



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda Civil Service Board.

Tuesday, November 1, 2022

4:30 PM

1. ROLL CALL

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

2A. September 13, 2022

Attachments: [2A Draft Minutes 09-13-2022](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4A. REVIEW NEW AND REVISED JOB DESCRIPTIONS

4A(1) Buyer (revised)

Attachments: [4A1 Buyer \(revised\)](#)

4A(2) Aerial Lift Bridge Supervisor (revised)

Attachments: [4A2 Aerial Lift Bridge Supervisor \(revised\)](#)

4A(3) Bridge Operator (revised)

Attachments: [4A3 Bridge Operator \(revised\)](#)

4A(4) Deputy Fire Marshal (revised)

Attachments: [4A4 Deputy Fire Marshal \(revised\)](#)

4A(5) GIS Specialist (revised)

Attachments: [4A5 GIS Specialist \(revised\)](#)

4A(6) Payroll Administrator (revised)

Attachments: [4A6 Payroll Administrator \(revised\)](#)

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.

6C. ISD 709 - Notice of Rejection on Probation

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

7. NEXT REGULAR MEETING SCHEDULED

December 6, 2022

8. ADJOURNMENT



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210
hrinformation
@duluthmn.gov

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

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF BUYER.

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 Buyer classification was last revised in 2009. This revision includes updates to language and formatting to align with the new template; no significant changes have been made to the job description at this time.

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

Outline of Duties

The Buyer is housed in the Purchasing Office and will assist in the purchase of materials, supplies, and equipment required for use in the operation and maintenance of city functions.

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 Buyer.

Buyer

SUMMARY/PURPOSE

Assist in the purchase of materials, supplies, equipment and services required for use in the operation and maintenance of city functions.

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. Check requisitions and confer with departments regarding specification, quantity, quality, cost, and delivery requirements.
2. Follow up and expedite to assure delivery is made as required.
3. Maintain a list of viable vendors to whom quotations may be sent for various commodities.
4. Develop quotations or bids in such a manner as to assure that the delivery of material and service is consistent with need and cost benefits.
5. Interview vendors and analyze pricing policies and delivery capabilities.
6. Analyze a diversified number of items to be purchased and recommend new and/or substitute items where applicable.
7. Resolve questions and complaints.
8. Make tabulations, prepare reports, and maintain files and records on matters pertaining to purchasing.
9. Assist in making large purchases and awarding large contracts.
10. Post items to online surplus auction web site, receive bids, and notify successful buyers.
11. Perform data entry work.
12. 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.
13. 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. College degree in Accounting, Public Administration, Business, or a related professional field, and one (1) year of related professional experience; OR a minimum of three (3) years of related education and/or verifiable professional purchasing or buyer related experience.
2. License Requirements
 - A. No specific licenses required.
3. Knowledge Requirements
 - A. General knowledge of current principles, practices, and methods of public sector purchasing.
 - B. Working knowledge of equipment, materials, and services required by a municipal government.
 - C. Working knowledge of computerized purchasing methods.
 - D. General knowledge of problem-solving and conflict-resolution techniques.

- E. Working knowledge of applicable safety requirements.
 - F. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
- A. Skill in evaluating and comparing product specifications, contract details, and cost elements of a bid proposal.
 - B. Skill in pricing and cost analysis.
 - C. 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.
 - D. Skill in managing one's own time.
 - E. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
- A. Ability to research and compare product, quality, performance, and options with requirements of the City of Duluth.
 - B. Ability to maintain accurate records and databases.
 - C. Ability to manage and track multiple projects concurrently.
 - 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 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: LD	Union: Basic	EEOC: Professional	CSB:	Class No: 4119
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:

BUYER

Buyer

SUMMARY/PURPOSE

Assist in the purchase of materials, supplies and equipment and services required for use in the operation and maintenance of city functions.

FUNCTIONAL AREAS:

1. Purchase materials, supplies and equipment for various city departments.

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. Check requisitions and confer with departments regarding specification, quantity, quality, cost, and delivery requirements.
2. Follow up and expedite to assure delivery is made as required.
3. Maintain a list of viable vendors to whom quotations may be sent for various commodities.
4. Develop quotations or bids in such a manner as to assure that the delivery of material and service is consistent with need and cost benefits.
5. Interview vendor-s representatives vendors and analyze pricing policies and delivery capabilities.
6. Analyze a diversified number of items to be purchased and recommend new and/or substitute items where applicable.
7. Resolve questions and complaints.
8. Make tabulations, prepare reports, and maintain files and records on matters pertaining to purchasing.
9. Assist in making large purchases and awarding large contracts.
10. Post items to online surplus auction web site, receive bids, and notify successful buyers.
11. Perform data entry work.
12. 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.
13. 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 college degree in Accounting, Public Administration, Business Administration, or a related professional field from an accredited college or university plus, and one (1) year of related professional experience; OR a minimum of three (3) years of related education

~~and/or verifiable~~ — ~~experience in a professional purchasing position; OR four (4) years of progressive or buyer related experience.~~

2. License Requirements

A. No specific licenses required.

3. Knowledge Requirements

~~A. A. Knowledge~~ General knowledge of current ~~principals~~ principles, practices, and methods of public sector purchasing.

~~B. B. Knowledge~~ Working knowledge of equipment, materials, and services required by a municipal government.

~~C. C. Knowledge~~ Working knowledge of computerized purchasing methods.

D. General knowledge of problem-solving and conflict-resolution techniques.

E. Working knowledge of applicable safety requirements.

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

4. Skill Requirements

~~A. Skill in communicating logically and accurately in oral and written forms.~~

~~B. Skill in managing and tracking multiple projects concurrently.~~

~~A. C. Skill in evaluating and comparing product specifications, contract details, and cost elements of a bid proposal.~~

~~B. D. Skill in pricing and cost analysis.~~

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

D. Skill in managing one's own time.

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

5. Ability Requirements

~~A. A. Ability to research and compare product, quality, performance, and options with requirements of the City of Duluth.~~

~~B. Ability to establish and maintain effective working relationships with supervisors, employees, and the general public.~~

~~B. C. Ability to maintain accurate records and databases.~~

Physical Requirements

~~C. A. Ability to transport oneself to, from, manage and around job sites track multiple projects concurrently.~~

~~B. Ability to occasionally transport (usually by lifting and carrying) materials such as boxes of computer paper weighing up to 30 pounds.~~

~~C. Fine dexterity for the purpose of computer and calculator work.~~

D. 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 sit for extended periods of time communicate and interact effectively with members of the public.~~

F. E. Ability to communicate effectively both orally and in writing.

~~G. Ability to talk and hear for the purpose of providing understand and obtaining information follow instructions.~~

- H. ~~Essential functions~~ 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 is sedentary. Typically, the job 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.

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

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: JALD	Union: Basic	EEOC: Professional	CSB: 20090707	Class No: 4119
WC: 8810	Pay: 130	EEOF: Admin/Finance	CC: 20090928	Resolution: 09-0586R



Human Resources

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Duluth, Minnesota 55802

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 hrinformation@duluthmn.gov

DATE: November 1, 2022
TO: Civil Service Board
FROM: Chris Kohel
Human Resources Generalist
SUBJECT: Revised Job Classification of Aerial Lift Bridge Supervisor

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF AERIAL LIFT BRIDGE SUPERVISOR.

Background Information/Summary of Job

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 Aerial Lift Bridge Supervisor was last revised in March 2005. The purpose of this position is to supervise assigned personnel in order to ensure safe passage of ships, pedestrians, and motorists by operating and maintaining the Aerial Lift Bridge, Pedestrian Lift Bridge, and related equipment.

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

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 Aerial Lift Bridge Supervisor.

Aerial Lift Bridge Supervisor

SUMMARY/PURPOSE

To supervise assigned personnel in order to ensure safe passage of ships, pedestrians, and motorists by operating and maintaining the Aerial Lift Bridge, Pedestrian Lift Bridge, and related equipment.

SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations, which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise and assist in the operation of the Aerial Lift Bridge and the Minnesota Slip Pedestrian Bridge.
2. Supervise and assist in the maintenance, troubleshooting, and repair of electrical and mechanical systems for the Aerial Lift Bridge and the Minnesota Slip Pedestrian Bridge.
3. Maintain computer-controlled AC and DC electric drive systems and associated electrical equipment including batteries, motors, brakes, transformers, relays, etc., using test equipment and technical schematics and manuals.
4. Prioritize, schedule, and assign work.
5. Delegate authority and responsibilities to others as needed. Disseminate instructions and information to employees through oral and written instructions.
6. Layout, design, schedule, and assign larger maintenance projects to be performed during the off-season winter shutdown.
7. Maintain employee records, prepare time reports for personnel, and perform annual employee evaluations.
8. Maintain supply and part inventories, research and order supplies, materials, and equipment as needed within a yearly budget.
9. Coordinate and assist engineering in bridge inspections for the Aerial Lift Bridge; LHB yearly Routine Bridge Inspection, DOT Fracture Critical Inspection, and DOT & LHB Complex Bridge Inspections.
10. Follow all required regulations, rules, and policies for the City of Duluth, U.S. Coast Guard, U.S. Army Corps of Engineers, and Minnesota Department of Transportation.
11. Perform media interviews as needed and coordinate with the City of Duluth communication office to issue press releases regarding either of the bridges.
12. Manage employee performance, and provide training, coaching, and mentoring for employees.
13. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
14. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
15. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
16. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
17. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
18. Establish and maintain positive working relationship with the 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.

