

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILPITAS AMENDING RESOLUTION 1626, THE CLASSIFICATION PLAN**

**WHEREAS**, the City of Milpitas has a Classification Plan adopted as Resolution No. 1626 on December 17, 1968, which has been amended from time to time, and which is in accordance with the Personnel Rules and Regulations of the City of Milpitas (Resolution No. 792 as amended); and

**WHEREAS**, amendments to the Classification Plan are necessary to account for changes within the organization, transfer of duties, new job responsibilities, and adjustments to salary ranges.

**NOW THEREFORE**, the City Council of the City of Milpitas hereby finds, determines and resolves as follows:

1. The City Council has considered the full record before it, which may include but is not limited to such things as the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to it. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.
2. Resolution No. 1626, as amended, is hereby further amended to:
  - A. Establish the new classification titled "Economic Development Director" within the City Manager's Department with a salary range of \$ 136,000 - \$ 190,400.
  - B. Approve and adopt the job description for the classification of "Economic Development Director" as provided in **Exhibit A**, attached hereto.
  - C. Establish the new classification titled "Deputy Public Works Director" within the Public Works Department with a salary range of \$ 135,000 - \$ 189,000.
  - D. Approve and adopt the job description for the classification of "Deputy Public Works Director" as provided in **Exhibit B**, attached hereto.
  - E. Establish the new classification titled "Director of Recreation and Community Services" within the Recreation Department with a salary range of \$ 138,784 - \$ 194,661 per year.
  - F. Approve and adopt the job description for the classification of "Director of Recreation and Community Services" as provided in **Exhibit C**, attached hereto.
  - G. Delete the classifications of "Economic Development Manager" and "Recreation Services Manager" from the Classification Plan.

Passed and adopted this \_\_\_\_\_, day of \_\_\_\_\_, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

ATTEST:

APPROVED:

\_\_\_\_\_  
Mary Lavelle, City Clerk

\_\_\_\_\_  
Jose S. Esteves, Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
Christopher J. Diaz, City Attorney

**EXHIBIT A**

**Economic Development Director Job Description**



## **ECONOMIC DEVELOPMENT DIRECTOR**

### **City of Milpitas**

Effective: 11/2016  
EEOC: Administration  
FLSA: Exempt  
Unit: Unrepresented  
Physical: 1

### **DEFINITION**

The Economic Development Director is a management and leadership position under general direction, plans, organizes, directs, and coordinates all economic development programs affecting the City of Milpitas. Coordinates revitalization activities with other divisions and departments to enhance the City's overall economic health, revenue stream, and long-term success. Evaluates and assess the local and regional economy and the economic trends; develops programs to attract new businesses to the City and retain existing businesses; develops and implements an economic strategy that will become an integral part of the City organization and provides highly-responsible assistance to the City Manager.

### **DISTINGUISHING CHARACTERISTICS**

The Director of the Economic Development is a department head classification appointed by and reporting directly to the City Manager. The Economic Development Director serves as a member of the Executive Management Team and is responsible for the planning, administration, and operation of the Economic Development Division within the City Manager's Office. The Economic Development Director has management responsibilities over the program and support staff.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

- Directs and implements division goals, objectives, policies and procedures.
- Directs the development, implementation and evaluation of economic development program goals, objectives, policies, priorities, and procedures.
- Directs, oversees, coordinates, reviews, and participates in the City's economic development activities including business development and retention, economic development, revitalization, land-use, mixed-use development, marketing and branding, and real estate economics.
- May appoint personnel; coordinate staff training; conduct performance evaluation; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Economic Development Division.
- Directs, oversees, and participates in the development of the economic development work plan; assigns work activities, projects and programs; monitors work flow; and reviews and evaluates work products; methods, and procedures of assigned staff or of professional development consultants, e.g. , attorneys, appraisers, brokers, ad corporate real estate specialists.

