

# CITY OF MERCED

*"Gateway to Yosemite"*



**Jack Lesch, Chairperson**

**Board Members:**

**Fred Buckingham, Yolanda Chavez,**

**Helen Flores, Terri Lucas**

## **WELCOME TO YOUR PERSONNEL BOARD**

### **AGENDA**

March 12, 2018

**DENEEN L. PROCTOR, DIRECTOR OF  
SUPPORT SERVICES**

Regular Session 4:00 PM, Council Chambers

### **COUNCIL CHAMBERS**

678 West 18<sup>TH</sup> Street

Merced, California

([www.cityofmerced.org](http://www.cityofmerced.org))

COPIES OF THE STAFF REPORTS OR OTHER WRITTEN DOCUMENTATION RELATING TO EACH ITEM OF BUSINESS REFERRED TO ON THE AGENDA ARE ON FILE IN THE PERSONNEL OFFICE. ANY PERSON WHO HAS QUESTIONS CONCERNING ANY AGENDA ITEM MAY CALL THE PERSONNEL OFFICE AT 209-385-6837 TO MAKE INQUIRY REGARDING THE NATURE OF THE ITEM DESCRIBED ON THE AGENDA.

Assisted Hearing Devices Available for Hearing Impaired

THE PUBLIC HAS THE OPPORTUNITY TO ASK QUESTIONS OR COMMENT AT THE TIME SPECIFIC AGENDA ITEMS ARE CONSIDERED. NORMALLY, EACH AGENDA ITEM WILL HAVE A STAFF PRESENTATION, FOLLOWED BY COMMENTS OR QUESTIONS BY BOARD MEMBERS. AFTER ANY PUBLIC INPUT, THE BOARD MAY HAVE FURTHER DISCUSSION BEFORE TAKING ACTION OR MOVING TO THE NEXT AGENDA ITEM.

- A. **CALL TO ORDER** (4:00 PM, City Council Chambers, 2<sup>nd</sup> Floor, Civic Center)
- B. **ROLL CALL**
- C. **ORAL COMMUNICATIONS**

AT THIS TIME, AUDIENCE MEMBERS WHO WISH TO SPEAK ON ANY MATTER NOT LISTED ON THE AGENDA MAY DO SO. PLEASE COME TO THE PODIUM TO YOUR RIGHT, USE THE MICROPHONE, STATE YOUR NAME AND CITY OF RESIDENCE. THE BOARD WILL NOT TAKE ACTION ON THE ITEM THAT IS BROUGHT TO THEIR ATTENTION THIS EVENING. IF IT REQUIRES ACTION, IT WILL BE REFERRED TO STAFF AND/OR LISTED ON THE NEXT BOARD AGENDA. **PLEASE BE BRIEF AND TO THE POINT. AVOID REPEATING WHAT PREVIOUS SPEAKERS HAVE SAID. IF TWO OR MORE INDIVIDUALS ARE HERE AS A GROUP AND WISH TO SPEAK ON ONE SIDE OF AN ISSUE, PLEASE SELECT A SINGLE SPOKESPERSON TO PRESENT YOUR VIEWS.**

- D. **CONSENT CALENDAR**

**All matters listed under the Consent Calendar are considered routine and will be adopted by one action of the Board unless a member of the audience wishes to comment or a Board Member has a question or wishes to make a statement or discuss an item. In that event, the Secretary will remove that item from the Consent Calendar and place it for separate consideration.**

**1. EMPLOYMENT ELIGIBILITY LIST  
(LESS THAN 3 NAMES)**

FABRICATION TECHNICIAN/STOREKEEPER

**2. EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS  
(INFORMATION ONLY)**

ACCOUNTANT III  
PARK WORKER I/II  
WWTP MAINTENANCE ELECTRICIAN/MECHANIC

**3. PERSONNEL BOARD MINUTES OF**

FEBRUARY 12, 2018

*RECOMMENDATION: Approve and file.*

**E. REPORTS**

**MONTHLY REPORT – FEBRUARY 2018**

**F. BUSINESS**

**SCHEDULE DATES FOR PERSONNEL BOARD HEARING  
2018-1**

**G. ADJOURNMENT**

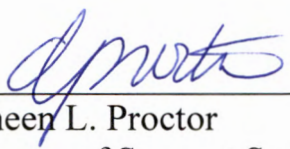
**INFORMATION FOR INDIVIDUALS WITH DISABILITIES: -  
Accommodation for individuals with disabilities may be arranged by  
contacting the Personnel Office at 209-388-7100.**

CITY OF MERCED  
EMPLOYMENT LIST

FABRICATION TECHNICIAN/STOREKEEPER

The following persons have competed in a competitive examination and have qualified for placement in the following numerical order:

1. Richard Carmo
2. Matthew Houck



---

Deneen L. Proctor  
Director of Support Services

---

Jack Lesch  
Chairperson

---

Date



**CITY OF MERCED**  
invites applications for the position of:

## **Accountant III**

**SALARY:** \$34.41 - \$41.82 Hourly  
\$2,752.80 - \$3,345.60 Biweekly  
\$5,964.40 - \$7,248.80 Monthly  
\$71,572.80 - \$86,985.60 Annually

**OPENING DATE:** 01/19/18

**CLOSING DATE:** 02/16/18 11:59 PM

### **DESCRIPTION:**

#### **DEFINITION**

Under general direction, to supervise, direct, and coordinate the work of assigned City finance and finance support staff; to exercise day-to-day responsibility for investments and grants; to perform a variety of the more accounting, fiscal analysis, and auditing in the preparation, maintenance, and analysis of City fiscal records and financial transactions; to prepare and maintain a variety of complex financial statements and reports; and revenue collection; and to do related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey, full supervisory level in the professional Accountant class series. Incumbents supervise assigned accounting and fiscal support and perform a variety of the more complex fiscal, accounting, and auditing work, such as investments. This class is distinguished from Accountant II by being assigned full supervisory responsibility for designated staff.

#### **REPORTS TO**

Deputy Finance Officer or Finance Officer.

#### **CLASSIFICATIONS SUPERVISED**

Incumbents exercise supervisory authority for assigned Accountants, or fiscal support staff.

#### **EXAMPLES OF DUTIES:**

Plans, assigns, and oversees the work of designated staff; provides training and work evaluations; has responsibility for investments and grant administration; performs periodic internal audits of accounts payable and payroll; performs a variety of complex professional accounting work in the establishment and maintenance of City fiscal records; maintains a variety of ledgers and journals; reviews fiscal records to ensure proper disbursement of funds; maintains and balances revenue information; prepares information for outside fiscal

audits; prepares a variety of financial reports and statements; assists with the development and control of City budget information; may oversee and coordinate City payroll functions; performs special financial analysis assignments; may coordinate balancing of City cash accounts with the banks; may coordinate posting of journal entries; reconciles problem accounts; may be assigned to review contract fiscal administration; serves as a liaison with other government agencies, auditors, and the public; provides first line contact with contract auditors, preparing and providing documentation for the annual audit; reviews and ensures proper control of budget expenditures for assigned City Departments; performs verification of draft financial audit reports; performs adjusting entries after verification, as requested in audit reports; reconciles, maintains, and processes payments for City debt service; reviews payroll transactions for accuracy and correct posting of expenditures; verifies and corrects budgeted amounts for Capital Improvement Projects; provides other City staff with a variety of information regarding fiscal processes and procedures.

### **TYPICAL QUALIFICATIONS:**

#### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

#### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with other staff.

#### **DESIRABLE QUALIFICATIONS**

##### **Knowledge of:**

General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.

Government cost accounting and budgeting.

Public agency investment practices and legal requirements.

Auditing theory, principles, and techniques and their application to government finance.

Principles of account classification.

Budget development and control.

Computerized spreadsheet, database, and word processing software.

Principles of supervision, training, and employee evaluation.

##### **Ability to:**

Provide supervision, training, and work evaluations for assigned staff.

Exercise day-to-day responsibility for investments and the fiscal administration of grants.

Perform a variety of complex accounting and financial transaction work.

Work with and utilize the City's computerized financial management, payroll, and utility billing systems in performing a variety of fiscal work.

Proficiently use a variety of computerized spreadsheet, database, and word processing software.

Analyze and evaluate financial information, researching and gathering appropriate information to resolve problems.  
Monitor and update fiscal records.  
Prepare a variety of financial reports and statements.  
Gather, organize, analyze, and present a variety of information.  
Make mathematical calculations quickly and accurately.  
Effectively represent the City and City Finance Department in contacts with the public, other City staff, and other government agencies.  
Establish and maintain cooperative working relationships.

## **SUPPLEMENTAL INFORMATION:**

### **TRAINING AND EXPERIENCE**

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

Successful completion of a Bachelor's degree in Accounting or Business Administration or closely related field from an accredited college or university and three years of professional accounting experience, at least two of which must have been with a government agency and one year of experience as a functional supervisor.

---

Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://cityofmerced.org>

Position #581  
ACCOUNTANT III  
SF

678 W 18th Street  
Merced, CA 95348  
209-385-6822

[personnel@cityofmerced.org](mailto:personnel@cityofmerced.org)

---



**CITY OF MERCED**  
invites applications for the position of:

## **Park Worker I/II**

**SALARY:** \$17.16 - \$20.85 Hourly  
\$1,372.80 - \$1,668.00 Biweekly  
\$2,974.40 - \$3,614.00 Monthly  
\$35,692.80 - \$43,368.00 Annually

**OPENING DATE:** 01/29/18

**CLOSING DATE:** 02/19/18 11:59 PM

**DESCRIPTION:**

**DEFINITION**

Under supervision, ensures enjoyable experience for park visitors and recreational facility users by providing clean, well-maintained, and attractive parks and facilities and information and park and recreation facilities and services.

**EXAMPLES OF DUTIES:**

*(The following is used as a partial description and is not restrictive as to duties required.)*

Maintains hazard-free, attractive park and recreational facility by:

Mowing, watering, and shaping lawns and shrubs.

Planting, watering, cultivating, weeding, pruning, and fertilizing trees, shrubbery, flowers, and lawns at City parks and recreational facilities.

Emptying trash receptacles, mopping, sweeping, and raking park sites as needed.

Performing semi-skilled plumbing, carpentry, painting, and mechanical maintenance of recreation equipment and facilities.

Maintaining and repairing playground equipment.

Hauling debris from park sites to landfill area.

Installing and replacing bullards and fences.

Assembling tables, benches, and bleachers.

Rototilling, grading, and smoothing infields at ball diamonds.

Maintaining tennis courts, including replacing of nets and lights.



Installing, maintaining, and repairing sprinkler systems in City parks.

Performing related work as required.

### **TYPICAL QUALIFICATIONS:**

#### **Knowledge of:**

Methods, materials, and equipment used in the care of maintenance of parks, grounds, and recreation facilities.

Safety precautions associated with grounds maintenance tool and equipment usage.

#### **Ability to:**

Understand and follow oral and written instructions.

Perform physical work requiring manual labor and dexterity.

Establish and maintain effective work relationships with co-workers and the general public.

Safely operate mowers, rototillers, edgers, and other grounds equipment and vehicles.

Work under adverse climatic conditions.

#### **Minimum Qualifications**

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. Normally, these would be acquired by completion of one (1) year of experience in the care and maintenance of parks and recreation facilities; or an equivalent combination of education and experience.

#### **Necessary Special Requirements**

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

---

#### Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://cityofmerced.org>

Position #750  
PARK WORKER I/II  
MH

678 W 18th Street  
Merced, CA 95348  
209-385-6822

[personnel@cityofmerced.org](mailto:personnel@cityofmerced.org)

---



**CITY OF MERCED**  
invites applications for the position of:

## **WWTP Maintenance Electrician/Mechanic**

**SALARY:** \$26.82 - \$32.60 Hourly  
\$2,145.69 - \$2,608.10 Biweekly  
\$4,648.99 - \$5,650.88 Monthly  
\$55,787.88 - \$67,810.56 Annually

**OPENING DATE:** 01/29/18

**CLOSING DATE:** 02/27/18 11:59 PM

### **DESCRIPTION:**

#### **DEFINITION**

Under general supervision, to perform a variety of skilled work in the installation, and repair of electrical systems and wastewater plant mechanical equipment. Able to perform skilled electrical work in the installation, maintenance, overhaul, repair, and testing of power generating and distribution equipment, rotating equipment and their associated digital and analog controls including micro-processor based controls, devices and systems; utility protective relays and controls; communications and signaling systems; standby and emergency power sources, and other electrical equipment found in wastewater collection and treatment facilities. Able to perform a variety of skilled inspections, diagnostics, maintenance and repair, on wastewater treatment plant mechanical equipment and systems, including pumps, lift stations, mechanical work as required. Provide mechanical support to plant mechanics and operations personnel as needed.

#### **DISTINGUISHING CHARACTERISTICS**

This is a single-position classification. Incumbents perform skilled work to install and/or repair the electrical systems and mechanical equipment at the Wastewater Treatment Plant.

#### **REPORTS TO**

Wastewater Treatment Plant Supervisor, Manager, or designee.

#### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory classification.

### **EXAMPLES OF DUTIES:**

*(The following is used as a partial description and is not restrictive as to duties required.)*

- Performs major/ minor repairs on electrical and mechanical equipment at the Wastewater Treatment Plant and lift stations;
- Plans and installs electrical conduit such as electrical metallic tubing (EMT), Rigid, and PVC Coated, adhering to National Electrical Code (NEC) standards, as it applies to project design;

- Troubleshoot, repair, replace, and maintain, electrical parts and components, electric motors, generators, circuit breakers, transformers, switchgear, and motor control panels;
- Perform as project lead in the installation, maintenance and repair of electrical systems and equipment;
- Order electrical parts and components, maintains inventory of requisite parts and supplies;
- Reads blueprints, schematics, wiring diagrams, applicable to equipment O & M manuals and equipment design;
- Understand and use mechanical drawings, O & M manuals for troubleshooting and diagnosing both mechanical and process issues;
- Inspects, locates, and diagnoses mechanical defects on City wastewater treatment facilities, equipment, and systems, including offsite lift station pumps and associated equipment;
- Repairs and replaces motors and pumps, including bearings, valves, seals and sleeves;
- Maintains records of repairs and maintenance of work performed;
- Performs preventive maintenance on electrical and mechanical equipment;

May perform other related duties as required

## **TYPICAL QUALIFICATIONS:**

### **TYPICAL QUALIFICATIONS**

#### **Typical Physical Requirements**

Occasionally sits; frequently stand, walk, stoop, kneel and crouch; normal manual dexterity and hand-eye coordination; ability to lift and move objects weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication, write clearly.

#### **Typical Working Conditions**

Work is performed in both indoors and outdoors environment at the Wastewater Treatment Plant and Lift Stations; in varying temperatures, humidity, and weather conditions; exposure to hazardous materials, smoke, gases and fumes; exposure to hazards such as moving machine parts and electrical current; continuous contact with other staff. Work in wet and confined spaces. May be required to work nights and/or weekends.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Knowledge of the principles, techniques, tools and equipment used in major and minor electrical repair work.
- Operation and maintenance requirements of the wastewater treatment plant and lift station equipment; basic electronic circuitry.
- Safety precautions related to working with electrical equipment.
- **Ability to:**
- Ability to diagnose and locate electrical problems and determine effective courses of action for proper repair;

- Make skilled repairs to electrical equipment;
  - Read and follow electrical plans and specifications;
  - Understand and follow oral and written instructions;
  - Ability to maintain records of repairs and maintenance of work performed;
  - Use and operate tools and equipment used in major and minor electrical work.
  - Read and interpret plant schematics and shop repair manuals.
  - Estimate time and materials for repair jobs.
  - Apply technical knowledge of mechanical and electrical trades work.
  - Principles and methods of gas and electrical welding.
  - Ability or trainability in the operation of support equipment such as a forklift, backhoe, or crane.
- **Training and Experience**

Graduation from high school or GED equivalent and two (2) years of experience in a related field or industry.

Education and experience equivalent to an Associate's degree in electrical technology and/or completion of a recognized electrical apprenticeship program or closely related trade; or an equivalent combination of education and experience.

### **Special Requirements**

Possession of a valid Class C California driver License.

Possession of or ability to obtain a California DMV Class B License.

Supply own hand tools.

In order to attain a Step 5 merit increase incumbent must obtain a California Water Environment Association (CWEA) Electrical and Instrumentation Grade II certificate and a CWEA Plant Mechanic I certificate.

Local electrical codes and related ordinances and regulations.

---

#### Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://cityofmerced.org>

Position #761  
WWTP MAINTENANCE ELECTRICIAN/MECHANIC  
MH

678 W 18th Street  
Merced, CA 95348  
209-385-6822

[personnel@cityofmerced.org](mailto:personnel@cityofmerced.org)

---

**CITY OF MERCED  
PERSONNEL BOARD**

FEBRUARY 2018

The Personnel Board of the City of Merced met in regular session FEBRUARY 12, 2018 in the City Council Chambers of the Civic Center, Merced, California. The meeting was called to order at 4:00 p.m.

**ROLL CALL**

Board Members Present:                    Jack Lesch, Chairperson  
Fred Buckingham, Vice Chairperson  
Helen Flores

Board Members Absent:                    Yolanda Chavez  
Terri Lucas

**ORAL COMMUNICATIONS**

There were no oral communications

**CEREMONIAL MATTER**

There were no ceremonial matters

**CONSENT CALENDAR**

M/S BUCKINGHAM/FLORES TO ADOPT A MOTION TO APPROVE AND FILE CONSENT CALENDAR

Roll call vote was as follows:

AYES: BOARD MEMBERS:            LESCH, BUCKINGHAM, FLORES

ABSTAIN: BOARD MEMBER:    NONE

ABSENT: BOARD MEMBERS:    CHAVEZ, LUCAS

**REPORTS**

M/S FLORES/BUCKINGHAM TO ADOPT A MOTION TO APROVE AND FILE REPORTS

Roll call vote was as follows:

AYES: BOARD MEMBERS: LESCH, BUCKINGHAM, LUCAS

ABSTAIN: BOARD MEMBERS: NONE

ABSENT: BOARD MEMBERS: CHAVEZ, LUCAS

## **ADJOURNMENT**

There being no further business, Chairperson Lesch adjourned the meeting at 4:08 p.m.

# Support Services'

## Monthly Report Attachment

February 2018

### Personnel:

Recruitment(s)	
Accountant III	23
Park Worker I/II	144
WWTP Maintenance Electrician/Mechanic	31
New Hire(s) (Regular)	4
New Hire(s) (Temporary)	2
Separations	3
Retired	0
Layoffs	0
Full Time	436
Temporary	65
Total	501

CORRECTED

CITY OF MERCED  
INTER-OFFICE MEMORANDUM

TO: PERSONNEL BOARD      DATE: MARCH 8, 2018  
FROM: DENEEN PROCTOR, DIRECTOR OF SUPPORT SERVICES  
SUBJECT: APPEAL OF DISCIPLINE OF CITY EMPLOYEE

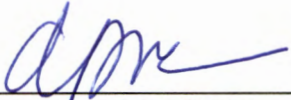
---

Please bring your calendars and review the below dates for your availability for a Personnel Board Hearing for an appeal of discipline.

May 9, 16, 23, 24:      9:00 to 4:30

May 10 and 11:      9:00 to 2:00

I have placed the matter on your March 12, 2018 Agenda for the purpose of setting a date for the hearing. If you have any questions, please contact me personally at 385-4780.



---

DENEEN L. PROCTOR  
DIRECTOR OF SUPPORT SERVICES