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. A minimum of two (2) years of related specialized electrical training, plus three (3) years of experience working with large industrial electrically operated machinery; OR a minimum of four (4) years of experience working with complex industrial equipment; OR a minimum of five (5) years of related education and/or full-time, verifiable professional experience to include electrically operated, complex mechanized, or computer-controlled equipment as a primary responsibility.
- B. Two (2) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.

2. License Requirements

- A. Must possess and maintain a Minnesota State Electrical Journeyman License.

3. Knowledge Requirements

- A. Knowledge of electrical systems, instruments, and equipment and their applications.
- B. Knowledge of electrical and electronic troubleshooting procedures.
- C. Knowledge of mechanical troubleshooting procedures.
- D. Knowledge of the basic principles of welding, metal working, and machine shop practices.
- E. Knowledge of the basic principles of plumbing, air, and hydraulic systems.
- F. Knowledge of basic carpentry methods, tools, equipment, and materials.
- G. Knowledge of safety and fire prevention methods, especially those related to electrical work.
- H. Knowledge of first aid and CPR procedures.
- I. Knowledge of problem-solving and conflict-resolution techniques.
- J. Knowledge of applicable safety requirements.
- K. Knowledge of, or the ability to learn, City policies and procedures.
- L. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- M. Knowledge of effective leadership and personnel practices.
- N. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership techniques, and coordination of people and resources.
- O. Knowledge of budgetary and management principles, practices, and procedures.
- P. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

4. Skill Requirements

- A. Skill in working with hand and power tools.
- B. Skill in evaluating and analyzing operations and procedures related to bridge operations.
- C. Skill in resolving complaints and concerns from the public.
- D. Skill in supervising others in an open and participative work environment.
- 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 and the time of others.
- G. Skill in completing assignments accurately and with attention to detail.
- H. Skill in mediation and dispute resolution.
- I. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- J. Skill in motivating, developing, and leading people.

5. Ability Requirements

- A. Ability to read and interpret drawings, blueprints, and schematics.
- 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 recognize, analyze, and problem-solve a variety of situations.
- F. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- G. Ability to handle difficult and stressful situations with professional composure.
- H. Ability to establish goals and objectives.
- I. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
- J. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- K. Ability to manage a budget and work within the constraints of that budget.
- L. Ability to enforce safety rules and regulations.
- M. Ability to maintain confidential information.
- N. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- O. Ability to exercise sound judgment in making critical decisions.
- P. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
- Q. Exhibits leadership qualities of dependability and accountability.
- R. 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 moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals, working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: CK	Union: Supervisory	EEOC: Skilled Craft Workers	CSB:	Class No: 1526
WC: 9015	Pay:	EEOF: Streets and Highways	CC:	Resolution:
FLSA Exemption Type: Executive				

AERIAL LIFT BRIDGE SUPERVISOR

Aerial Lift Bridge Supervisor

SUMMARY/PURPOSE: ~~————~~ Supervise

To supervise assigned personnel in order to ensure safe passage of ships, pedestrians, and motorists by operating and maintaining the Aerial Lift Bridge, Pedestrian Lift Bridge, ~~foghorn,~~ and related equipment.

FUNCTIONAL AREAS: ~~————~~

SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations, which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise ~~assigned personnel~~ and assist in the operation ~~and~~ of the Aerial Lift Bridge and the Minnesota Slip Pedestrian Bridge.
2. Supervise and assist in the ~~maintenance of the lift bridges,~~ troubleshooting, and repair of electrical and mechanical systems for the Aerial Lift Bridge and the Minnesota Slip Pedestrian Bridge.
- ~~4.3.~~ Maintain computer-controlled AC and DC electric drive systems and associated electrical equipment including batteries, motors, brakes, transformers, relays, etc., using test equipment and technical schematics and manuals.
- ~~*A.4.~~ Prioritize, schedule, and assign work.
 - ~~*B. ——— Effectively recommend the hire, transfer, promotion, and suspension or discharge of subordinate personnel.~~
 - ~~*C. ——— Establish work standards, provide feedback and coaching, and conduct employee evaluations.~~
 - ~~*D. ——— Discipline assigned personnel as necessary.~~
 - ~~*E. ——— Provide for the training of employees in proper and safe work methods and procedures.~~
 - ~~*F. ——— Effectively recommend adjustments or other actions in employee grievances.~~
- ~~*G.5.~~ Delegate authority and responsibilities to others as needed. Disseminate instructions and information to employees through oral and written instructions.
 - ~~*H. ——— Supervise the ordering of supplies, materials, and equipment.~~
 - ~~*I. ——— Supervise the Layout, design, schedule, and assign larger maintenance of records.~~
 - ~~*J. ——— Supervise the operation of the Aerial Lift Bridge and Pedestrian Lift Bridge.~~
 - ~~*K. ——— Supervise and perform the testing of equipment.~~
 - ~~*L. ——— Supervise essential communications between bridge and vessels.~~
 - ~~*M. ——— Supervise and assist with greasing and oiling of bearings, gears, cables, and guides.~~
 - ~~*N. ——— Supervise and assist with replacement steel operating cables, electric cables, counterweight guides, roadway gates, walks, and other mechanical devices.~~
 - ~~*O. ——— Supervise and assist with adjustments of electrical equipment: batteries, motors, brakes, generators, transformers, relays, regulators, and other electrical devices.~~
 - ~~*P. ——— Supervise cleaning and other custodial activities.~~
 - ~~*Q. ——— Supervise minor repair work. ———~~
2. Operate lift bridges.
 - ~~*A. ——— Correspond with ships by watching and listening for their audible, visual, or implied~~

- signals, and by sending audible, visual, and/or radio signals in response.
- ~~*B. Estimate speed and distance of approaching vessel projects to maintain a safe operating margin.~~
 - ~~*C. Operate gates, pedestrian barriers, traffic control signals, and warning devices.~~
 - ~~*D. Clear vehicle and/or pedestrian traffic from the spans.~~
 - ~~*E. Operate controls to raise and lower the spans, and monitor their correct sequence of operation.~~
 - ~~*F. Operate support equipment including radar, marine radios, weather instruments, telephone, intercoms, scanners, closed circuit television, loudspeaker system, intrusion alarms, and malfunction indicators.~~
3. Perform maintenance work on the Aerial Lift Bridge and Pedestrian Lift Bridge and their operating mechanisms:
- ~~*A. Test drive control computer and back up computer using CRT terminal; test remote I/O units and programmable controllers.~~
 - ~~*B. Troubleshoot computer controlled AC and DC electric drive systems using test equipment and technical schematics and manuals.~~
 - ~~*C. Test and maintain diesel and natural gas power plants which supply auxiliary power.~~
 - ~~*D. Inspect, adjust, and maintain a variety of electrical systems, equipment, and wiring.~~
 - ~~*E. Inspect and adjust a variety of mechanical equipment.~~
 - ~~*F. Maintain equipment by greasing and oiling bearings, gears, cables, guides, and chains.~~
 - ~~*G. Replace operating cables, electric traveling cables, counterweight guide shoes, roadway gates, sidewalks, and bridge decking.~~
 - ~~*H. Maintain traffic lanes so they are clear of obstructions.~~
 - ~~*I. Perform painting, cleaning, and maintenance of the control room, machinery rooms, generator room, shops and storage areas.~~
 - ~~*J. Inspect and perform minor repairs to weather instruments, communication equipment, radar and antennae.~~
 - ~~*K. Inspect and maintain miscellaneous electronic devices such as gas and smoke detectors, closed circuit TV systems, and power supplies.~~
4. Perform related work as required.
- ~~*A. Maintain the Duluth ship canal foghorn by inspecting, adjusting, and maintaining air compressors, air receiver and piping, pneumatic controls, electric and electronic controls, diaphone foghorns, and miscellaneous equipment.~~
 - ~~*B. Maintain approaches, sidewalks, and decks so that they are free from ice, snow, and other safety hazards.~~
 - ~~*C. Record and report weather information, vessel traffic reports, and other information requests to appropriate agencies.~~
 - ~~*D.6. Perform a variety of mechanical and electrical maintenance repair work in another Public Works division be performed during the off_ season winter shutdown.~~
 - ~~*E. Attend specialized training to upgrade knowledge necessary for effective job performance.~~
 - ~~*F. Respond to questions from the public concerning the Aerial Lift Bridge and Pedestrian Lift Bridge.~~
 - ~~*G. Verify maintenance and repairs performed by contractors.~~
 - ~~*H. Prepare Maintain employee records, prepare time reports for personnel.~~
- ~~*1.7. Conduct, and perform annual inspections on all portions of the Aerial Lift Bridge and Pedestrian Lift Bridge employee evaluations.~~
8. Coordinate fracture critical inspections with Maintain supply and part inventories, research and order supplies, materials, and equipment as needed within a yearly budget.