- Prepares and analyzes economic data/reports to determine economic feasibility or potential of specific development, or land use proposals.
- Coordinates with other agencies and organizations on regional economic development activities, and implements plans to attract businesses.
- Prepares an economic development operating budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, contract services, and supplies, and administers approved budget.
- Develops and implements strategies to assist with business growth and expansion; responds to inquiries concerning industrial and commercial development opportunities.
- Develops and implements a marketing program; prepares and maintains an economic development webpage featuring demographic, market and vacant land database, related GIS land use data; Coordinates the development of marketing materials and directs special events for the business community.
- Represents the City and maintains liaisons for economic development activities with outside agencies including Chamber of Commerce, private corporations, regional agencies, organizations, real estate, development, and commercial brokers, and other interested parties.
- Advises the City Manager on economic development activities, including business assistance, land use, business attraction and retention, employment generation and retention policies, commercial project development and neighborhood commercial revitalization.
- Prepares or cause to be prepared public information materials concerning development activities and projects; and maintains positive press relations.
- Provides or coordinates staff or Citywide training on economic development programs, development process, and activities.
- Prepares comprehensive written reports and verbal presentations for consideration and action of the City Council, other departments, City Boards and commissions as well as to other public agencies or interested parties.
- Represents the division and the City Manager's Office to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares grants, awards, proposals related to economic development programs.
- Monitors and serves as staff liaison to local workforce development service provider.
- Serves as the staff liaison to Economic Development Commission.
- Performs related duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- Pertinent local, state, and federal laws, rules, regulations and procedures related to economic development.
- Public Administration, organization, budget, and personnel management principles
- Principles, practices and issues of local land use planning, asset management, economic development, marketing and branding, and real estate economics.

- Principles and practices of policy development and implementation, business outreach, report writing.
- Statistics and business mathematics applicable to economic analysis and principles, economic and market forces and indicators, budgetary methods and procedures, and economic performance measures.
- Principles and practices of public information, marketing, branding, and promotional techniques used in the economic development area.

**Ability to:**

- Plan, organize, direct and implement a comprehensive economic/job development program including a proactive outreach and communication program which projects a positive image of the City.
- Organize work, set priorities and exercise sound independent judgment within established guidelines, including using creative ways to solve issues. Interpret and explain division policies and procedures, conduct and apply complex rules and regulations, laws and ordinances pertaining to economic analysis.
- Establish and maintain effective working relationships in a highly visible position with elected officials, department managers, business leaders, financial institutions, and diverse business groups.
- Negotiate and manage professional consulting service agreements.
- Communicate clearly and concisely, both verbally and in writing, fundamental technical economic development information to the elected officials, department managers, business communities and the general public.
- Establish and maintain a positive customer service attitude and effective working relationship with internal and external customers contacted in the course of work.
- Develop and maintain an operating budget.

**EXPERIENCE AND EDUCATION**

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

**Experience:**

Five years of progressive economic development experience with a track record of developing and implementing business attraction and retention programs; real estate development; commercial property brokerage /management; and marketing and branding, and planning.

**Education:**

A Bachelor's degree from an accredited college or university with major course work in Public Administration, Urban Planning, Business Administration or a related field. A Master's degree is desirable.

**LICENSE AND CERTIFICATES**

Possession of, or ability to obtain and maintain a valid Class C California Driver's License

**SPECIAL REQUIREMENTS:**

*Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment; ability to attend night (evening) or early morning meetings; ability to travel to various locations within and outside the City of Milpitas.

Approved by:

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City Manager

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Date

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Human Resources Director

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Date

**EXHIBIT B**

**Deputy Public Works Director Job Description**



## **DEPUTY PUBLIC WORKS DIRECTOR**

### **City of Milpitas**

Effective: 11/2016  
EEOC: Administration  
FLSA: Exempt  
Unit: Unrepresented  
Physical: 1

### **DEFINITION**

The Deputy Public Works Director will plan, direct, supervise, and coordinate the activities of one or more of the following divisions/functions within the public works department: general administration services, regulatory compliance, engineering, contract administration and/or operations. The Deputy Director will work collaboratively within the City and with other local, state, and federal agencies.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Public Works Director.

