —~~

2. License Requirements

A. — Ability to obtain CJIS Certification within six (6) months of appointment and maintain certification thereafter.

3. Knowledge Requirements

~~□ A. — Knowledge of research and data analysis methods and techniques.~~

~~— B. — Knowledge of criminal justice and law enforcement.~~

A. — C. — Knowledge Thorough knowledge of modern quantitative research methods, including research design, statistical analysis, frequency distribution, association matrices and link analysis; computer software programs, including spreadsheets, database, word processing, graphics, presentations, GIS mapping, and data mining.

Thorough knowledge of the ~~investigative process in order to determine the data and analysis needed for support.~~

B. — D. — Knowledge of research, intelligence cycle and analytical practices used in the acquisition, validation, and dissemination of criminal intelligence information and its role in the department, community, and governmental operations.

~~□ E. — Knowledge of modern office practices and procedures.~~

C. — F. — Knowledge Thorough knowledge of data gathering techniques using public and law enforcement databases to identify data relevant to criminal investigations.

D. — Thorough knowledge of ~~personal~~ advanced techniques in computer operation applications and associated software including spreadsheet, database, word processing to enter, access, process and graphics merge a variety of data.

E. — G. — Knowledge Thorough knowledge of modern police methods and procedures related to crime prevention and crime analysis.

F. — Thorough knowledge of the investigative process in order to determine the data and analysis needed.

G. — Thorough knowledge of record keeping principles, records management systems, and — procedures.

~~□ H. — Advanced~~ Thorough knowledge of statistics and analysis.

H. — I. — Knowledge of geographic area of department and related task forces.

I. — Thorough knowledge of modern office equipment, operating systems, practices, and procedures.

J. — Thorough knowledge of effective report writing and presentation techniques demonstrating the proper use of English, spelling, and grammar.

K. — Thorough knowledge of ethics and confidentiality practices related to data accessed.

L. — General knowledge of, or the ability to learn, Minnesota Data Practices Laws.

M. — General knowledge of, or the ability to learn, FBI uniform crime reporting and national incident-based reporting requirements.

N. — Knowledge of problem solving and conflict resolution techniques.

O. — Knowledge of applicable safety requirements.

P. — Knowledge of, or the ability to learn, City policies and procedures.

Q. — Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.

R. — Knowledge of effective leadership and personnel practices.

4. Skill Requirements

A. — □ A. — Skill in a variety of law enforcement – related analysis and its utilization in policing.

- B. Skill in researching, gathering, organizing, evaluating and analyzing data and drawing logical conclusions.
- C. ~~B.~~ Skill in identifying problems, analyzing alternatives and making viable recommendations.
- ~~C.~~ ~~Skill in personal computer operation and in application of associated software.~~
- D. ~~D.~~ Skill in preparing clear and concise reports, presentations, graphs, charts, visuals, letters, and memos.
- E. Skill in organization and prioritization.
- F. Skill in interpreting maps and other geographic systems.
- G. Skill in effective verbal and written communication.
- H. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- I. Skill in managing one's own time and the time of others.
- J. Skill in completing assignments accurately and with attention to detail.
- K. Skill in mediation and dispute resolution.
- L. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- ~~A.~~ ~~Ability to exercise sound judgment in safeguarding/disseminating confidential or sensitive information, and maintain confidentiality.~~
- A. ~~B.~~ Ability to collect, assemble, analyze, and evaluate evidence, statistics and other pertinent information to draw logical conclusions in order to effectively solve crimes and prepare reports, graphs, charts, tables, and other visual/illustrative devices.
- B. ~~C.~~ Ability to work with considerable initiative, independence and discretion, making sound judgements, being precise and accurate in information communicated, safeguarding/disseminating confidential or sensitive information, ensuring accountability and be relied upon to achieve excellent results with little need for oversight.
- C. Ability to use judgment and knowledge to determine appropriate array of data, analysis, and statistical methods suitable for project needs.
- D. Ability to manage time effectively, anticipating, organizing and managing the needs of multiple stakeholders, often involving assignments of a complex nature or involving competing priorities, to produce work products that are accurate, thorough, and on time.
- E. Ability to read, understand, and interpret federal, state and local laws, regulations, policies and procedures pertaining to law enforcement and crime analysis.
- ~~D.~~ ~~Ability to prepare graphs, charts, tables use a logical thought process, thinking analytically and other illustrative devices.~~
- ~~E.~~ ~~Ability creatively to communicate effectively orally address problems and in writing.~~
- ~~F.~~ ~~F.~~ ~~Ability to develop provide relentless follow-up and maintain effective working relationships with department staff, other City employees, outside agencies assessment of analytics, products, and the general public~~ support provided.
- ~~G.~~ ~~Ability to maintain confidentiality.~~
- ~~H.~~ ~~Ability to maintain detailed records.~~
- ~~I.~~ ~~Ability to operate a variety of office equipment.~~
- G. ~~J.~~ Ability to attend training Ability to understand complex, high quantity, and sometimes contradictory information to effectively solve problems, adapting approach, goals, and methods to achieve successful solutions and results in dynamic situations.
- H. Ability to research and communicate new methodologies, trends, techniques, software, and skills in the professional world of analysis and attend trainings as required to become proficient in the use of specialized ~~crime analysis~~ job-related software.