HR: KG	Union: Supervisory	EEOC: Skilled Craft Workers	CSB: 20050304	Class No: 1526
WC: 9015	Pay: 1075	EEOF: Streets and Highways	CC: 20050314	Resolution: 05-0169R

9. Coordinate and assist engineering in bridge inspections for the Aerial Lift Bridge; LHB yearly Routine Bridge Inspection, DOT Fracture Critical Inspection, and DOT & LHB Complex Bridge Inspections.
- ~~*J.~~10. Follow all required regulations, rules, and policies for the City of Duluth, U.S. Coast Guard, U.S. Army Corps of Engineers, and Minnesota Department of Transportation-Bridge Office.
11. Perform media interviews as needed and coordinate with the City of Duluth communication office to issue press releases regarding either of the bridges.
12. Manage employee performance, and provide training, coaching, and mentoring for employees.
13. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
14. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
15. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
16. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
17. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
18. Establish and maintain positive working relationship with the 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.
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 ~~and~~ Experience Requirements**
 - ~~A. Two~~ A minimum of two (2) years of related specialized electrical training, plus three (3) years of experience working with large industrial electrically operated machinery; ~~or~~ OR a minimum of four (4) years of experience working with complex ~~mechanized~~ industrial equipment; ~~or two (2) years of experience working with~~ OR a minimum of five (5) years of related education and/or full-time, verifiable professional experience to include electrically operated, complex mechanized, or computer-controlled electrical equipment; or as a combination primary responsibility.
 - ~~A.B. Two (2) years of education, training, and experience must be in the above areas which is accepted as equivalent~~ a supervisory/lead position of similar complexity and level of responsibility.

2. **Physical License Requirements**
 - ~~†A. Vision correctable to 20/30.~~
 - ~~†B. No hearing loss.~~
 - ~~†C. Manual dexterity.~~
 - ~~†D. Good depth perception.~~
 - ~~†E. Ability to scale bridgework.~~
 - ~~†F. Ability to work at heights.~~
 - ~~†G. Ability to work in enclosed spaces.~~
 - ~~†H. Ability to work outside in inclement weather.~~
 - ~~†I. Ability to frequently pull, climb and balance.~~
 - ~~†J. Ability to occasionally lift and carry objects such as grease barrels and welding tanks weighing up to 100 pounds, and to frequently lift and carry objects weighing up to 50 pounds.~~

HR: KG	Union: Supervisory	EEOC: Skilled Craft Workers	CSB: 20050304	Class No: 1526
WC: 9015	Pay: 1075	EEOF: Streets and Highways	CC: 20050314	Resolution: 05-0169R

A. Must possess and maintain a Minnesota State Electrical Journeyman License.

3. Knowledge Requirements

- ~~†A.A.~~ Knowledge of electrical systems, instruments, and equipment and their applications.
- ~~†B.~~ Knowledge of ~~the principles, methods, equipment, and materials used in~~ electrical installations and repairs.
- ~~†C.B.~~ Knowledge of basic electronics and electronic troubleshooting procedures.
- ~~†D.C.~~ Knowledge of ~~the basic principles of mechanics~~ mechanical troubleshooting procedures.
- ~~†E.D.~~ Knowledge of the basic principles of welding, metal working, and machine shop practices.
- ~~†F.E.~~ Knowledge of the basic principles of plumbing, air, and hydraulic systems.
- ~~†G.F.~~ Knowledge of basic carpentry methods, tools, equipment, and materials.
- ~~†H.~~ Knowledge of the operation, maintenance, and testing of industrial computer systems and programmable controllers.
- ~~†H.G.~~ Knowledge of safety and fire prevention methods, especially those related to electrical work.
- ~~†J.H.~~ Knowledge of first aid and CPR procedures.
- ~~I.~~ ~~K.~~ Knowledge of ~~correct supervisory practices~~ problem-solving and ~~ability to use them effectively~~ conflict-resolution techniques.
- ~~J.~~ ~~L.~~ Knowledge of applicable ~~labor relations~~ safety requirements.
- K. Knowledge of, or the ability to learn, City policies and labor agreements. procedures.
- L. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- M. Knowledge of effective leadership and personnel practices.
- N. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership techniques, and coordination of people and resources.
- O. Knowledge of budgetary and management principles, practices, and procedures.
- P. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

4. Skill Requirements

- ~~†A.A.~~ Skill in working with hand and power tools.
- ~~†B.~~ Skill in ~~effectively communicating and preparing concise written and oral reports.~~
- ~~†C.B.~~ Skill in evaluating and analyzing operations and procedures related to ~~Bridge~~ bridge operations.
- ~~†D.C.~~ Skill in resolving complaints and concerns from the public.
- ~~D.~~ ~~E.~~ Skill in supervising others in an open and participative work environment.
- 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 and the time of others.
- G. Skill in completing assignments accurately and with attention to detail.
- H. Skill in mediation and dispute resolution.
- I. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- J. Skill in motivating, developing, and leading people.

5. Ability Requirements

- ~~†A.~~ Ability to work shifts.
- ~~†B.~~ Ability to obtain applicable licenses, such as a restricted Radio Telephone Operator's Permit, if required.
- ~~†C.A.~~ Ability to read and interpret drawings, blueprints, and schematics.
- ~~†D.~~ Ability to act decisively under stress.

HR: KG	Union: Supervisory	EEOC: Skilled Craft Workers	CSB: 20050304	Class No: 1526
WC: 9015	Pay: 1075	EEOF: Streets and Highways	CC: 20050314	Resolution: 05-0169R

- 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.
- ~~†E.C.~~ Ability to ~~maintain accurate and complete records~~ communicate and interact effectively with members of the public.
- D. Ability to communicate effectively both orally and in writing.
- E. Ability to recognize, analyze, and problem-solve a variety of situations.
- F. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- G. Ability to handle difficult and stressful situations with professional composure.
- H. Ability to establish goals and objectives.
- I. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
- J. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- K. Ability to manage a budget and work within the constraints of that budget.
- ~~†F.L.~~ Ability to enforce safety rules and ~~apply them to various hazardous situations~~ regulations.
- ~~†G.M.~~ Ability to ~~participate in required training to update knowledge and skills~~ maintain confidential information.
- ~~†H.~~ ~~Ability to develop and maintain effective working relationships with supervisors, co-workers, outside agencies, and the general public.~~
- N. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- O. Ability to ~~supervise assigned personnel~~ exercise sound judgment in making critical decisions.
- P. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
- ~~†I.Q.~~ Exhibits leadership qualities of dependability and accountability.
- ~~†J.R.~~ Ability to attend work ~~on a regular basis~~ as scheduled and/or required.

* ~~Essential functions of the position~~

~~H 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 moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals, working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: KG HR: CK	Union: Supervisory	EEOC: Skilled Craft Workers	CSB: 03/01/2005	Class No: 1526
WC: 9015	Pay: 1075 _____	EEOF: Streets and Highways	CC: 03/14/2005	Resolution: 05-0169R
<u>FLSA Exemption Type: Executive</u>				

HR: KG	Union: Supervisory	EEOC: Skilled Craft Workers	CSB: 20050304	Class No: 1526
WC: 9015	Pay: 1075	EEOF: Streets and Highways	CC: 20050314	Resolution: 05-0169R



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

 218-730-5210
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DATE: November 1, 2022
TO: Civil Service Board
FROM: Chris Kohel
Human Resources Generalist
SUBJECT: Revised Job Classification of Bridge Operator

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF BRIDGE OPERATOR.

Background Information/Summary of Job

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 Bridge Operator was last revised in January 2009. The purpose of this position is to ensure safe passage of ships, pedestrians, and motorists by operating and maintaining lift bridges, and related equipment.

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

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 Bridge Operator.

Bridge Operator

SUMMARY/PURPOSE

To ensure safe passage of ships, pedestrians, and motorists by operating and maintaining lift bridges and related equipment.