Exercises supervision over management/supervisory, professional, office administrative, technical, part-time and operations staff.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

- Manage, oversee, review and participate in the divisions/functions activities such as administrative services, regulatory compliance, engineering, contract administration and/or operations
- Assist with the development and implementation of department goals, objectives, policies and procedures
- Develop and oversee assigned budget; project and forecast funding needed for staffing, equipment, materials and supplies; monitor approved budget, recommend adjustments
- Research and prepare a variety of highly technical and administrative reports; prepare reports to present at City Council and commissions
- Administer contracts, direct and coordinate the work of professional consultants and contractors
- Supervise, train, evaluate, and coach assigned staff
- Respond to inquiries and complaints from the public and regulatory agencies
- Conduct internal audits and identify potential areas of compliance vulnerability, risk, and develop alternative action plans
- Evaluate operations and maintenance, recommend and implement efficiency and productivity improvements
- Utilize continuous improvement tools like benchmarking, and establish key process measures that meet the organization's needs
- Ensure that performance standards and records management requirements are met to achieve outcomes and expectations

- Manage complex projects that further the long term objectives of the department and the City by identifying which quality standards are relevant to the project and determine how to satisfy them, evaluate overall project performance on a regular basis
- Represent the Public Works Department or City of Milpitas to outside agencies and organizations; participate in community and professional groups and committees; act as a technical and professional resource providing support and assistance reflective of the City's concerns and interests
- Evaluate operations and business practices for opportunities to minimize pollution and ensure regulatory compliance
- Participate in long-range and strategic planning for the Public Works Department
- Organize, direct, plan, implement, and coordinate a comprehensive environmental program
- Perform legislative review and advocacy activities on various environmental and compliance issues as assigned; analyze impacts, prepare position statements and/or back-up documentation, and make recommendations upon request
- Develop and maintain programs and procedures necessary to be in compliance with Federal, State and local environmental, health and safety laws, regulations and permits
- Perform related duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of policy development and implementation
- Principles and practices of public administration and local government operations related to public works and utility operations
- Principles of organization, administration, budget, financial and personnel management
- Project Management systems, purchasing procedures and inventory techniques, public contracting code
- Principles and procedures of emergency response preparedness, utility and infrastructure emergency response and procedures
- Principles and application of best management practices, benchmarking, performance measures and customer service programs
- Federal, State and local laws, regulations, codes, and policies affecting area of responsibility and also including workplace safety and environmental programs
- Principles and practices of contract proposal, preparation, negotiation and administration
- Basic budget development and administration
- Environmental, planning, and political issues that impact environmental issues
- Public relations, advertising and promotional approaches to gain program support and compliance

### **Ability to:**

- Plan, communicate, delegate and monitor a variety of concurrent projects
- Prepare, maintain and interpret records and reports
- Properly interpret and make decisions in accordance with laws, rules and policies
- Work effectively under pressure and meet deadlines with consistent interruptions

- Understand, interpret, and explain a variety of highly technical and specialized compliance laws, regulations, and guidelines
- Conduct research, gather and analyze data, evaluate alternatives and make logical recommendations
- Interpret and apply policies, procedures, laws and regulations
- Select, supervise, motivate, train and evaluate personnel
- Establish, maintain and foster positive and harmonious working relationships with those supervised and contracted in the course of work, including a variety of officials, contractors, the public, and staff
- Represent the City in meetings with the public, media, government agencies and industry groups, which includes making public presentations
- Develop, analyze, interpret, and explain compliance policies and procedures
- Analyze problems, identify alternative solutions, project consequences of actions and implement recommendations that support departmental goals
- Communicate effectively and tactfully, orally and in writing
- Provide outstanding customer service to the public, regulatory agencies and City staff
- Travel to various locations throughout the Bay Area and California
- Observe safety principles and work in a safe manner
- Operate standard office equipment