Physical Requirements

- I. ~~A.~~ Ability to ~~sit for extended~~ testify in court as needed.

- J. Ability to conduct presentations before the department, various law enforcement agencies, and community stakeholders adapting materials and content to the audience.
- K. Ability to remember multiple tasks/assignments given to self and others over long periods of time.
- L. Ability to execute job functions with a high attention to detail and accuracy and concentrate on fine detail with constant interruption.
- M. Ability to handle high work volume with professional composure, working at a computer under stress with accuracy and efficiency.
- ~~B. Visual acuity to prepare and analyze data and figures.~~
- ~~C. Manual dexterity to use keyboard for the preparation of reports and other documents.~~
- N. ~~D.~~ Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- O. Ability to communicate and interact effectively with members of the public.
- P. ~~Ability to talk and hear to obtain~~ communicate effectively both orally and ~~provide~~ in writing.
- Q. Ability to recognize, analyze, and solve a variety of problems.
- R. Ability to organize and prioritize work while meeting multiple deadlines.
- S. Ability to handle difficult and stressful situations with professional composure.
- T. Ability to work successfully as a member of a team and independently with minimal supervision.
- U. Ability to train and lead others.
- V. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- W. Ability to enforce safety rules and regulations.
- X. Ability to maintain confidential information.
- Y. ~~E.~~ Ability to ~~occasionally lift~~ demonstrate dependability, responsibility, and carry objects such as files, weighing up to 30 pounds, consistency in their job performance.
- Z. ~~F.~~ Ability to attend work on a regular basis as scheduled and/or required.

~~*Essential functions of the position~~

~~Job requirements necessary on the first day of employment~~

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: TSHD	Union: Basic	EEOC: Professionals	CSB: 20110906 _____	Class No: 1822
WC: 8810	Pay: 131 _____	EEOF: Police Protection	CC: 20110926 _____	Resolution: 44-0479R _____



Human Resources

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DATE: February 22, 2022
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Manager (Provisional)
SUBJECT: New Job Classification of Senior Police Crime & Intelligence Analyst

**RECOMMENDATION:
APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF SENIOR POLICE CRIME & INTELLIGENCE ANALYST.**

Background Information

The new job classification of Senior Police Crime & Intelligence Analyst is being created to institute levels of advancement for growth and development and create a clear structure establishing a main analyst point of contact for support, training, guidance, and delegation of requests based on skillset. Due to the further integration of analysts in investigations and prosecution, the Senior Analyst will have advanced training for skilled investigative involvement and impactful court testimony.

Human Resources has shared the new job description with the Union, and they are in agreement.

Outline of Duties

The Senior Police Crime & Intelligence Analyst will serve as an integral part of the police department in the patrol and investigative process through tactical, intelligence, strategic, and administrative analysis, completing complex and confidential tasks using a variety of crime-related analyses to research, analyze, prepare, and disseminate accurate, timely, and pertinent information relevant to actual and anticipated criminal activities and relationships, provide actionable intelligence, and perform technical work that furthers data-driven and intelligence-led policing methods for the development of strategic and tactical plans for addressing major crime issues in order to increase the effectiveness of patrol deployment, crime prevention/ reduction and the apprehension/prosecution of criminal offenders.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification and description for Senior Police Crime & Intelligence Analyst.

Senior Police Crime & Intelligence Analyst

SUMMARY/PURPOSE

To serve as an integral part of the police department in the patrol and investigative process through tactical, intelligence, strategic, and administrative analysis, completing complex and confidential tasks using a variety of crime-related analyses to research, analyze, prepare, and disseminate accurate, timely, and pertinent information relevant to actual and anticipated criminal activities and relationships, provide actionable intelligence, and perform technical work that furthers data-driven and intelligence-led policing methods for the development of strategic and tactical plans for addressing major crime issues in order to increase the effectiveness of patrol deployment, crime prevention/reduction, and the apprehension/prosecution of criminal offenders.