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. Operate the Aerial Lift Bridge.
2. Operate gates, pedestrian barriers, traffic control signals, and warning devices, clear vehicle and/or pedestrian traffic from the spans, operate controls to raise and lower the spans, and monitor their correct sequence of operation.
3. Operate support equipment including radar, marine radios, weather instruments, telephone, intercoms, scanners, closed circuit television, loudspeaker system, intrusion alarms, and malfunction indicators.
4. Correspond with ships by watching and listening for their audible signals, and by sending audible, visual, and/or radio signals in response.
5. Knowledge of how to operate the Minnesota Slip Pedestrian Bridge.
6. Perform maintenance on the Aerial Lift Bridge and the Minnesota Slip Pedestrian Bridge.
7. Greasing and oiling of gear reducers, bearings, gears, cables, and guides.
8. Perform minor repairs to communication equipment, radar antennae, closed circuit TV systems, and power supplies.
9. Maintain approaches, sidewalks, and decks so that they are free from ice, snow, and other safety hazards.
10. Cleaning and other custodial activities to include painting, cleaning, and maintenance of the control room, machinery rooms, generator room, shops, and storage areas.
11. Assist with the replacement of steel operating cables, electric cables, counterweight guides, roadway gates, walks, and other mechanical devices.
12. Assist with troubleshooting of computer-controlled AC and DC electric drive systems, and associated electrical equipment: batteries, motors, brakes, transformers, relays, etc., using test equipment and technical schematics and manuals.
13. Test and maintain diesel and natural gas power plants which supply auxiliary power.
14. Inspect, adjust, and maintain a variety of electrical systems, equipment, and wiring.
15. Inspect and adjust a variety of mechanical equipment.
16. Attend specialized training to upgrade knowledge necessary for effective job performance.
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 one (1) year specialized electrical training, plus two (2) years of experience working with large electrically operated machinery; OR three (3) years of experience working with complex mechanized equipment; OR one (1) year of experience working with computer-controlled electrical equipment; OR a minimum of three (3) years of related education and/or full-time, verifiable professional experience to include electrically operated, complex mechanized, or computer-controlled equipment as a primary responsibility.
2. License Requirements
 - A. Electrical license preferred but not necessary.
3. Knowledge Requirements
 - A. Knowledge of electrical systems, instruments, and equipment and their applications.
 - B. Knowledge of the principles, methods, equipment, and materials used in electrical installations and repairs.
 - C. Knowledge of basic electronics and troubleshooting procedures.
 - D. Knowledge of the basic principles of mechanics.
 - E. Knowledge of the basic principles of welding, metal working, and machine shop practices.
 - F. Knowledge of the basic principles of plumbing, air, and hydraulic systems.
 - G. Knowledge of basic carpentry methods, tools, equipment, and materials.
 - H. Knowledge of the operation, maintenance, and testing of industrial computer systems and programmable controllers.
 - I. Knowledge of safety and fire prevention methods, especially those related to electrical work.
 - J. Knowledge of first aid and CPR 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 working with hand and power tools.
 - 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 read and interpret drawings, blueprints, and schematics.
 - B. Ability to act decisively under stress.
 - C. Ability to maintain accurate and complete records.
 - D. Ability to interpret safety rules and apply them to various hazardous situations.
 - E. Ability to participate in required training to update knowledge and skills.
 - F. 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.
 - G. Ability to communicate and interact effectively with members of the public.
 - H. Ability to communicate effectively both orally and in writing.
 - I. Ability to understand and follow instructions.
 - J. Ability to problem-solve a variety of situations.
 - K. Ability to set priorities and complete assignments on time.
 - L. 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 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: CK	Union: Basic	EEOC: Skilled Craft Workers	CSB:	Class No: 4429
WC: 9015	Pay:	EEOF: Streets/Highways	CC:	Resolution:

BRIDGE OPERATOR

Bridge Operator

SUMMARY/PURPOSE: ~~Ensure~~

To ensure safe passage of ships, pedestrians, and motorists by operating and maintaining lift bridges, and related equipment.

FUNCTIONAL AREAS:

1. ~~Operate lift bridges.~~

~~ρ A. Correspond with ships by watching and listening for their audible, visual, or implied signals, and by sending audible, visual, and/or radio signals in response.~~

~~ρ B. Estimate speed and distance of approaching vessel to maintain a safe operating margin.~~

~~ρ C. 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. Operate the Aerial Lift Bridge.

Operate gates, pedestrian barriers, traffic control signals, and warning devices.

~~ρ D. Clear, clear vehicle and/or pedestrian traffic from the spans.~~

2. ~~ρ E. Operate, operate controls to raise and lower the spans, and monitor their correct sequence of operation.~~

3. ~~ρ F. Operate support equipment including radar, marine radios, weather instruments, telephone, intercoms, scanners, closed circuit television, loudspeaker system, intrusion alarms, and malfunction indicators.~~

4. ~~2. Correspond with ships by watching and listening for their audible signals, and by sending audible, visual, and/or radio signals in response.~~

5. Knowledge of how to operate the Minnesota Slip Pedestrian Bridge.

Perform maintenance ~~work~~ on the ~~bridges and their operating mechanisms.~~

~~1. ~~ρ A. Troubleshoot drive systems~~ Aerial Lift Bridge using test equipment and technical schematics and manuals.~~

6. ~~ρ B. Test and maintain diesel and natural gas power plants which supply auxiliary power~~ the Minnesota Slip Pedestrian Bridge.

~~1. ~~ρ C. Greasing inspect, adjust, and maintain a variety of electrical systems, equipment, and wiring.~~~~

~~1. ~~ρ D. Inspect and adjust a variety of mechanical equipment.~~~~

7. ~~ρ E. Maintain equipment by greasing and oiling~~ of gear reducers, bearings, gears, cables, and guides, and chains.

~~ρ F. Replace operating cables, counterweight guide shoes, roadway gates, sidewalks, and bridge decking.~~

~~ρ G. Maintain traffic lanes so they are clear of obstructions.~~

~~ρ H. Perform painting, cleaning, and maintenance of the control room, machinery rooms, generator room, shops and storage areas.~~

~~ρ I. Inspect and perform minor repairs to weather instruments, communication equipment, radar and antennae.~~

8. ~~p J.~~ — Inspect and maintain miscellaneous electronic devices such as gas and smoke detectors, closed circuit TV systems, and power supplies.
3. ~~Perform related work as required.~~
9. ~~p A.~~ — Maintain approaches, sidewalks, and decks so that they are free from ice, snow, and other safety hazards.
~~B.~~ — Record and report weather information, vessel traffic reports, and Cleaning and other information requests custodial activities to appropriate agencies.
10. ~~C.~~ — Perform a variety of tasks in other work units as assigned. Tasks may include mechanical and electrical repair work and painting, cleaning, and maintenance work such as street patching; snow removal; cleaning gutters, drains and culverts; construction of park facility apparatus; maintenance of ski trails; general painting, etc. of the control room, machinery rooms, generator room, shops, and storage areas.
11. Assist with the replacement of steel operating cables, electric cables, counterweight guides, roadway gates, walks, and other mechanical devices.
12. Assist with troubleshooting of computer-controlled AC and DC electric drive systems, and associated electrical equipment: batteries, motors, brakes, transformers, relays, etc., using test equipment and technical schematics and manuals.
13. Test and maintain diesel and natural gas power plants which supply auxiliary power.
14. Inspect, adjust, and maintain a variety of electrical systems, equipment, and wiring.
15. Inspect and adjust a variety of mechanical equipment.
16. ~~D.~~ — Attend specialized training to upgrade knowledge necessary for effective job performance.
~~E.~~ — Perform related tasks as assigned.
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.~~ — ~~One (1) year minimum~~ of one (1) year specialized electrical training, plus two (2) years of experience working with large electrically operated machinery; ~~or~~ OR three (3) years of experience working with complex mechanized equipment; ~~or~~ OR one (1) year of experience working with computer-controlled electrical equipment; ~~or~~ OR a ~~combination~~ minimum of three (3) years of related education, training, and/or full-time, verifiable professional experience in — the above areas which is accepted to include electrically operated, complex mechanized, or computer-controlled equipment as equivalent a primary responsibility.

2. License Requirements

- A. Electrical license preferred but not necessary.

3. Knowledge Requirements

- ~~A.~~ A. — Knowledge of electrical systems, instruments, and equipment and their applications.
- ~~B.~~ B. — Knowledge of the principles, methods, equipment, and materials used in electrical installations and repairs.
- ~~C.~~ C. — Knowledge of basic electronics and troubleshooting procedures.

- ~~D.~~ D.—Knowledge of the basic principles of mechanics.
- ~~E.~~ E.—Knowledge of the basic principles of welding, metal working, and machine shop practices.
- ~~F.~~ F.—Knowledge of the basic principles of plumbing, air, and hydraulic systems.
- ~~G.~~ G.—Knowledge of basic carpentry methods, tools, equipment, and materials.
- ~~H.~~ H.—Knowledge of the operation, maintenance, and testing of industrial computer systems and programmable controllers.
- ~~I.~~ I.—Knowledge of safety and fire prevention methods, especially those related to electrical work.
- ~~J.~~ J.—Knowledge of first aid and CPR 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. A.—Skill in working with hand and power tools.
- ~~B.~~ ~~Communication skills.~~
- 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 work shifts.~~
- ~~B.~~ ~~Ability to obtain applicable licenses, such as a restricted Radio-Telephone Operator's Permit, if required.~~
- ~~A.~~ C.—Ability to read and interpret drawings, blueprints, and schematics.
- ~~B.~~ D.—Ability to act decisively under stress.
- ~~C.~~ E.—Ability to maintain accurate and complete records.
- ~~D.~~ F.—Ability to interpret safety rules and apply them to various hazardous situations.
- ~~E.~~ G.—Ability to participate in required training to update knowledge and skills.
- ~~F.~~ H.—Ability to ~~develop~~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 supervisors, co-workers, outside agencies, and the general public.
- G. I.—Ability to communicate and interact effectively with members of the public.
- H. Ability to communicate effectively both orally and in writing.
- I. Ability to understand and follow instructions.
- J. Ability to problem-solve a variety of situations.
- K. Ability to set priorities and complete assignments on time.
- ~~L.~~ Ability to attend work ~~on a regular basis~~as scheduled and/or required.

Physical Requirements Demands

- ~~A.~~ ~~Vision correctable to 20-30.~~
- ~~B.~~ ~~No hearing loss.~~
- ~~C.~~ ~~Manual dexterity.~~
- ~~D.~~ ~~Good depth perception.~~
- ~~E.~~ ~~Ability to scale bridgework.~~
- ~~F.~~ ~~Ability to The work at heights.~~
- ~~G.~~ ~~Ability to work in enclosed spaces.~~
- ~~H.~~ ~~Ability to work outside in inclement weather.~~
- ~~I.~~ ~~Ability to frequently pull, climb,~~requires considerable and ~~balance.~~

~~J. Ability to occasionally lift and carry objects weighing up to 100 pounds, and to frequently lift and carry objects weighing up to 50 pounds.~~ strenuous physical exertion such as grease barrels and welding tanks weighing up to 100 pounds, frequent climbing of tall ladders, lifting heavy objects over 50 pounds, and to frequently lift and carry objects weighing up to 50 pounds crouching or crawling in restricted areas.

~~ρ Essential functions of the position~~

~~Job requirements necessary 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).

<u>HR:</u> _____	<u>Union:</u> _____	<u>EEOC:</u> _____	<u>CSB:</u> _____	<u>Class No:</u> _____
<u>WC:</u> _____	<u>Pay:</u> _____	<u>EEOF:</u> _____	<u>CC:</u> _____	<u>Resolution:</u> _____

~~ρ~~



Human Resources

Room 340
411 West First Street
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 218-730-5210
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DATE: November 1, 2022
TO: Civil Service Board
FROM: Chris Kohel
Human Resources Generalist
SUBJECT: Revised Job Classification of Deputy Fire Marshal

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF DEPUTY FIRE MARSHAL.

Background Information/Summary of Job

The Deputy Fire Marshal job classification was most recently revised in December 2015. The purpose of this position is to direct and conduct the fire inspection, code enforcement, plan review, fire investigation, and public education programs and activities of the Duluth Fire Department. The major/primary changes to the job description were made to be more inclusive and to open the position to outside candidates in the event that we are unable to find qualified internal candidates. In addition, we want to establish educational and experience qualifications for future candidates to provide a plan for succession.

The proposed revisions to this job description were discussed with the Fire Union and incumbents, and they are supportive of these updates.

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 Deputy Fire Marshal.

Deputy Fire Marshal

SUMMARY/PURPOSE

To direct and conduct the fire inspection, code enforcement, plan review, fire investigation, and public education programs and activities of the Duluth Fire 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 supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conduct new construction, maintenance, and complaint inspections to determine and/or enforce compliance with Minnesota Fire and Building codes, safety laws, and related ordinances.
2. Investigate and/or assist the Fire Investigation team in determining the origin and cause of major fires or those of undetermined or suspected incendiary origin and to assist with the prosecution of arson cases.
3. Prepare report of facts; identify, safeguard, and collect evidence; and provide court testimony in collaboration with Fire Investigation team and law enforcement.
4. Assist with planning and implementation of public education programming.
5. Conduct public education classes and demonstrations as directed.
6. Prepare records and reports related to inspections, investigations, and public fire education.
7. Assist in training any personnel assigned to the Division.
8. Conduct and collaborate on the plan review process for assigned projects.
9. Identify deficiencies and communicate corrective actions to applicant(s); review revised plan documents to ensure compliance with minimum requirements.
10. Respond to citizens' questions and comments in a courteous and timely manner.
11. Respond to emergency calls and fire scenes as directed.
12. May act as the Fire Marshal in their absence as required.
13. 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.
14. 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 five (5) years as a career firefighter.
2. License Requirements
 - A. Current certification at the level of Emergency Medical Technician or higher with the National Registry of Emergency Medical Technicians.
 - B. Obtain and maintain Minnesota Fire Service Certification Board certifications (or equivalent) in the following disciplines within one (1) year of promotion to the position:
 - 1) Fire Investigator
 - 2) Fire Inspector I
 - C. Possess and maintain a valid driver's license.

3. Knowledge Requirements
 - A. Knowledge of fire prevention and building safety principles, rules, codes, regulations, and ordinances.
 - B. Knowledge of all pertinent national, state, and local codes, statutes, ordinances, and laws.
 - C. Knowledge of the City of Duluth Fire Department's policies and procedures.
 - D. Knowledge of problem-solving and conflict-resolution techniques.
 - E. Knowledge of applicable safety requirements.
 - F. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements
 - A. Skill in communicating on a one-to-one basis or with groups for the purpose of obtaining or providing information.
 - B. Skill in reading and interpreting plans, blueprints, and complex technical and legal materials.
 - C. Skill in investigating and analyzing the findings of an investigation.
 - 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 fire, construction, and building hazards.
 - B. Ability to assist in planning and presenting a program of public education concerning fire prevention, building safety, or community risk reduction.
 - C. Ability to investigate fires for origin, cause, and circumstance.
 - D. Ability to analyze investigative findings and prepare reports and recommendations.
 - E. Ability to perform all tasks which require use of a self-contained breathing apparatus, as recommended by ANSI Z88.5-1981 and required by OSHA 1910.134.
 - F. Ability to physically perform all duties which may be assigned during emergencies, as required by OSHA 1910.156.
 - 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.

6. Other Requirements
 - A. Must pass periodic physical and medical examinations to verify the continued ability to perform all duties that may be assigned during crisis and threatening situations.
 - B. Must not use by any method any tobacco or similar product.
 - C. Must, within six months of appointment, reside within 25 miles of Headquarters Fire Station or at a location from which they can respond by vehicle to Headquarters Fire Station within 30 minutes of being notified, given normal driving conditions.

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 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: CK	Union: Fire	EEOC: Professionals	CSB:	Class No: 3209
WC: 7706	Pay:	EEOF: Fire Protection	CC:	Resolution:

DEPUTY FIRE MARSHAL
Deputy Fire Marshal

SUMMARY/PURPOSE

~~Direct programs of~~ To direct and conduct the fire inspection, code enforcement, plan review, fire investigation, and public education programs and activities of the Duluth Fire 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 supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES ~~regarding fire prevention, and conduct~~

1. Conduct new construction, maintenance, and complaint inspections or assist in investigations of fires to determine and/or enforce compliance with Minnesota Fire and Building codes, safety laws, and related ordinances.

Investigate and/or assist the Fire Investigation team in determining the origin and cause-

of major fires or those ~~ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)~~

~~1. Plan and participate in the activities of the Life Safety Division.~~

~~2. Inspect business and residential units to ensure compliance with relative laws and ordinances.~~

~~3. Assist in the investigation of fires to determine undetermined or suspected incendiary origin and cause.~~

4.2. Assist in to assist with the prosecution of arson cases.

~~5. Inspect new building sites according to applicable State and Federal or local regulations.~~

~~6. Compile and maintain records of fire losses.~~

~~7. Advise the Fire Marshal on fire prevention.~~

3. Prepare report of facts; identify, safeguard, and collect evidence; and provide court testimony in collaboration with Fire Investigation team and law enforcement.

4. Assist with planning and implementation of public education programming.

5. Conduct public education classes and demonstrations as directed.

~~8. Prepare records and reports.~~

~~9. Inspect new construction and remodeling of all commercial and public assembly buildings as assigned.~~

~~10. Assist in enforcement of the Minnesota State Fire Code.~~

~~11. Plan and conduct programs of public education and information regarding fire prevention.~~

~~12. Provide information to the related to inspections, investigations, and public regarding the detection and elimination of fire hazards.~~

~~13. Investigate complaints and resolve questions regarding hazards and violations of regulations.~~

~~14. Present information to civic organizations and school groups.~~

~~15. Conduct fire drills in schools, hospitals, and convalescent homes.~~

~~16.6. Supervise the personnel and activities of the Division in the absence of the Fire Marshal~~ fire education.

17.7. Assist in training any personnel assigned to the Division.

~~18. Instruct personnel in fire prevention techniques.~~

~~19. Supervise and train injured on-duty personnel as necessary.~~

~~20. Supervise the daily activities of the Division as requested.~~

8. Conduct and collaborate on the plan review process for assigned projects.

9. Identify deficiencies and communicate corrective actions to applicant(s); review revised plan documents to ensure compliance with minimum requirements.

10. Respond to citizens' questions and comments in a courteous and timely manner.

11. Respond to emergency calls and fire scenes as directed.
12. May act as the Fire Marshal in their absence as required.
13. 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.
14. 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 ~~below~~ are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. ~~Five~~A minimum of five (5) years ~~of cumulative experience~~ as a ~~City of Duluth Firefighter, Fire Equipment Operator, or Fire Captain~~career firefighter.
2. License Requirements
 - A. ~~Possession~~Current certification at the level of a ~~Emergency Medical Technician or higher with the National Registry of Emergency Medical Technicians.~~
 - B. Obtain and maintain Minnesota Class "D" driver's ~~Fire Service Certification Board~~ certifications (or equivalent) in the following disciplines within one (1) year of promotion to the position:
 - 1) Fire Investigator
 - 2) Fire Inspector I
 - A.C. Possess and maintain a valid driver's license ~~or privilege at the time of appointment and thereafter.~~
3. Knowledge Requirements
 - A. Knowledge of fire prevention and building safety principles, rules, codes, regulations, and ordinances.
 - B. Knowledge of all pertinent national, state, and local codes, statutes, ordinances, and laws.
 - C. Knowledge of the City of Duluth Fire Department's policies and procedures.
 - D. Knowledge of ~~the properties and reactions of common and uncommon chemicals and products~~problem-solving and conflict-resolution techniques.
 - E. Knowledge of applicable safety requirements.
 - F. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. Skill in communicating on a one-to-one basis or with groups for the purpose of obtaining or providing information.
 - B. Skill in reading and interpreting plans, blueprints, and complex technical and legal materials.
 - C. Skill in investigating ~~fire scenes~~ and analyzing the findings of an investigation.
 - ~~D. Skill in supervising assigned personnel.~~
 - 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 fire, construction, and building hazards.
 - B. Ability to assist in planning and ~~directing~~presenting a program of public education concerning fire prevention, building safety, or community risk reduction.
 - C. Ability to investigate fires for origin, cause, and circumstance.
 - ~~C.D.~~ Ability to analyze investigative findings, and prepare reports and recommendations.

~~D. Ability to work effectively with co-workers, administrators, employees, media representatives, and the general public.~~

~~6. Physical Ability Requirements~~

- ~~A.E.~~ Ability to perform all tasks which require use of a self-contained breathing apparatus, as recommended by ANSI Z88.5-1981 and required by OSHA 1910.134.
- ~~B.F.~~ Ability to physically perform all duties ~~that~~which may be assigned during emergencies, as required by OSHA 1910.156.
- ~~C.~~ ~~Ability to lift and carry items weighing up to 50 pounds, such as debris from a fire scene.~~
- 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.
- ~~D.M.~~ Ability to attend work ~~on a regular basis as directed~~as scheduled and/or required.

~~7.6. Other Requirements~~

- A. Must pass periodic physical and medical examinations to verify the continued ability to ~~physically~~ perform all duties that may be assigned during ~~emergencies, including tasks requiring the use of a self-contained breathing apparatus~~crisis and threatening situations.
- B. Must not use, by ~~smoking, ingestion, or otherwise,~~any method any tobacco ~~products or similar product.~~
- C. Must, within six months of appointment, reside within 25 miles of Headquarters Fire ~~Hall~~Station or at a location from which they can respond by vehicle to ~~Headquarter~~Headquarters Fire ~~Hall~~Station within 30 minutes of being notified, given normal driving conditions.

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 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: HDHR: <u>CK</u>	Union: Fire	EEOC: Professionals	CSB: 11/17/2015 _____	Class No: 3209
WC: 7706	Pay: 230 _____	EEOF: Fire Protection	CC: 12/07/2015 _____	Resolution: 15-0805R _____



Human Resources

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DATE: November 1, 2022
TO: Civil Service Board
FROM: Chris Kohel
Human Resources Generalist
SUBJECT: Revised Job Classification of GIS Specialist

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF GIS SPECIALIST.

Background Information/Summary of Job

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 Geographic Information Systems (GIS) Specialist was last revised in April 2002. The purpose of this position is to design, install, administer, and optimize the City's GIS software and related components to achieve high levels of performance and security while delivering optimal GIS solutions. This involves maintaining the stability of the GIS environment through end user training, technical support and maintenance.

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

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 GIS Specialist.

GIS Specialist

SUMMARY/PURPOSE

To design, install, administer, and optimize the City's Geographic Information System (GIS) software and related components to achieve high levels of performance and security while delivering optimal GIS solutions. This involves maintaining the stability of the GIS environment through end user training, technical support, and maintenance.

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. Assist in the development of long-term strategies and planning for the GIS environment, upgrades, data integrity methodology, database development, and maintenance, as well as editing tools required to support those strategies while incorporating future growth.
2. Perform complex GIS analysis using tabular and spatial data.
3. Incorporate various formats of tabular and spatial data into the GIS database.
4. Develop automated editing tools to enhance GIS data updating, analysis, and retrieval procedures, while ensuring data integrity.
5. Plan and implement GIS server upgrades, maintenance fixes, and vendor-supplied patches.
6. Assist with the development of GIS standards and procedures.
7. Plan, assign, and review GIS projects and oversight of GIS project work performed by various City department staff to ensure efficient operations and that data integrity is maintained.
8. Provide GIS guidance, assistance, and training to all departments within the City of Duluth and act as a liaison to other departments, staff, and outside agencies in the area of GIS data availability and use.
9. Manage end user GIS accounts, permissions, and access rights in accordance with best practices regarding privacy, security, and regulatory compliance.
10. Conduct research on emerging products, services, protocols, and standards in support of GIS software procurement and development efforts, evaluate and recommend products/services for purchase.
11. Assist in overseeing the system security, data integrity, and operational efficiencies of the overall GIS foundation and data layers.
12. Participate in the planning and implication of procedures to ensure the GIS system maintenance is consistent with the City's goals, industry best practices, and regulatory requirements.
13. Coordinate and perform GIS functions and programs for the City.
14. 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.
15. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
16. Provide training on new or modified procedures and policies to all affected parties.
17. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
18. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
19. 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.
20. 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. Graduation from an accredited technical school in the field of Geographic Information Systems (GIS), Geography, Surveying, Cartography, Computer Science, or a related professional field of study with coursework in mapping, surveying, computer science, and spatial analysis, and five (5) years of full-time related professional experience; OR a Bachelor's Degree in GIS, Geography, Surveying, Cartography, Computer Science, or a related professional field of study with coursework in mapping, surveying, computer science, and spatial analysis, and three (3) years of full-time, related professional experience; OR a minimum of seven (7) years of related education and/or full-time, verifiable professional experience in GIS.

2. License Requirements

- A. No specific licenses required.

3. Knowledge Requirements

- A. Extensive knowledge of computerized mapping technology and software as it relates to GIS database management and GIS analysis and digital map production, including the ESRI Enterprise suite of applications.
- B. Knowledge of database management (MS SQL preferred), software programming (Python, Arcade, VB Script preferred), and network management as it relates to GIS.
- C. Knowledge in the use of various computer peripherals, including data acquisition and output devices such as printers, scanners, plotters, GPS equipment, etc.
- D. Knowledge of surveying techniques and methods (experience interpreting legal descriptions preferred).
- E. Knowledge of complex mathematics as it applies to GIS.
- 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. Skill in overseeing personnel assigned to GIS staff and GIS project work performed by various City department staff.
- B. Skill in using various computer peripherals such as printers, scanners, plotters, GPS equipment, etc.
- C. Skill in preparing written materials such as procedures, policies, plans, and recommendations.
- 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 and the time of others.
- F. Skill in completing assignments accurately and with attention to detail.
- G. Skill in mediation and dispute resolution.
- H. 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 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.
- B. Ability to communicate and interact effectively with members of the public.
- C. Ability to communicate effectively both orally and in writing.
- D. Ability to recognize, analyze, and solve a variety of problems.
- E. Ability to organize and prioritize work while meeting multiple deadlines.
- F. Ability to handle difficult and stressful situations with professional composure.

- G. Ability to work successfully as a member of a team and independently with minimal supervision.
- H. Ability to train and lead others.
- I. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- J. Ability to enforce safety rules and regulations.
- K. Ability to maintain confidential information.
- L. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- M. 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: CK	Union: Basic	EEOC: Professionals	CSB:	Class No: 3213
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:

~~GEOGRAPHIC INFORMATION SYSTEMS (GIS) SPECIALIST~~

GIS Specialist

SUMMARY/PURPOSE

~~—To provide technical support~~ design, install, administer, and maintain ~~optimize the functions of the City of Duluth's~~ City's Geographic Information System (GIS) ~~operations~~ software and related components to achieve high levels of performance and security while delivering optimal GIS solutions. This involves maintaining the stability of the GIS environment through end user training, technical support, and maintenance.

Functional areas:

1. 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. Assist in the development of long-term strategies and planning for the GIS environment, upgrades, data integrity methodology, database development, and maintenance, as well as editing tools required to support those strategies while incorporating future growth.
2. Perform complex GIS analysis using tabular and spatial data.
3. * A. Incorporate various formats of tabular and spatial data into the GIS database.
4. * B. Develop automated editing tools to enhance GIS data updating, analysis, and retrieval procedures, while ensuring data integrity.
 - ~~* C. Verify data integrity of new~~ Plan and ~~existing~~ implement GIS data.
 - ~~* D. Ensure data integrity of relational databases containing GIS data.~~
5. * E. Assist in the ~~server upgrades, maintenance, installation fixes, and upgrading of GIS hardware and software~~ vendor-supplied patches.
6. F. Assist with the development of GIS standards and procedures.
 - ~~* G. Provide GIS assistance and training to City of Duluth staff.~~
7. * H. Plan, assign, and review GIS projects and ~~operations of assigned staff~~ oversight of GIS project work performed by various City department staff to ensure efficient operations and that data integrity is maintained.
8. * I. ~~Act~~ Provide GIS guidance, assistance, and training to all departments within the City of Duluth and act as a liaison to other departments, staff, and outside agencies in the area of GIS data availability and use.
 - ~~J. Perform related duties as assigned.~~

~~2. When assigned, organize and direct the activities of personnel.~~

- ~~* A. Determine priorities, assign work to personnel, and coordinate schedules to ensure completion of work.~~
- ~~* B. Assist in the hire, transfer, suspension or discharge of assigned personnel.~~
- ~~* C. Establish work standards and evaluate the work of employees.~~

- * ~~D. Monitor work sites to ensure compliance with established methods, guidelines, and procedures.~~
- * ~~E. Train personnel in correct and safe operating procedures.~~
- * ~~F. Recommend adjustments or other actions in employee grievances.~~
- * ~~G. Disseminate instructions to employees through bulletins and other communications.~~
- 9. Manage end user GIS accounts, permissions, and access rights in accordance with best practices regarding privacy, security, and regulatory compliance.
- 10. Conduct research on emerging products, services, protocols, and standards in support of GIS software procurement and development efforts, evaluate and recommend products/services for purchase.
- 11. Assist in overseeing the system security, data integrity, and operational efficiencies of the overall GIS foundation and data layers.
- 12. Participate in the planning and implication of procedures to ensure the GIS system maintenance is consistent with the City's goals, industry best practices, and regulatory requirements.
- 13. Coordinate and perform GIS functions and programs for the City.
- 14. 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.
- 15. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
- 16. Provide training on new or modified procedures and policies to all affected parties.
- 17. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
- 18. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
- 19. 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.
- 20. 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 a Bachelor's Degree in Graduation from an accredited technical school in the field of Geographic Information Systems (GIS), Geography, Surveying, Cartography, Computer Science, or a related professional field of study with ~~course work~~ coursework in mapping, surveying, computer science, and spatial analysis, AND and five (5) years of full-time related professional experience; OR a Bachelor's Degree in GIS, Geography, Surveying, Cartography, Computer Science, or a related professional field of study with coursework in mapping, surveying, computer science, and spatial analysis, and three (3) years of full-time, related professional experience; OR a minimum of ~~three years of GIS work experience (experience with ESRI products preferred), OR five years of seven (7) years of related education and/or full-time, verifiable work~~ professional experience ~~at a journey level~~ in GIS technician position, OR equivalent combination of verifiable education and experience which demonstrates possession of the knowledge, skills and abilities listed below.~~

2. License Requirements

- A. No specific licenses required.

3. Knowledge Requirements:

- A. ~~H—A.~~ Extensive knowledge of computerized mapping technology and software as it relates to GIS database management and GIS analysis and digital map production, including the ESRI Enterprise suite of applications.
- B. ~~H—B.~~ Knowledge of database management, (MS SQL preferred), software programming (Python, Arcade, VB Script preferred), and network management. ~~as it relates to GIS.~~
- ~~H—C.~~ Knowledge of various computer programming languages (C++, Visual Basic, Arc Macro Language) and operating systems (various versions of Windows, Linux, Unix).
- C. ~~H—D.~~ Knowledge in the use of various computer peripherals ~~and,~~ including data acquisition and output devices such as printers, scanners, plotters, ~~digitizers,~~ GPS equipment, etc.
- D. ~~H—E.~~ Knowledge of surveying techniques and methods. (experience interpreting legal descriptions preferred).
- E. ~~H—F.~~ Knowledge of complex mathematics as it applies to GIS ~~including Algebra, Geometry and Trigonometry.~~
- 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. ~~H—A.~~ Skill in ~~supervising~~overseeing personnel assigned to GIS staff. and GIS project work performed by various City department staff.
- B. ~~H—B.~~ Skill in using various computer peripherals such as printers, scanners, plotters, ~~digitizers,~~ GPS equipment, etc.
- ~~H—C.~~ Skill in ~~effectively communicating and maintaining working relationships with employees of the City of Duluth, other agencies and the general public.~~
- C. ~~D.~~ Skill in preparing written materials such as procedures, policies, plans, and recommendations.
- 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 and the time of others.
- F. Skill in completing assignments accurately and with attention to detail.
- G. Skill in mediation and dispute resolution. [KC1]
- H. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements:

- ~~H—A.~~ Ability to research, analyze and solve problems.
- A. ~~H—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.
- B. Ability to communicate on a one-to-one basis and before groups for the purpose of obtaining and providing information and interact effectively with members of the public.
- C. ~~H—C.~~ Ability to understand and carry out written and verbal instructions communicate effectively both orally and in writing.

- D. ~~H—D.~~ Ability to occasionally lift objects up to 50 pounds recognize, analyze, and solve a variety of problems.
- E. ~~H—E.~~ Ability to occasionally bend, kneel, stoop, crouch or crawl organize and prioritize work while installing hardware and software meeting multiple deadlines.
- F. ~~H—F.~~ Ability to handle difficult and stressful situations with professional composure.
- G. Ability to work at successfully as a computer for extended periods ~~member of a team and independently with minimal supervision.~~
- H. ~~H—G.~~ Ability to train and lead others.
- I. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- J. Ability to enforce safety rules and regulations.
- K. Ability to maintain confidential information.
- L. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- M. Ability to attend work ~~on a regular basis~~ as scheduled and/or required.

* ~~Essential functions of the job~~

H ~~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: CTCK	Union: Basic	EEOC: Professionals	CSB: 20011204 _____	Class No: 3213
WC: 8810	Pay: 133A-136E! _____	EEOF: Admin/Finance	CC: 20020422 _____	Resolution: 02-0248R _____



Human Resources

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DATE: November 1, 2022
TO: Civil Service Board
FROM: Chris Kohel
Human Resources Generalist
SUBJECT: Revised Job Classification of Payroll Administrator

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF PAYROLL ADMINISTRATOR.

Background Information/Summary of Job

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 Payroll Administrator was last revised in December 2010. The purpose of this position is to administer all aspects of the City's payroll activities, ensuring employees are paid accurately and on time.

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

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 Payroll Administrator.

Payroll Administrator

SUMMARY/PURPOSE

To administer all aspects of the City's payroll activities, ensuring employees are paid accurately and on time.