## **EXPERIENCE AND EDUCATION**

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

### **Experience:**

- Five (5) years of increasingly responsible experience in public works, civil engineering, and/or operations within a public/private agency.
- Two (2) years of management experience in public works, civil engineering and/or operations within a public/private agency

### **Education:**

- Bachelor's degree from an accredited college or university with major course work in Public Administration, Civil Engineering, Environmental Studies or a related field is required. A Master's degree is desirable.

## **LICENSE AND CERTIFICATES**

- Possession of an appropriate, valid California Driver's License
- Professional License in engineering is desirable when overseeing engineering staff

## **SPECIAL REQUIREMENTS:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, reach, kneel, bend, squat and stoop in the performance of daily activities; repetitive hand movements and fine motor coordination is required when using a computer keyboard; near vision is required when writing reports and other documents, and far

vision is required when out in the field; ability to attend night (evening) meetings; ability to travel to various locations within and outside the City of Milpitas; occasionally works in outside weather conditions; occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals; occasionally lift, carry and push office supplies weighing up to 25 pounds; exposure to the outdoors, noise, fumes, dust, wastewater and effluents, allergens and air contaminants.

Approved by:

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City Manager

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Date

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Human Resources Director

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Date

**EXHIBIT C**

**Director of Recreation and Community Services Job Description**



## **DIRECTOR OF RECREATION & COMMUNITY SERVICES**

### **City of Milpitas**

Effective: 11/2016  
EEOC: Administration  
FLSA: Exempt  
Unit: Unrepresented  
Physical: 1

### **DEFINITION**

The Director of Recreation and Community Services will manage, direct, supervise, and coordinate various recreation programs and special events for the City of Milpitas including the programming of parks and related facilities; plan, direct, and supervise the work of full- and part-time staff; manage the Department Budget; provide staff support to City Commissions and Committees; facilitate use of all City athletic resources to community sports organizations; coordinate assigned activities with other City Departments, outside organizations, and the general public; direct and supervise citywide marketing and graphic projects; provide highly responsible and complex administrative support to the City Manager

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager.

Exercises direct supervision over supervisory, professional, office administrative, and part-time staff.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

- Organize, direct, and coordinate a comprehensive Recreation and Community Services program including, but not limited to: recreation, senior and youth group programs, community center, and City events.
- Establish the mission of the Recreation and Community Services Department to respond to needs of the community.
- Recommend development of park and recreation areas and facilities.
- Studies and makes recommendations to the City Manager and/or City Council regarding activities of the department.
- Participate in the negotiation, development, planning, design and implementation of related City Capital Improvement Projects as well as capital improvements to existing facilities.
- Continuously monitor and evaluate the efficiency and effectiveness of Recreation and Community Services Department methods, procedures and programs; assess and monitor workload; identify and implement opportunities for improvement; review with City Manager where appropriate.
- Facilitate use of all City athletic resources to community sports organizations; supervise operations of all City athletic facilities.

- Provide staff support to the City's Parks, Recreation and Cultural Resources Commission.
- Provide staff support to the City Council's Facilities, Streets and Parks Naming Subcommittee.
- Provide administrative assistance to the City Manager and the City Council.
- Make presentations at City Council, Commission meetings, and other public meetings as required; represent the City and Department on internal and external committees.
- Prepare a variety of complex analytical and statistical reports and presentations.
- Coordinate Departmental activities with other City departments.
- Respond to and resolve sensitive and difficult public inquiries and complaints.
- Develop, negotiate, and supervise joint use agreements with Milpitas Unified School District; monitor for compliance.
- Supervise, promote, implement, and evaluate various recreational programs for children and adults, including but not limited to, the annual 4<sup>th</sup> of July Fireworks Display, softball and basketball leagues, summer camp programs, afterschool programs, seniors, and specialized events and programs.
- Develop, prepare, and administer Department budget, including preparing cost estimates and justifications for budget recommendations, researching and recommending Capital Improvement Projects, and monitoring and controlling expenditures.
- Obtain and manage grant funding to enhance department programs and assist in departmental program funding.
- Develop and implement Department policies, procedures, and fee schedules; evaluate equity and adequacy of policy and fee schedules on an on-going basis; make revision recommendations as needed.
- Work closely with school district regarding joint-use and capital improvements of facilities.
- Maintain close contact with school officials and community groups regarding program offering and coordination of services.
- Promote and publicize recreation programs and activities; prepare and coordinate the development of program and event publicity, including flyers, brochures, news releases, etc.
- Review and approve manuals, reports, flyers, press releases, etc., produced by subordinate staff.
- Respond to complex citizen inquiries and complaints.
- Prepare and maintain records evaluation reports on new and on-going program offering.
- Recruit, select, train, motivate, schedule, supervise, and evaluate full-time, part-time, and volunteer staff; provide staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern principles of park planning and design.
- Modern principles and methods for developing and implementing a wide.

- Trends in recreation and community services administration.
- Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities.
- Principles of human resource management, supervision, training, and performance evaluation.
- Recreational, social, and cultural needs of the community.
- Principles of facility supervision, facilitation, and maintenance.
- City government and citizen advisory boards and commissions.
- Good computer skills.

**Ability to:**

- Plan, organize, direct, and review the activities of a large City department.
- Manage, direct and coordinate the work of professional, clerical, and part-time staff.
- Select, supervise, train and evaluate staff.
- Provide administrative support and professional leadership and direction of the Recreation and Community Services Department.
- Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- Interpret and apply Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities.
- Analyze problems; identify feasible solutions; project consequences of proposed actions and implement recommendations in support of goals.
- Establish and maintain effective working relationships with staff, volunteers, City Council, Commissions and Committees, community organizations, individual citizens, governmental agencies, contractors, consultants, and vendors.
- Make effective presentations before City staff and the public.
- Communicate effectively, orally and in writing.
- Plan, develop, direct, and evaluate comprehensive recreation programs and services for the Community.
- Assess and monitor community needs; identify opportunities for improving service delivery methods and procedures for development and implementations of new program areas.
- Set priorities and meet deadlines.
- Maintain administrative systems for facility and program scheduling, calendaring, and order functions.
- Develop, analyze, interpret, and explain Department policies and procedures.
- Participate in long-range and strategic planning.
- Work effectively under pressure and deadlines with consistent interruptions.
- Communicate clearly, concisely, and effectively, both orally and in writing.

**EXPERIENCE AND EDUCATION**

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

Experience:

- Five (5) years of increasingly responsible experience in the administration of community recreational programming and social and cultural programs and services, including at least three years of management/administrative experience.

Education:

- Bachelor's degree from an accredited college or university with major course work in recreation, public administration, physical education, or a related field is required. A Master's degree is preferred.

**LICENSE AND CERTIFICATES**

- Possession of, or ability to obtain and maintain an appropriate, valid California Driver's License with an acceptable driving record.
- CPR and First Aid certificates.

**SPECIAL REQUIREMENTS:**

*Essential duties require the following physical abilities and work environment:*

Ability to walk, sit, talk, and hear; occasionally use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; occasionally required to climb, balance, stoop, kneel, crouch, or crawl; occasionally lift and/or move up to 50 pounds; close vision, color vision, and the ability to adjust focus; ability to attend night (evening) meetings; ability to travel to various locations within and outside the City of Milpitas; occasionally works in outside weather conditions; occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals; noise level in the work environment is usually quiet while in the office and moderately loud when in the field.

Approved by:

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date