DISTINGUISHING FEATURES OF THE CLASS

The Senior Police Crime & Intelligence Analyst is distinguished from Police Crime & Intelligence Analysts and other Department Analysts by the level of responsibility assumed and the performance and coordination of the full range of duties assigned. Employees at this level are fully aware of the operating procedures and policies of the work and conduct comprehensive and complex projects requiring greater technical and analytical skill and considerable independent judgment. The Senior Analyst will provide direction and training to other analysts in the department.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform all essential duties and responsibilities of Police Crime & Intelligence Analyst position in addition to:
2. Serve as the primary analyst for projects, task forces, initiatives, case support requiring a higher degree of analytical and technical ability or discretion, providing extensive case support as required, including the facilitating and administration of various investigative surveillance software methods, administrative subpoenas, and frequent testimony.
3. Obtain expert level knowledge in communication and mapping analysis to develop a high-level comprehension of technology and seek continued certifications trainings and conferences to maintain relevancy, skillset, and build knowledge base.
4. Engage members of the organization and external partners to understand the value and relevancy of data and analysis, acting as an advocate for analytics in policing, achieved by building trusting partnerships and developing products that are applicable to the needs of the department and its external partners, providing analytical expertise and suggestions as needed.
5. Serve as main point of contact for grant statistics collation, analysis, and reporting for Department and Task Force. Delegate, train, and ensure accuracy of data as needed.
6. Act as an intelligence liaison between the Department, Task Force, its partners, providing timely, accurate, and actionable information to facilitate successful communication between agencies.
7. Serve as administrator for various software and databases used by the department and analysts, maintaining access, legal compliance, responding to audits, and identifying, prioritizing, and communicating concerns and recommendations regarding aspects that affect productivity and efficiency of the Department. Solicit and coordinate demonstrations and trials of new software to

- support department, coordinate trials, and make recommendations to the department providing data for improvements.
8. Create and conduct targeted in-person trainings or data presentations for administration, investigations, and patrol to share analytical support abilities and discuss technical support options, seeking to promote successful expansion of analytical services.
 9. Assist in the development, improvement, and implementation of systems, plans, policies, and procedures for providing quality crime and intelligence analysis services.
 10. Stay abreast of the latest crime and intelligence analysis theories, techniques, and tools; including the relevancy and impact of technology and analytics in different industries and provide unit, supervisor, and commanders with updates and recommendations in response to industry changes and developments.
 11. Facilitate and participate in professional group meetings; network to become a regional source of information and establish a comprehensive network of associates from which to draw and provide information as needed and introduce new analysts to network.
 12. Assist in developing goals, objectives, and training to ensure department analysts are responsive and evolving to align with the strategic vision of analysis in the department.
 13. Assist in the establishment of the unit's performance expectations, goals, and objectives, model them, and assist in guiding and training new and existing analysts, motivating and coaching as needed to ensure department analysts are responsive and evolving to align with the strategic vision of analysis in the department.
 14. Encourage and direct analyst training and development through created internal training, external training suggestions, and identify gaps in analytical support skills and training and address to maintain a successful level of abilities within the unit.
 15. Assist in analyzation and adjustment of workflow demands, deadlines, priorities, etc. in order to produce work products and support that are accurate, thorough, and timely.
 16. Assist in the selection and development of talented analysts in the department, making hiring, promotion, and termination recommendations.
 17. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
 18. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
 19. Provide training on new or modified procedures and policies to all affected parties.
 20. Coordinate and perform complex crime and intelligence analysis, researching and analyzing information relevant to criminal activities and relationships functions and programs for the City.
 21. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
 22. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
 23. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
 24. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's Degree or higher with emphasis in criminal justice, statistics & analysis, mathematics, behavioral sciences, computer science, business, or a closely related