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. Prepare timely and accurate payroll information, and maintain all related employee payroll files.
2. Audit, balance, and correct payroll documents, payroll time records, and related reports.
3. Gather, analyze, and interpret data to create accurate payroll-related reports.
4. Maintain awareness of changes in federal and state tax laws and other regulations affecting payroll operations to ensure compliance.
5. Participate in development and implementation of procedural changes to comply with federal and state laws and regulations, union contracts, and other policies, to include design and implementation of payroll system conversions and upgrades.
6. Oversee the issuance of all W-2 forms and quarterly tax filings (federal, state, and unemployment) ensuring information reported on these forms is accurate compared to federal and state reports.
7. Assist with researching information, and compiling and maintaining data required for the development of management proposals during contract negotiations, and analyze the effect of recommended contract proposals.
8. Provide input into the creation of payroll policies and procedures.
9. Respond to requests for payroll-related information from supervisors, managers, employees, etc.
10. Train staff who will act as back-ups in cases of extended absence.
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. Coordinate and perform payroll functions and programs for the City.
15. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
16. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
17. 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.
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. Bachelor's Degree in Accounting or a related professional field, and three (3) years of full-time, related payroll and benefits administration professional experience; OR a minimum of seven (7) years of related education and/or full-time applicable experience.

2. License Requirements

- A. No specific licenses required.

3. Knowledge Requirements

- A. Comprehensive knowledge of human resources policies and procedures relating to salary and benefit administration.
- B. Thorough knowledge of local, state, and federal laws and regulations relating to payroll processing and transactions.
- C. General knowledge of basic accounting principles and practices.
- D. General knowledge of job-related software applications including spreadsheet and word processing.
- E. Thorough knowledge of the terms and conditions of the collective bargaining agreements.
- F. General knowledge of City policies and procedures impacting payroll operations.
- 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.
- J. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- K. Knowledge of effective leadership and personnel practices.

4. Skill Requirements

- A. Skill in performing complex calculations.
- B. Skill in processing payroll.
- C. Skill in generating payroll reports.
- D. Skill in computer applications including HRIS, spreadsheet, and word processing.
- E. Skill in customer service.
- F. 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.
- G. Skill in managing one's own time and the time of others.
- H. Skill in completing assignments accurately and with attention to detail.
- I. 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 effectively and thoroughly research, analyze, and organize detailed, complex, and confidential information.
- B. Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division quickly and accurately; and ability to develop formulas to carry out payroll functions.
- C. Ability to identify and use appropriate data and calculation methods necessary to complete complex payroll and transaction records.
- 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 recognize, analyze, and solve a variety of problems.
- H. Ability to organize and prioritize work while meeting multiple deadlines.
- I. Ability to handle difficult and stressful situations with professional composure.
- J. Ability to work successfully as a member of a team and independently with minimal supervision.
- K. Ability to train and lead others.
- L. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- M. Ability to enforce safety rules and regulations.
- N. Ability to maintain confidential information.
- O. Ability to demonstrate dependability, responsibility, and consistency in job performance.

P. 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: CK	Union: Confidential	EEOC: Professionals	CSB:	Class No: 1736
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:

~~PAYROLL ADMINISTRATOR~~

Payroll Administrator

SUMMARY/PURPOSE: ~~Coordinate~~

To administer all City aspects of the City's payroll activities, ensuring employees are paid accurately and on time.

FUNCTIONAL AREAS: ~~Under direction of the Auditor:~~

~~1. Manage processing of time keeping and payroll administration for employee groups.~~

A. 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. Prepare timely and accurate payroll information, and maintain all related employee payroll files.
- *2. ~~B.~~ Audit, balance, and correct payroll documents, payroll time records, and related reports.
- *3. ~~C.~~ Gather, analyze, and interpret data to create accurate payroll-related reports.
- * ~~D. Maintain payroll registers and employee payroll files.~~
- *4. ~~E.~~ Maintain awareness of changes in federal and state tax laws and other regulations affecting payroll operations to ensure compliance.
- *5. ~~F.~~ Participate in development and implementation of procedural changes to comply with federal and state laws and regulations, union contracts, and other policies, to include design and implementation of payroll system conversions and upgrades.
- * ~~G. Participate in design and implementation of payroll system conversions and upgrades.~~
- *6. ~~H.~~ Participate in or oversee Oversee the issuance of all W-2 forms and ensure that quarterly tax filings (federal, state, and unemployment) ensuring information reported on these forms is accurate compared to federal and state reports.

~~2. Supervise work of assigned personnel.~~

- * ~~A. Determine priorities and assign work to assigned personnel.~~
- * ~~B. Establish work standards and participate in performance evaluations of assigned personnel.~~
- * ~~C. Assist with the hire, transfer, suspension or discharge of assigned personnel.~~
- * ~~D. Monitor work site to ensure compliance with established methods, guidelines, and procedures.~~
- * ~~E. Train assigned personnel.~~
- * ~~F. Participate in recommendation of adjustments or other actions in employee grievances.~~
- * ~~G. Disseminate information to assigned personnel.~~

~~3. Perform related duties.~~

- * ~~A.~~ Assist with researching information, and compile compiling and maintain maintaining data required for the development of management ~~positions~~ proposals during contract negotiations.
- *7. ~~B.~~ Analyze, and analyze the effect of recommended contract proposals ~~and provide feedback regarding feasibility and/or issues.~~
- *8. ~~C.~~ Provide input into the creation of payroll policies and procedures.

- *9. ~~D.~~—Respond to requests for payroll-related information from supervisors, managers, employees, etc.
- ~~E. Perform related tasks as assigned.~~

- 10. —Train staff who will act as back-ups in cases of extended absence.
- 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. Coordinate and perform payroll functions and programs for the City.
- 15. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
- 16. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
- 17. 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.
- 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 four-year degree~~ Bachelor's Degree in ~~accounting~~ Accounting or a related, ~~plus~~ professional field, and three (3) years of ~~comprehensive~~ full-time, related payroll and benefits administration professional experience; ~~or five~~ OR a minimum of seven (7) years of ~~direct payroll management~~ related education and/or full-time applicable experience.

2. License Requirements

- A. No specific licenses required.

3. Knowledge Requirements

- ❖ ~~A. A. Knowledge~~ Comprehensive knowledge of human ~~resource~~ resources policies and procedures relating to salary and benefit administration.
- ❖ ~~B. B. Knowledge~~ Thorough knowledge of local, state, and federal laws and regulations relating to payroll processing and transactions.
- ❖ ~~C. C. Knowledge~~ General knowledge of basic accounting principles and practices.
- ❖ ~~D. D. Knowledge~~ General knowledge of job-related software applications including spreadsheet and word processing.
- ❖ ~~E. E. Knowledge~~ Thorough knowledge of the terms and conditions of the collective bargaining agreements.
- ❖ ~~F. F. Knowledge~~ General knowledge of ~~city~~ City policies and procedures impacting payroll operations.
- 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.
- J. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- K. Knowledge of effective leadership and personnel practices.

4. Skill Requirements

- ❖ ~~A. A.~~ Skill in performing complex calculations.

- ❖ ~~B. B.~~ Skill in processing payroll.
- ❖ ~~C. C.~~ Skill in generating payroll reports.
- ❖ ~~D. D.~~ Skill in computer applications including HRIS, spreadsheet, and word processing.
- E. Skill in customer service.
- F. 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.
- G. Skill in managing one's own time and the time of others.
- H. Skill in completing assignments accurately and with attention to detail.
- I. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- ❖ ~~A. A.~~ Ability to effectively and thoroughly research, analyze, and organize detailed, complex, and confidential information.
- ❖ ~~B. B.~~ Ability to communicate effectively, both orally and in writing.
- ❖ ~~C. C.~~ Ability to read, understand and interpret law, ordinances, policies, procedures and other written materials.
- ❖ ~~B. D.~~ Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division quickly and accurately; and ability to develop formulas to carry out payroll functions.
- ❖ ~~C. E.~~ Ability to identify and use appropriate data and calculation methods necessary to complete complex payroll and transaction records.
- ❖ ~~F. F.~~ Ability to train payroll personnel and to provide work direction.
- ❖ ~~G. G.~~ Ability to meet stringent deadlines and to prioritize work.
- D. ~~H. 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 supervisors, co-workers, other city departments.
- ❖ ~~E. E.~~ Ability to communicate and outside agencies interact effectively with members of the public.

Physical Requirements

- F. ~~A. A.~~ Ability to sit for long periods communicate effectively both orally and in writing.
- ❖ ~~G. G.~~ Ability to recognize, analyze, and solve a variety of time working at a computer problems.
- H. ~~B. B.~~ Ability to organize and prioritize work while meeting multiple deadlines.
- I. Ability to handle difficult and stressful situations with professional composure.
- J. Ability to work successfully as a member of a team and independently with minimal supervision.
- K. Ability to train and lead others.
- L. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- M. Ability to enforce safety rules and regulations.
- N. Ability to maintain confidential information.
- O. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- P. Ability to attend work as scheduled and/or required.

Physical lift and carry 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 weighing up to 10 pounds.—such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

*—Essential functions of the position

❖—Job requirements necessary the first day of employment

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: JACK	Union: Confidential	EEOC: Professionals	CSB: 20101005 _____	Class No: 1736
WC: 8810	Pay: 40A _____	EEOF: Admin/Finance	CC: 20101206 _____	Resolution: 40-0604R _____