- professional field; OR a minimum of five (5) years of experience in a law enforcement agency, with increasing responsibility for compiling and analyzing data.
- B. Training and/or certification in various types of analysis is preferred (crime; intelligence; investigative; tactical; strategic; operational – i.e. CCIA through Alpha Group/CSU Sacramento; Professional association certification (i.e. IACA, IALEIA), Software Training such as Excel, Powerpoint, Accurint Crime Analysis, i2 Analyst's Notebook, ESRI/ArcGIS, mapping software, PenLink software, communication data analysis, Google Earth Pro, etc.
 - C. Prior experience in a law enforcement crime or intelligence analysis capacity is preferred.
2. License Requirements
- A. Ability to obtain CJIS Certification within six (6) months of appointment and maintain certification thereafter.
3. Knowledge Requirements
- A. Comprehensive knowledge of modern quantitative research methods, including research design, statistical analysis, frequency distribution, association matrices and link analysis; computer software programs, including spreadsheets, database, word processing, graphics, presentations, GIS mapping, and data mining.
 - B. Comprehensive knowledge of data gathering techniques using public and law enforcement databases to identify evidence in crime investigations and crime trends.
 - C. Comprehensive knowledge of advanced techniques in computer applications and software to enter, access, process and merge a variety of data.
 - D. Comprehensive knowledge of modern police methods and procedures related to crime prevention and crime analysis.
 - E. Comprehensive knowledge of the intelligence cycle and analytical practices used in the acquisition, validation, and dissemination of criminal intelligence information.
 - F. Comprehensive knowledge of the investigative process in order to determine the data and analysis needed for support.
 - G. Comprehensive knowledge of the significance of crime & intelligence analysis as it relates to the department, community, and governmental operations.
 - H. Comprehensive knowledge of record keeping principles, records management systems, and procedures.
 - I. Comprehensive knowledge of geographic area of department and related task forces.
 - J. Comprehensive knowledge of modern office equipment, operating systems, practices, and procedures.
 - K. Comprehensive knowledge of effective report writing and presentation techniques demonstrating the proper use of English, spelling, and grammar.
 - L. Comprehensive knowledge of law enforcement databases, open sources of information and open source intelligence gathering techniques.
 - M. Comprehensive knowledge of ethics and confidentiality practices related to data accessed.
 - N. Thorough knowledge of Minnesota Data Practices Laws.
 - O. Thorough knowledge of, or the ability to learn, FBI uniform crime reporting and national incident-based reporting requirements.
 - P. Knowledge of problem-solving and conflict-resolution techniques.
 - Q. Knowledge of applicable safety requirements.
 - R. Knowledge of, or the ability to learn, City policies and procedures.
 - S. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - T. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
- A. Skill in a variety of law enforcement – related analysis and its implementation.

- B. Skill in researching, gathering, organizing and analyzing data and drawing logical conclusions.
- C. Skill in identifying problems, analyzing alternatives and making viable recommendations.
- D. Skill in preparing clear and concise reports, presentations, graphs, charts, visuals, letters, and memos.
- E. Skill in organization and prioritization.
- F. Skill in interpreting maps and other geographic systems.
- G. Skill in effective verbal and written communication.
- H. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- I. Skill in managing one's own time and the time of others.
- J. Skill in completing assignments accurately and with attention to detail.
- K. Skill in mediation and dispute resolution.
- L. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- A. Ability to collect, assemble, analyze, and evaluate evidence, statistics and other pertinent information to draw logical conclusions in order to effectively solve crimes and prepare reports, graphs, charts, tables, and other visual/illustrative devices.
- B. Ability to work with considerable initiative, independence and discretion, making sound judgements, being precise and accurate in information communicated, safeguarding/disseminating confidential or sensitive information, ensuring accountability and be relied upon to achieve excellent results with little need for oversight.
- C. Ability to use judgment and knowledge to determine appropriate array of data, analysis, and statistical methods suitable for project needs.
- D. Ability to manage time effectively, anticipating, organizing and managing the needs of multiple stakeholders, often involving assignments of a complex nature or involving competing priorities, to produce work products that are accurate, thorough, and on time.
- E. Ability to read, understand, and interpret federal, state and local laws, regulations, policies and procedures pertaining to law enforcement and crime analysis.
- F. Ability to use a logical thought process, thinking analytically and creatively to address problems and provide relentless follow-up and assessment of analytics, products, and support provided.
- G. Ability to understand complex, high quantity, and sometimes contradictory information to effectively solve problems, adapting approach, goals, and methods to achieve successful solutions and results in dynamic situations.
- H. Ability to research and communicate new methodologies, trends, techniques, software, and skills in the professional world of analysis and attend trainings as required to become proficient in the use of specialized job-related software.
- I. Ability to testify in court as needed.
- J. Ability to conduct presentations before the department, various law enforcement agencies, and community stakeholders.
- K. Ability to remember multiple tasks/assignments given to self and others over long periods of time.
- L. Ability to execute job functions with a high attention to detail and accuracy and concentrate on fine detail with constant interruption.
- M. Ability to handle high work volume with professional composure, working under stress with accuracy and efficiency.
- N. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- O. Ability to communicate and interact effectively with members of the public.

- P. Ability to communicate effectively both orally and in writing.
- Q. Ability to recognize, analyze, and solve a variety of problems.
- R. Ability to organize and prioritize work while meeting multiple deadlines.
- S. Ability to handle difficult and stressful situations with professional composure.
- T. Ability to work successfully as a member of a team and independently with minimal supervision.
- U. Ability to train and lead others.
- V. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- W. Ability to enforce safety rules and regulations.
- X. Ability to maintain confidential information.
- Y. Ability to demonstrate dependability, responsibility, and consistency in their job performance.
- Z. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: HD	Union: Basic	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution: