



TO: Mayor and Councilmembers

FROM: Kristine Schmidt, Assistant City Manager

CONTACT: Todd Mitchell, HR/Risk Manager

SUBJECT: Amendment to the City of Goleta Schedule of Authorized Positions and Salary Schedule and Classification Plan for Fiscal Year 2021/22 and FY 2022/23

RECOMMENDATIONS:

Adopt Resolution No. 22-__ entitled, "A Resolution of the City Council of the City of Goleta, California, Amending the City of Goleta Schedule of Authorized Positions and the City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2021/22 and FY 2022/23, to Update the Classification Specification for Parks and Recreation Manager and Modify the Range Assignment from Grade 113 to Grade 114, Update the Title of the Classification Specification for Deputy Public Works Director to "Assistant Public Works Director," and Add the Classification Specification of "Recreation Supervisor" at Grade 109 effective March 5, 2022."

BACKGROUND:

On June 15, 2021, the City Council adopted Resolution No. 21-31 which approved the City of Goleta's Schedule of Authorized Positions and the City's Salary Schedule and Classification Plan for Fiscal Year 2021/22 and FY 2022/23. The Salary Schedule and Classification Plan is part of the Two-Year Budget Plan that was also adopted on that date for FY 2021/22 and FY 2022/23. The Salary Schedule and Classification Plan for the current Fiscal Year has been amended by Council three times since adoption: first On July 20, 2021, to reflect a departmental reorganization, then on November 16, 2021, to update engineering classifications, and then on December 7, 2021, to implement the requirements of new labor agreements.

On February 24, 2022, the City Council approved a draft Management Plan to assume direct management of the Goleta Community Center effective July 1, 2022. Further changes to the Schedule of Authorized Positions and the City's Salary Schedule and Classification Plan are recommended as a result.

DISCUSSION:

The Neighborhood Services Department, with the support of the City Manager, wishes to make certain classification changes to better support the workload in the department, consistent with the Goleta Community Center Management Plan.

The first recommendation is to update the Classification Specification for Parks and Recreation Manager and modify the range assignment from Grade 113 to Grade 114, as this position will assume management oversight responsibility for the operation of the facility and all Goleta Community Center staff. This will result in an annual salary and benefit cost increase of \$14,780 (9%) for that position. Staff recommends that this change be made effective retroactive to March 5, 2022, since the Parks and Recreation Manager has already begun taking on additional duties and responsibilities related to preparing for management oversight of the GCC, in addition to their regular duties and responsibilities, as of that date.

Concurrently, staff wish to add the new Classification Specification for Recreation Supervisor at Grade 109 to provide direct supervision of day-to-day operations at the Center. This will result in an annual salary and benefit cost of \$120,592 for the position. Staff is planning to recruit for this position with an anticipated start date in July 2022.

Finally, staff recommends that the title of the Classification Specification for Deputy Public Works Director be changed to Assistant Public Works Director to better reflect the naming convention now widely used in the public sector.

FISCAL IMPACTS:

The annualized cost of the change to the Parks and Recreation Manager position is \$14,780. There will be a Fiscal Year 2022-23 budget impact of approximately \$3,979, which will be absorbed in the Neighborhood Services Budget through other budget savings. Since the Recreation Supervisor is not proposed to be budgeted and hired until Fiscal Year, 2022-23, there is no fiscal impact in the current budget year. The estimated cost for the position in Fiscal Year 2022-23 will be \$120,592, which will be included in the proposed FY 2022-23 Budget. The title change to the Assistant Public Works Director will have no fiscal impact.


ALTERNATIVES:

Council could decline to proceed with the changes or request additional information from staff.

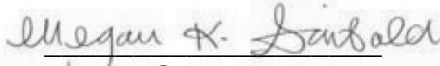
Reviewed By:

Legal Review By:

Approved By:



Kristine Schmidt
Assistant City Manager



Megan Garibaldi
City Attorney



Michelle Greene
City Manager

Attachment 1:

1. Resolution No. 22-__ entitled, "A Resolution of the City Council of the City of Goleta, California, Amending the City of Goleta Schedule of Authorized Positions and the City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2021/22 and FY 2022/23, to Update the Classification Specification for Parks and Recreation Manager and Modify the Range Assignment from Grade 113 to Grade 114, Update the Title of the Classification Specification for Deputy Public Works Director to "Assistant Public Works Director," and Add the Classification Specification of "Recreation Supervisor" at Grade 109 effective March 5, 2022

ATTACHMENT 1:

Resolution No. 22-__ entitled, "A Resolution of the City Council of the City of Goleta, California, Amending the City of Goleta Schedule of Authorized Positions and the City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2021/22 and FY 2022/23, to Update the Classification Specification for Parks and Recreation Manager and Modify the Range Assignment from Grade 113 to Grade 114, Update the Title of the Classification Specification for Deputy Public Works Director to "Assistant Public Works Director," and Add the Classification Specification of "Recreation Supervisor" at Grade 109 effective March 5, 2022

RESOLUTION NO. 22-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLETA, CALIFORNIA, AMENDING THE CITY OF GOLETA SCHEDULE OF AUTHORIZED POSITIONS AND THE CITY OF GOLETA SALARY SCHEDULE AND CLASSIFICATION PLAN FOR FISCAL YEAR 2021/22 AND FY 2022/23, TO UPDATE THE CLASSIFICATION SPECIFICATION FOR PARKS AND RECREATION MANAGER AND MODIFY THE RANGE ASSIGNMENT FROM GRADE 113 TO GRADE 114, UPDATE THE TITLE OF THE CLASSIFICATION SPECIFICATION FOR DEPUTY PUBLIC WORKS DIRECTOR TO “ASSISTANT PUBLIC WORKS DIRECTOR,” AND ADD THE CLASSIFICATION SPECIFICATION AND POSITION OF “RECREATION SUPERVISOR” AT GRADE 109 EFFECTIVE MARCH 5, 2022.

WHEREAS, the Section 2.1 of the City of Goleta Personnel Rules specifies that the Personnel Officer shall recommend and maintain a classification/compensation plan for all positions in the City service; and

WHEREAS, the City Manager recommended appropriations for the City of Goleta Operating and CIP Budget for Fiscal Year 2021/22 and Fiscal Year 2022/23, which included a schedule of authorized positions, personnel classifications, and compensation ranges; and

WHEREAS, on June 15, 2021, the City Council adopted said recommended authorized positions and appropriations for the City of Goleta Operating and CIP Budget for Fiscal Year 2021/22 and Fiscal Year 2022/23; and

WHEREAS, on July 20, 2021, November 16, 2021, and December 7, 2021, the City Council amended said recommended authorized positions and appropriations for the City of Goleta Operating and CIP Budget for Fiscal Year 2021/22 and Fiscal Year 2022/23; and

WHEREAS, the City Council wishes to further amend the City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2021/22 and 2022/23 to reflect certain organizational changes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOLETA AS FOLLOWS:

SECTION 1.

The City of Goleta Salary Schedule and Classification Plan included herein as Exhibit A and Exhibit B, respectively, for Fiscal Year 2021/22 and Fiscal Year 2022/23 is amended to update the Classification Specification for Parks and Recreation Manager and modify the range assignment from Grade 113 to Grade 114, update the title of the Classification Specification for Deputy Public Works Director to “Assistant Public Works Director,” and add the Classification Specification of “Recreation Supervisor” at Grade 109

and is hereby approved and adopted to supersede any prior Salary Schedule and Classification Plan effective March 5, 2022.

SECTION 2.

The City of Goleta Schedule of Authorized Positions for Fiscal Year 2021/22 and Fiscal Year 2022/23 included herein as Exhibit C is amended to modify the range assignment of the Parks and Recreation Manager from Grade 113 to Grade 114, update the title of the Deputy Public Works Director position to "Assistant Public Works Director," and add the position of "Recreation Supervisor" at Grade 109 and is hereby approved and adopted to supersede any prior schedule of authorized positions effective March 5, 2022.

SECTION 3.

The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED, AND ADOPTED this 3rd day of May 2022.

PAULA PEROTTE, MAYOR

ATTEST:

APPROVED AS TO FORM:

DEBORAH S. LOPEZ
CITY CLERK

MEGAN GARIBALDI
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA) ss.
CITY OF GOLETA)

I, DEBORAH S. LOPEZ, City Clerk of the City of Goleta, California, DO
HEREBY CERTIFY that the foregoing Resolution No. 22-____ was duly adopted by
the City Council of the City of Goleta at a regular meeting held on the 3rd day of
May 2022, by the following roll call vote of the City Council:

AYES: COUNCILMEMBERS

NOES: COUNCILMEMBERS

ABSENT: COUNCILMEMBERS

(SEAL)

DEBORAH S. LOPEZ
CITY CLERK

**CITY OF GOLETA, CALIFORNIA
SALARY SCHEDULE FY 2021-22**

| CLASSIFICATION TITLE | GRADE NO. | CATEGORY B.U. / FLSA | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 |
|-------------------------------------|--------------|-------------------------|-----------|---------|---------|---------|---------|---------|---------|
| City Hall Receptionist | 100 | G / NE | HOURLY | 20.32 | 21.34 | 22.41 | 23.53 | 24.70 | 25.94 |
| | | | BI-WEEKLY | 1,626 | 1,707 | 1,793 | 1,882 | 1,976 | 2,075 |
| | | | MONTHLY | 3,523 | 3,699 | 3,884 | 4,078 | 4,282 | 4,496 |
| | | | ANNUAL | 42,274 | 44,387 | 46,607 | 48,937 | 51,384 | 53,953 |
| Maintenance Worker I | 101 | G / NE | HOURLY | 21.54 | 22.62 | 23.75 | 24.94 | 26.19 | 27.50 |
| Records Technician/Recording Clerk | | G / NE | BI-WEEKLY | 1,723 | 1,810 | 1,900 | 1,995 | 2,095 | 2,200 |
| Library Assistant I | | G / NE | MONTHLY | 3,734 | 3,921 | 4,117 | 4,323 | 4,539 | 4,766 |
| | | | ANNUAL | 44,810 | 47,050 | 49,403 | 51,873 | 54,467 | 57,190 |
| Maintenance Worker II | 102 | G / NE | HOURLY | 23.05 | 24.20 | 25.41 | 26.68 | 28.02 | 29.42 |
| Office Specialist | | G / NE | BI-WEEKLY | 1,844 | 1,936 | 2,033 | 2,135 | 2,242 | 2,354 |
| Library Assistant II | | G / NE | MONTHLY | 3,996 | 4,195 | 4,405 | 4,625 | 4,857 | 5,099 |
| | | | ANNUAL | 47,947 | 50,344 | 52,861 | 55,504 | 58,279 | 61,193 |
| Senior Office Specialist | 103 | G / NE | HOURLY | 24.66 | 25.90 | 27.19 | 28.55 | 29.98 | 31.48 |
| Library Technician | | G / NE | BI-WEEKLY | 1,973 | 2,072 | 2,175 | 2,284 | 2,398 | 2,518 |
| | | | MONTHLY | 4,275 | 4,489 | 4,713 | 4,949 | 5,197 | 5,456 |
| | | | ANNUAL | 51,303 | 53,868 | 56,561 | 59,389 | 62,359 | 65,477 |
| Accounting Specialist | 104 | G / NE | HOURLY | 26.64 | 27.97 | 29.37 | 30.84 | 32.38 | 34.00 |
| Permit Technician | | G / NE | BI-WEEKLY | 2,131 | 2,238 | 2,349 | 2,467 | 2,590 | 2,720 |
| Senior Library Technician | | G / E | MONTHLY | 4,617 | 4,848 | 5,091 | 5,345 | 5,612 | 5,893 |
| Facilities Maintenance Technician | | G / NE | ANNUAL | 55,407 | 58,177 | 61,086 | 64,141 | 67,348 | 70,715 |
| Administrative Assistant | 105 | G(*) / NE | HOURLY | 28.77 | 30.21 | 31.72 | 33.30 | 34.97 | 36.72 |
| Lead Maintenance Worker | | G / NE | BI-WEEKLY | 2,302 | 2,417 | 2,537 | 2,664 | 2,798 | 2,937 |
| Public Affairs Assistant | | G / NE | MONTHLY | 4,987 | 5,236 | 5,498 | 5,773 | 6,061 | 6,364 |
| Librarian I | | M / NE | ANNUAL | 59,840 | 62,832 | 65,973 | 69,272 | 72,735 | 76,372 |
| Assistant Engineering Technician | | G / NE | | | | | | | |
| Public Works Supervisor | 106 | M / NE | HOURLY | 31.07 | 32.62 | 34.26 | 35.97 | 37.77 | 39.65 |
| Librarian II | | M / NE | BI-WEEKLY | 2,486 | 2,610 | 2,740 | 2,877 | 3,021 | 3,172 |
| Associate Engineering Technician | | G / NE | MONTHLY | 5,386 | 5,655 | 5,938 | 6,234 | 6,546 | 6,874 |
| | | | ANNUAL | 64,627 | 67,858 | 71,251 | 74,814 | 78,554 | 82,482 |
| Assistant Planner | 107 | G / NE | HOURLY | 33.56 | 35.23 | 37.00 | 38.85 | 40.79 | 42.83 |
| Legal Office Assistant | | C / NE | BI-WEEKLY | 2,684 | 2,819 | 2,960 | 3,108 | 3,263 | 3,426 |
| Management Assistant | | G(*) / NE | MONTHLY | 5,816 | 6,107 | 6,413 | 6,733 | 7,070 | 7,423 |
| Senior Engineering Technician | | G / NE | ANNUAL | 69,797 | 73,287 | 76,951 | 80,799 | 84,839 | 89,081 |
| Accountant | 108 | G(*) / NE | HOURLY | 36.24 | 38.05 | 39.96 | 41.95 | 44.05 | 46.25 |
| Budget Analyst | | C / NE | BI-WEEKLY | 2,899 | 3,044 | 3,196 | 3,356 | 3,524 | 3,700 |
| Code Compliance Officer | | G / NE | MONTHLY | 6,282 | 6,596 | 6,926 | 7,272 | 7,635 | 8,017 |
| Deputy City Clerk | | M / E | ANNUAL | 75,381 | 79,150 | 83,107 | 87,263 | 91,626 | 96,207 |
| Executive Assistant | | C / E | | | | | | | |
| Public Works Inspector | | G / NE | | | | | | | |
| Assistant Engineer* | 109 | G / NE | HOURLY | 39.14 | 41.10 | 43.15 | 45.31 | 47.57 | 49.95 |
| Emergency Services Coordinator | | G / E | BI-WEEKLY | 3,131 | 3,288 | 3,452 | 3,625 | 3,806 | 3,996 |
| Human Resources Analyst | | C / E | MONTHLY | 6,784 | 7,123 | 7,480 | 7,854 | 8,246 | 8,659 |
| Human Resources Analyst/DEI Officer | | C / E | ANNUAL | 81,411 | 85,482 | 89,756 | 94,244 | 98,956 | 103,904 |
| Management Analyst | | M(*) / E | | | | | | | |
| Environmental Services Specialist | | M / NE | | | | | | | |
| Recreation Supervisor | | M / NE | | | | | | | |
| Associate Planner | 110 | G / NE | HOURLY | 42.27 | 44.38 | 46.60 | 48.93 | 51.38 | 53.95 |
| Senior Legal Analyst | | C / E | BI-WEEKLY | 3,382 | 3,551 | 3,728 | 3,915 | 4,110 | 4,316 |
| | | | MONTHLY | 7,327 | 7,693 | 8,078 | 8,482 | 8,906 | 9,351 |
| | | | ANNUAL | 87,924 | 92,320 | 96,936 | 101,783 | 106,872 | 112,216 |
| Associate Engineer** | 111 | G / NE | HOURLY | 45.65 | 47.94 | 50.33 | 52.85 | 55.49 | 58.27 |
| Supervising Librarian | | M / E | BI-WEEKLY | 3,652 | 3,835 | 4,027 | 4,228 | 4,439 | 4,661 |
| | | | MONTHLY | 7,913 | 8,309 | 8,724 | 9,160 | 9,619 | 10,099 |
| | | | ANNUAL | 94,958 | 99,706 | 104,691 | 109,926 | 115,422 | 121,193 |
| Environmental Services Coordinator | 112 | M / E | HOURLY | 49.31 | 51.77 | 54.36 | 57.08 | 59.93 | 62.93 |
| Senior Management Analyst | | C / E | BI-WEEKLY | 3,944 | 4,142 | 4,349 | 4,566 | 4,794 | 5,034 |
| Project Manager | | M / E | MONTHLY | 8,546 | 8,974 | 9,422 | 9,893 | 10,388 | 10,907 |
| Public Information Officer | | C / E | ANNUAL | 102,555 | 107,682 | 113,067 | 118,720 | 124,656 | 130,889 |
| Senior Planner | | M / E | | | | | | | |
| Sustainability Coordinator | | M / E | | | | | | | |

CITY OF GOLETA, CALIFORNIA
SALARY SCHEDULE FY 2021-22
M / E

Senior Housing Analyst

Category or Bargaining Unit

C = Confidential

G = General Unit

M = Miscellaneous Unit

M/M = Mid-Management

M/C = Conf. Management

E = Executive Management

* May be confidential, depending on assignment

Fair Labor Standards Act Classification

NE = Non Exempt from overtime

E = Exempt from overtime

| CLASSIFICATION TITLE | GRADE NO. | CATEGORY B.U./FLSA | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 |
|---|--------------|-----------------------|-----------|---------|-----------------|---------|---------|---------|---------|
| Accounting Manager | 113 | M/C / E | HOURLY | 53.74 | 56.43 | 59.25 | 62.21 | 65.32 | 68.59 |
| Community Relations Manager | | M/C / E | BI-WEEKLY | 4,299 | 4,514 | 4,740 | 4,977 | 5,226 | 5,487 |
| Economic Development Coord. | | M / E | MONTHLY | 9,315 | 9,781 | 10,270 | 10,784 | 11,323 | 11,889 |
| HR / Risk Manager | | M/C / E | ANNUAL | 111,785 | 117,374 | 123,243 | 129,405 | 135,875 | 142,669 |
| Library Services Manager | | M/M / E | | | | | | | |
| Assistant to the City Manager | | M/C / E | | | | | | | |
| Senior Engineer | | M / E | | | | | | | |
| Sustainability Manager | | M/M / E | | | | | | | |
| Deputy City Attorney | 114 | C / E | HOURLY | 58.58 | 61.51 | 64.58 | 67.81 | 71.20 | 74.76 |
| Supervising Senior Planner | | M / E | BI-WEEKLY | 4,686 | 4,921 | 5,167 | 5,425 | 5,696 | 5,981 |
| Parks and Recreation Manager | | M/M / E | MONTHLY | 10,154 | 10,661 | 11,195 | 11,754 | 12,342 | 12,959 |
| | | | ANNUAL | 121,845 | 127,937 | 134,334 | 141,051 | 148,104 | 155,509 |
| City Clerk | 115 | E - E | HOURLY | 63.85 | 67.04 | 70.40 | 73.92 | 77.61 | 81.49 |
| Planning Manager | | M/M / E | BI-WEEKLY | 5,108 | 5,364 | 5,632 | 5,913 | 6,209 | 6,519 |
| Principal Civil Engineer | | M/M / E | MONTHLY | 11,068 | 11,621 | 12,202 | 12,812 | 13,453 | 14,125 |
| Public Works Manager | | M/M / E | ANNUAL | 132,811 | 139,452 | 146,424 | 153,746 | 161,433 | 169,505 |
| Senior Project Engineer - grandfathered class | | M - E | | | | | | | |
| Principal Project Manager | | M/M / E | | | | | | | |
| Parks and Open Space Manager | | M/M / E | | | | | | | |
| Assistant Public Works Director | 116 | M/M / E | HOURLY | 69.60 | 73.08 | 76.73 | 80.57 | 84.60 | 88.83 |
| Library Director (Asst. Neighborhood Services Director) | | M/M / E | BI-WEEKLY | 5,568 | 5,846 | 6,139 | 6,445 | 6,768 | 7,106 |
| | | | MONTHLY | 12,064 | 12,667 | 13,300 | 13,965 | 14,663 | 15,397 |
| | | | ANNUAL | 144,764 | 152,003 | 159,603 | 167,583 | 175,962 | 184,760 |
| Assistant City Attorney | 117 | E / E | HOURLY | 75.86 | 79.66 | 83.64 | 87.82 | 92.21 | 96.82 |
| Finance Director | | E / E | BI-WEEKLY | 6,069 | 6,372 | 6,691 | 7,026 | 7,377 | 7,746 |
| Neighborhood Services Director | | E / E | MONTHLY | 13,149 | 13,807 | 14,497 | 15,222 | 15,983 | 16,782 |
| General Services Director | | E / E | ANNUAL | 157,793 | 165,683 | 173,967 | 182,665 | 191,798 | 201,388 |
| Public Works Director*** | 118 | E / E | HOURLY | 82.69 | 86.82 | 91.17 | 95.72 | 100.51 | 105.54 |
| Planning & Environmental Review Director ¹ | | E / E | BI-WEEKLY | 6,615 | 6,946 | 7,293 | 7,658 | 8,041 | 8,443 |
| | | | MONTHLY | 14,333 | 15,050 | 15,802 | 16,592 | 17,422 | 18,293 |
| | | | ANNUAL | 171,994 | 180,594 | 189,624 | 199,105 | 209,060 | 219,513 |
| Assistant City Manager | 119 | E / E | HOURLY | 86.82 | 91.17 | 95.72 | 100.51 | 105.54 | 110.81 |
| | | | BI-WEEKLY | 6,946 | 7,293 | 7,658 | 8,041 | 8,443 | 8,865 |
| | | | MONTHLY | 15,050 | 15,802 | 16,592 | 17,422 | 18,293 | 19,207 |
| | | | ANNUAL | 180,594 | 189,624 | 199,105 | 209,060 | 219,513 | 230,489 |
| City Manager | | | ANNUAL | 267,883 | (eff. 10/23/21) | | | | |

¹ Title Under Review

*If certified as an Engineer-in-Training (EIT) in the State of California, this position will receive a 5% pay differential at each step.

**If registered as Civil Engineer in the State of California, this position will receive a 5% pay differential at each step.

***If also serving as City Engineer, this position will receive a 5% pay differential at each step.

Category

C = Confidential

G = General Unit

M = Miscellaneous Unit

M/M = Mid-Management

M/C = Conf. Management

E = Executive Management

* May be confidential, depending on assignment

Fair Labor Standards Act Classification

NE = Non Exempt from overtime

E = Exempt from overtime

Document History: Revised January 1, 2022, November 16, 2021, July 20, 2021, January 1, 2022, July 1, 2021, February 18, 2020, January 4, 2020, December 3, 2019, July 6, 2019, January 5, 2019

**CITY OF GOLETA, CALIFORNIA
ASSISTANT PUBLIC WORKS DIRECTOR**

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

DEFINITION

Under the general direction of the Public Works Director, this position is responsible for, but not limited to, the following tasks and activities: plans, organizes, integrates and directs the activities of the Capital Projects Division and the Engineering Division within the Public Works Department; directs the review of private sector development for compliance with codes, ordinances and standards; supervises employees assigned to the Capital Projects, Solid Waste and Environmental Programs, and Engineering Divisions; represents the Department in matters relating to private development, transportation, capital projects, engineering and environmental programs; oversees the performance of complex, advanced level engineering and project management for a variety of complex transportation and/or public works projects; manages consultant contracts; interacts with other City departments, outside agencies, businesses, contractors and the public; administers outside funding sources; prepares technical reports; reviews project plans and specifications; assists with reports on engineering matters; and performs related duties as assigned.

CLASS CHARACTERISTICS

This position is at the top of the supervisory level classes in the professional engineering and project management series. Positions assigned to this class can be distinguished from lower level engineering and project management classes by performance of the most complex supervisory project management and engineering tasks requiring a high degree of knowledge related to all areas of engineering design, plan review and contract administration. Positions assigned to this class can be further distinguished by responsibility for managing and supervising employees, programs and projects, and for the performance of supervisory activities such as assigning work, preparing performance evaluations, assisting in personnel actions, and providing technical assistance and training to other professional, technical, and field staff. Incumbents assigned to this class are also expected to supervise the work of consulting staff on large and/or complex projects.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Act as the City's liaison to regional technical advisory bodies, such as the Santa Barbara Association of Governments' Technical Advisory Committee and the Multi Jurisdiction Solid Waste Task Force's Technical Advisory Committee;
2. Review draft engineering plans and reports for City Engineer approval, may act as City Engineer as needed;
3. Oversee the Public Works Department training program;
4. Supervise the Environmental Services Coordinator and assist in the implementation of the City's solid waste and storm water quality programs;
5. Remain responsible for all assigned activities while planning, directing, and supervising

department resources;

6. Provides staff support to the Public Works Director and will act as Department Director in the Director's absence;
7. Develop plans, policies, standards, and procedures;
8. Coordinate activities with other divisions, departments, state, federal and local agencies, property owners, developers, or private consultants and engineers;
9. Coordinate with other departments on development projects, capital projects, budgets, strategic planning, performance measures, special studies, master plans and fee programs;
10. Direct the preparation and administration of annual budgets; identify needs and recommend purchases for necessary supplies, materials, and rentals to accomplish department assignments;
11. Oversee the progress of multiple active projects from initial conception to completion, including preparing standards and budget, determining feasibility, assessing environmental impact, negotiating with consultants, administering contracts, ensuring federal, state, and county standards and requirements are met;
12. Oversee the maintenance and updates of the Development Impact Fee Program, including Mitigation Fee Act issues;
13. Supervise the preparation of grant applications, securing revenue from all available resources, ensures compliance with regulations related to the expenditure of state and federal funds.;
14. Supervise, hire, train, counsel, and recommend disciplinary action, and evaluate professional and technical staff;
15. Direct the review of work performed by private engineering firms under contract with the department;
16. Evaluate existing or proposed legislation as to its operational or financial effects on departmental activities;
17. Research, compile, and analyze data and written materials, and prepare technical and administrative reports;
18. Oversee the preparation of requests for proposals and contracts for professional engineering services within the division to which the position is assigned;
19. Administer professional services contracts for the design and construction of public improvements;
20. Review project plans, maps, specifications, estimates and contract documents;
21. Monitor and update project schedules;
22. Represent the Department before the City Council, Planning Commission, Board of Supervisors, Regional Water Quality Control Board, California Integrated Waste

Management Board or other governing or advisory bodies;

QUALIFICATIONS GUIDELINES**Education, Experience and Training**

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

Education:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering.

Experience:

- A minimum of ten years of experience in public works engineering and construction management, including contract administration, plan review, coordination of funding sources experience, with at least three years of lead supervisory and project management responsibility.

Knowledge and Abilities**Comprehensive Knowledge of:**

- Principles and practices of Civil Engineering;
- Pertinent Federal, State and Local laws, codes, and regulations;
- Advanced principles and practices of project management;
- Modern methods, materials and techniques used in the design and construction of a wide variety of public works and capital improvements projects;
- Principles of budget preparation and administration;
- Preparation of grant reimbursement requests, particularly state and regional transportation funding procedures;
- CEQA and NEPA environmental review processes associated with the approval of public works projects;
- Principles and practices of effective management and supervision, safe working conditions, and training;
- Computer use, including word processing, data base management, spreadsheets, graphics, GIS and computer aided drafting;
- Principles of cost estimating and contract administration.

Ability to:

- Manage and provide leadership;

- Effectively plan and direct the work of a professional and technical level staff and/or private contractors;
- Conduct comprehensive engineering studies, prepare complex reports and make recommendations on major projects;
- Analyze complex engineering problems and use sound engineering judgment in their resolution;
- Confer extensively and effectively with various governmental agencies, private consultants, land developers, other firms and the general public;
- Render decisions under controversial conditions and those involving considerable public interest based upon established policy, legal or engineering standards;
- Prepare presentations and speak to the governing or advisory bodies and the general public;
- Understand and interpret engineering construction plans, specifications and other contract documents;
- Ensure project compliance with Federal, State and local rules, laws and regulations;
- Prepare and monitor department budgets;
- Communicate effectively both verbally and in writing; understand and carry out verbal and written instructions;
- Operate and utilize computers; type and input data into computer terminal utilizing programs for word processing, data base management, spreadsheets, graphics, computer aided drafting and GIS applications;
- Operate a vehicle observing legal and defensive driving practices;
- Establish and maintain positive relationships which allow open dialogue and effective representation of any City issues with City officials, employees, regulatory agencies, businesses, contractors and the public.

Special Requirements

- Possession of a valid Class "C" California driver's license with a satisfactory driving record;
- Registration as a Civil Engineer in the State of California.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Mental function:** Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from citizens or contractors, decision making under stressful conditions, and executing assignments within established deadlines.
- **Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- **Mobility:** Incumbents must be able to stand, sit, walk, climb or balance, stoop, kneel, crouch, and crawl. Hand-eye coordination is necessary to operate computers, and various types of office equipment. Incumbents may be required to perform light lifting and carrying.
- **Vision:** Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- **Hearing:** Incumbents are required to hear in the normal audio range with or without correction.
- **Environment:** Ability to be exposed to inclement weather and conditions including cold, heat, noise, outdoors, vibrations, chemicals, mechanical and electrical hazards.
- **Other factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Date Adopted: May 19, 2015

Date Revised:

CITY OF GOLETA PARKS & RECREATION MANAGER

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

DEFINITION

Under general supervision, plans, organizes and supervises a variety of personnel, programmatic and capital park and recreational related activities and programs related to the Recreation Needs Assessment, Parks Master Plan and any other related Council approved plans and agreements; coordinates the development and implementation of park improvement projects related to playground equipment, amenities, facilities and programming; evaluates the success of existing programs, and services and creates, coordinates and / or implements new programs or services to meet community needs; coordinates programs and services with other managers, service providers, advisory groups, and community groups; serves as liaison to the Parks and Recreation Commission; provides professional management and technical support to the Neighborhood Services Department; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is a single-position class responsible for planning, developing, supervising recreation personnel and coordinating park and recreational programs, services, facilities, and special events; organizes and oversees day-to-day program, budgetary, and administrative activities for assigned programs and projects. This position is responsible for implementation and management of the Recreation Needs Assessment and Goleta Parks, Facilities and Playgrounds Master Plan, and serves as a City liaison for the Parks and Recreation Commission, providing professional-level support to the Neighborhood Services Director. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other departments.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Serve as a City liaison to the Parks and Recreation Commission and represent the department to community and professional groups and committees and provide technical assistance as necessary.
2. Research, prepare and submit administrative reports, studies and grant applications, and prepare written correspondence as needed.
3. Make oral presentations on department activities and proposed programs to City Council, Parks and Recreation Commission, various community organizations, and civic and advisory groups.

4. Manage and oversee the implementation of the Recreation Needs Assessment, Goleta Parks, Facilities and Playgrounds Master Plan and Capital Improvement Program (CIP) projects related to parks and recreation.
5. Manage contracts and operation agreements as needed. Review contracts and agreements for completeness, define measurable services, maintains valid insurance documents, and evaluates services prior to renewal.
6. Recruit, hire, train and supervise recreation support staff and volunteer personnel.
7. Monitor and keep informed of current trends in the parks and recreation field, including program development trends and best practices for potential operational improvements.
8. Oversee, coordinate, and manage recreational and community service programs and facility management and operations as assigned.
9. Responsible for development and implementation of marketing plans/materials for facility rentals at the Goleta Community Center, education programs and specialty services related to parks and recreation opportunities within the community.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

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

Education:

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in recreation, physical education, public or business administration, or a related field.

Experience:

- Five years of progressively responsible professional recreation and/or administrative experience in community services and recreational programs, including two years of supervisory experience.

Knowledge and Abilities

Knowledge of:

- Principles and practices of recreational program development; evaluation of programs, policies, and operational and service delivery needs; administration, including budgeting, purchasing, personnel management.
- Procedures for planning, implementing and maintaining a variety of recreation and leisure activities and programs through community participation.
- Knowledge of capital park development and construction as well as park and recreational facility operations, maintenance and management.

- Parks and recreation safety principles and practices.
- Recent developments, current literature, and sources of information related to park and recreational program planning and administration.
- Marketing theories, principles, and practices, and their application to a wide variety of recreation programs including developing community participation and support.
- Principles and practices of employee and volunteer supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Applicable federal, state, and local laws, codes and regulations.
- Modern office methods, practices, procedures and equipment, including computer hardware and software necessary for word processing, graphic presentation, and database management.

Ability to:

- Supervise, organize, direct, and review the work of assigned personnel; provide training and guidance to staff.
- Assist in developing and implementing goals, objectives, policies, procedures, work standards for the division and manage associated budget.
- Plan, organize, schedule, assign, review and evaluate the work of staff.
- Analyze problems, identify alternative solutions, anticipate consequences and implement recommendations in support of goals.
- Interpret and apply city policies to commission and council direction.
- Prepare clear and concise reports, correspondence, procedures and other written materials.
- Maintain accurate records and files of work performed.
- Organize work, setting priorities and meeting multiple deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Operate modern office equipment including computer equipment and software programs.
- Communicating effectively both verbally and in writing.
- Establish and maintain cooperative working relationships.

Special Requirements

- Possession of a valid Class "C" California driver's license with a satisfactory driving record.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Mental function:** Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, decision making under stressful conditions, and executing assignments within established deadlines.
- **Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- **Mobility:** Incumbents must be able to stand, sit, walk, climb or balance, stoop, kneel, crouch, and crawl. Hand-eye coordination is necessary to operate drafting instruments, survey equipment, computers, and various office equipment. Incumbents may be required to lift and/or move objects up to 50 pounds.
- **Vision:** Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Hearing:** Incumbents are required to hear in the normal audio range with or without correction.
- **Environment:** Ability to be exposed to inclement weather and conditions including cold, heat, noise, outdoors, vibrations, chemicals, mechanical and electrical hazards.
- **Other factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents will be required to travel to different sites and locations; and be available for overtime, on-call, or standby duty.

Date Adopted:

Date Revised:

CITY OF GOLETA, CALIFORNIA RECREATION SUPERVISOR

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

DEFINITION

The Recreation Supervisor in the Neighborhood Services Department will work in the Parks and Recreation Division. As part of the responsibilities of this classification, this position will be managing day to day operations of recreation facilities, tracking data collection, marketing facility services and analyzing facility activities and conditions.

CLASS CHARACTERISTICS

Incumbents in the Recreation Supervisor class perform a wide variety of difficult and complex tasks and responsibilities, which vary depending on the job assignments. Duties require the ability to perform comprehensive analysis of difficult problems, issues, and situations, choose among a number and variety of alternatives in solving problems, and make recommendations. Direction received consists of the assignment of areas of responsibility to include facilities, projects and programs undertaken within prescribed methods. Positions in this classification are expected to effectively plan, organize and promotable all aspects of the program/facility, including coordination of community resources and supervising numerous contracts, temporary and part-time personnel.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful, and to actively participate in maintaining a positive customer service environment.
2. Develops, organizes, coordinates, promotes, supervises, and reviews operations and activities in a specific program area
3. Establish guidelines and procedures for employees and program participants
4. Develop promotion and informational literature and implement marketing strategies related to specific program
5. Recruit, hire, train and evaluate program volunteers and employees
6. Evaluate and make recommendations regarding facility modifications, construction, and equipment purchase needs with respect to specific program area.
7. Monitor and inspect recreation facilities, schedule maintenance and custodial services as needed and secure facilities.

8. Research and preparation of grant and special funding applications components and reports.
9. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
10. Attend scheduled events and/or programs and assess program fulfillment of community needs.
11. Participate in the preparation and administration of the budget for recreation program section; submit budget recommendations and monitor expenditures and revenues.
12. Schedule usage of recreational facilities and outdoor areas for activities including instructional lessons, special events and outside organization use, provide information and assistance.
13. Preparation of analytical and statistical reports on consumer needs, existing operations, and activities.
14. Maintain records to include, but not limited to revenues/expenses, incident/accident reports, maintenance activity, facility inspections, regulatory agency documents, user information, etc.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of parks and recreation.
16. Perform a variety of related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

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

Education:

- Graduation from an accredited college or university with a bachelor's degree in recreation administration, business administration, or a related field.

Experience:

- Two years of responsible administrative, supervision and analytical experiences, preferably within a local government environment, in parks and recreation and/or facility management.

Knowledge and Abilities

Knowledge of:

- Philosophy, principles and techniques, operations, services and activities of parks and recreation related programs.
- Principles and practices of facility management
- Principles of recreation safety and first aid techniques

- Marketing theories, principles and practices and their application to a wide variety of recreation services.
- Principles and practices of public administration and municipal government management.
- Organization and management practices as applied to the analysis, evaluation, development and implementation of programs, policies, and procedures.
- Principles and practices of municipal government budget preparation and administration.
- Research and reporting methods, techniques, and procedures.
- Municipal programs including purchasing, human resources, risk management, finance, budgeting, and another related governmental program.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Modern office practices, methods computers and computer software including Microsoft Word and Excel.
- Safe driving principles and practices.

Ability to:

- Perform responsible and difficult administrative work involving the use of sound judgment and personal initiative.
- Perform organizational and budget analysis and present recommendations in a clear and concise manner.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Effectively administer a variety of departmental programs and administrative duties. Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Plan, organize, and execute assignments with minimal supervision and direction. Understand and carry out verbal and written instructions; express ideas clearly and concisely verbally and in writing; read, understand, and utilize data.
- Establish and maintain professional and cooperative working relationships with those contacted in the course of work.
- Use a computer and utilize software applications such as word processing, spreadsheets, database management, and graphics presentations as required by the duties of the assignment.

Special Requirements

- Possession of a valid Class "C" California driver's license and a satisfactory driving record.

WORKING CONDITIONS

The working conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Physical Conditions:

Medium Work – Lifting, carrying and/or pushing 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds.

Environmental Conditions:

Incumbents work a varied work week requiring evening, weekend, and holiday work scheduling. Essential and marginal functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; and operating motorized vehicles.

Date Adopted:

Date Revised:

**CITY OF GOLETA, CALIFORNIA
SALARY SCHEDULE FY 2022-23**

| CLASSIFICATION TITLE | GRADE NO. | CATEGORY B.U. / FLSA | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 |
|-------------------------------------|--------------|-------------------------|-----------|---------|---------|---------|---------|---------|---------|
| City Hall Receptionist | 100 | G / NE | HOURLY | 20.32 | 21.34 | 22.41 | 23.53 | 24.70 | 25.94 |
| | | | BI-WEEKLY | 1,626 | 1,707 | 1,793 | 1,882 | 1,976 | 2,075 |
| | | | MONTHLY | 3,523 | 3,699 | 3,884 | 4,078 | 4,282 | 4,496 |
| | | | ANNUAL | 42,274 | 44,387 | 46,607 | 48,937 | 51,384 | 53,953 |
| Maintenance Worker I | 101 | G / NE | HOURLY | 21.54 | 22.62 | 23.75 | 24.94 | 26.19 | 27.50 |
| Records Technician/Recording Clerk | | G / NE | BI-WEEKLY | 1,723 | 1,810 | 1,900 | 1,995 | 2,095 | 2,200 |
| Library Assistant I | | G / NE | MONTHLY | 3,734 | 3,921 | 4,117 | 4,323 | 4,539 | 4,766 |
| | | | ANNUAL | 44,810 | 47,050 | 49,403 | 51,873 | 54,467 | 57,190 |
| Maintenance Worker II | 102 | G / NE | HOURLY | 23.05 | 24.20 | 25.41 | 26.68 | 28.02 | 29.42 |
| Office Specialist | | G / NE | BI-WEEKLY | 1,844 | 1,936 | 2,033 | 2,135 | 2,242 | 2,354 |
| Library Assistant II | | G / NE | MONTHLY | 3,996 | 4,195 | 4,405 | 4,625 | 4,857 | 5,099 |
| | | | ANNUAL | 47,947 | 50,344 | 52,861 | 55,504 | 58,279 | 61,193 |
| Senior Office Specialist | 103 | G / NE | HOURLY | 24.66 | 25.90 | 27.19 | 28.55 | 29.98 | 31.48 |
| Library Technician | | G / NE | BI-WEEKLY | 1,973 | 2,072 | 2,175 | 2,284 | 2,398 | 2,518 |
| | | | MONTHLY | 4,275 | 4,489 | 4,713 | 4,949 | 5,197 | 5,456 |
| | | | ANNUAL | 51,303 | 53,868 | 56,561 | 59,389 | 62,359 | 65,477 |
| Accounting Specialist | 104 | G / NE | HOURLY | 26.64 | 27.97 | 29.37 | 30.84 | 32.38 | 34.00 |
| Permit Technician | | G / NE | BI-WEEKLY | 2,131 | 2,238 | 2,349 | 2,467 | 2,590 | 2,720 |
| Senior Library Technician | | G / E | MONTHLY | 4,617 | 4,848 | 5,091 | 5,345 | 5,612 | 5,893 |
| Facilities Maintenance Technician | | G / NE | ANNUAL | 55,407 | 58,177 | 61,086 | 64,141 | 67,348 | 70,715 |
| Administrative Assistant | 105 | G(*) / NE | HOURLY | 28.77 | 30.21 | 31.72 | 33.30 | 34.97 | 36.72 |
| Lead Maintenance Worker | | G / NE | BI-WEEKLY | 2,302 | 2,417 | 2,537 | 2,664 | 2,798 | 2,937 |
| Public Affairs Assistant | | G / NE | MONTHLY | 4,987 | 5,236 | 5,498 | 5,773 | 6,061 | 6,364 |
| Librarian I | | M / NE | ANNUAL | 59,840 | 62,832 | 65,973 | 69,272 | 72,735 | 76,372 |
| Assistant Engineering Technician | | G / NE | | | | | | | |
| Public Works Supervisor | 106 | M / NE | HOURLY | 31.07 | 32.62 | 34.26 | 35.97 | 37.77 | 39.65 |
| Librarian II | | M / NE | BI-WEEKLY | 2,486 | 2,610 | 2,740 | 2,877 | 3,021 | 3,172 |
| Associate Engineering Technician | | G / NE | MONTHLY | 5,386 | 5,655 | 5,938 | 6,234 | 6,546 | 6,874 |
| | | | ANNUAL | 64,627 | 67,858 | 71,251 | 74,814 | 78,554 | 82,482 |
| Assistant Planner | 107 | G / NE | HOURLY | 33.56 | 35.23 | 37.00 | 38.85 | 40.79 | 42.83 |
| Legal Office Assistant | | C / NE | BI-WEEKLY | 2,684 | 2,819 | 2,960 | 3,108 | 3,263 | 3,426 |
| Management Assistant | | G(*) / NE | MONTHLY | 5,816 | 6,107 | 6,413 | 6,733 | 7,070 | 7,423 |
| Senior Engineering Technician | | G / NE | ANNUAL | 69,797 | 73,287 | 76,951 | 80,799 | 84,839 | 89,081 |
| Accountant | 108 | G(*) / NE | HOURLY | 36.24 | 38.05 | 39.96 | 41.95 | 44.05 | 46.25 |
| Budget Analyst | | C / NE | BI-WEEKLY | 2,899 | 3,044 | 3,196 | 3,356 | 3,524 | 3,700 |
| Code Compliance Officer | | G / NE | MONTHLY | 6,282 | 6,596 | 6,926 | 7,272 | 7,635 | 8,017 |
| Deputy City Clerk | | M / E | ANNUAL | 75,381 | 79,150 | 83,107 | 87,263 | 91,626 | 96,207 |
| Executive Assistant | | C / E | | | | | | | |
| Public Works Inspector | | G / NE | | | | | | | |
| Assistant Engineer* | 109 | G / NE | HOURLY | 39.14 | 41.10 | 43.15 | 45.31 | 47.57 | 49.95 |
| Emergency Services Coordinator | | G / E | BI-WEEKLY | 3,131 | 3,288 | 3,452 | 3,625 | 3,806 | 3,996 |
| Human Resources Analyst | | C / E | MONTHLY | 6,784 | 7,123 | 7,480 | 7,854 | 8,246 | 8,659 |
| Human Resources Analyst/DEI Officer | | C / E | ANNUAL | 81,411 | 85,482 | 89,756 | 94,244 | 98,956 | 103,904 |
| Management Analyst | | M(*) / E | | | | | | | |
| Environmental Services Specialist | | M / NE | | | | | | | |
| Recreation Supervisor | | M / NE | | | | | | | |
| Associate Planner | 110 | G / NE | HOURLY | 42.27 | 44.38 | 46.60 | 48.93 | 51.38 | 53.95 |
| Senior Legal Analyst | | C / E | BI-WEEKLY | 3,382 | 3,551 | 3,728 | 3,915 | 4,110 | 4,316 |
| | | | MONTHLY | 7,327 | 7,693 | 8,078 | 8,482 | 8,906 | 9,351 |
| | | | ANNUAL | 87,924 | 92,320 | 96,936 | 101,783 | 106,872 | 112,216 |
| Associate Engineer** | 111 | G / NE | HOURLY | 45.65 | 47.94 | 50.33 | 52.85 | 55.49 | 58.27 |
| Supervising Librarian | | M / E | BI-WEEKLY | 3,652 | 3,835 | 4,027 | 4,228 | 4,439 | 4,661 |
| | | | MONTHLY | 7,913 | 8,309 | 8,724 | 9,160 | 9,619 | 10,099 |
| | | | ANNUAL | 94,958 | 99,706 | 104,691 | 109,926 | 115,422 | 121,193 |
| Environmental Services Coordinator | 112 | M / E | HOURLY | 49.31 | 51.77 | 54.36 | 57.08 | 59.93 | 62.93 |
| Senior Management Analyst | | C / E | BI-WEEKLY | 3,944 | 4,142 | 4,349 | 4,566 | 4,794 | 5,034 |
| Project Manager | | M / E | MONTHLY | 8,546 | 8,974 | 9,422 | 9,893 | 10,388 | 10,907 |
| Public Information Officer | | C / E | ANNUAL | 102,555 | 107,682 | 113,067 | 118,720 | 124,656 | 130,889 |
| Senior Planner | | M / E | | | | | | | |
| Sustainability Coordinator | | M / E | | | | | | | |

CITY OF GOLETA, CALIFORNIA
SALARY SCHEDULE FY 2022-23
M / E

Senior Housing Analyst

Category or Bargaining Unit

C = Confidential

G = General Unit

M = Miscellaneous Unit

M/M = Mid-Management

M/C = Conf. Management

E = Executive Management

* May be confidential, depending on assignment

Fair Labor Standards Act Classification

NE = Non Exempt from overtime

E = Exempt from overtime

| CLASSIFICATION TITLE | GRADE NO. | CATEGORY B.U./FLSA | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 |
|---|--------------|-----------------------|-----------|---------|-----------------|---------|---------|---------|---------|
| Accounting Manager | 113 | M/C / E | HOURLY | 53.74 | 56.43 | 59.25 | 62.21 | 65.32 | 68.59 |
| Community Relations Manager | | M/C / E | BI-WEEKLY | 4,299 | 4,514 | 4,740 | 4,977 | 5,226 | 5,487 |
| Economic Development Coord. | | M / E | MONTHLY | 9,315 | 9,781 | 10,270 | 10,784 | 11,323 | 11,889 |
| HR / Risk Manager | | M/C / E | ANNUAL | 111,785 | 117,374 | 123,243 | 129,405 | 135,875 | 142,669 |
| Library Services Manager | | M/M / E | | | | | | | |
| Assistant to the City Manager | | M/C / E | | | | | | | |
| Senior Engineer | | M / E | | | | | | | |
| Sustainability Manager | | M/M / E | | | | | | | |
| Deputy City Attorney | 114 | C / E | HOURLY | 58.58 | 61.51 | 64.58 | 67.81 | 71.20 | 74.76 |
| Supervising Senior Planner | | M / E | BI-WEEKLY | 4,686 | 4,921 | 5,167 | 5,425 | 5,696 | 5,981 |
| Parks and Recreation Manager | | M/M / E | MONTHLY | 10,154 | 10,661 | 11,195 | 11,754 | 12,342 | 12,959 |
| | | | ANNUAL | 121,845 | 127,937 | 134,334 | 141,051 | 148,104 | 155,509 |
| City Clerk | 115 | E - E | HOURLY | 63.85 | 67.04 | 70.40 | 73.92 | 77.61 | 81.49 |
| Planning Manager | | M/M / E | BI-WEEKLY | 5,108 | 5,364 | 5,632 | 5,913 | 6,209 | 6,519 |
| Principal Civil Engineer | | M/M / E | MONTHLY | 11,068 | 11,621 | 12,202 | 12,812 | 13,453 | 14,125 |
| Public Works Manager | | M/M / E | ANNUAL | 132,811 | 139,452 | 146,424 | 153,746 | 161,433 | 169,505 |
| Senior Project Engineer - grandfathered class | | M - E | | | | | | | |
| Principal Project Manager | | M/M / E | | | | | | | |
| Parks and Open Space Manager | | M/M / E | | | | | | | |
| Assistant Public Works Director | 116 | M/M / E | HOURLY | 69.60 | 73.08 | 76.73 | 80.57 | 84.60 | 88.83 |
| Library Director (Asst. Neighborhood Services Director) | | M/M / E | BI-WEEKLY | 5,568 | 5,846 | 6,139 | 6,445 | 6,768 | 7,106 |
| | | | MONTHLY | 12,064 | 12,667 | 13,300 | 13,965 | 14,663 | 15,397 |
| | | | ANNUAL | 144,764 | 152,003 | 159,603 | 167,583 | 175,962 | 184,760 |
| Assistant City Attorney | 117 | E / E | HOURLY | 75.86 | 79.66 | 83.64 | 87.82 | 92.21 | 96.82 |
| Finance Director | | E / E | BI-WEEKLY | 6,069 | 6,372 | 6,691 | 7,026 | 7,377 | 7,746 |
| Neighborhood Services Director | | E / E | MONTHLY | 13,149 | 13,807 | 14,497 | 15,222 | 15,983 | 16,782 |
| General Services Director | | E / E | ANNUAL | 157,793 | 165,683 | 173,967 | 182,665 | 191,798 | 201,388 |
| Public Works Director*** | 118 | E / E | HOURLY | 82.69 | 86.82 | 91.17 | 95.72 | 100.51 | 105.54 |
| Planning & Environmental Review Director ¹ | | E / E | BI-WEEKLY | 6,615 | 6,946 | 7,293 | 7,658 | 8,041 | 8,443 |
| | | | MONTHLY | 14,333 | 15,050 | 15,802 | 16,592 | 17,422 | 18,293 |
| | | | ANNUAL | 171,994 | 180,594 | 189,624 | 199,105 | 209,060 | 219,513 |
| Assistant City Manager | 119 | E / E | HOURLY | 86.82 | 91.17 | 95.72 | 100.51 | 105.54 | 110.81 |
| | | | BI-WEEKLY | 6,946 | 7,293 | 7,658 | 8,041 | 8,443 | 8,865 |
| | | | MONTHLY | 15,050 | 15,802 | 16,592 | 17,422 | 18,293 | 19,207 |
| | | | ANNUAL | 180,594 | 189,624 | 199,105 | 209,060 | 219,513 | 230,489 |
| City Manager | | | ANNUAL | 267,883 | (eff. 10/23/21) | | | | |

¹ Title Under Review

*If certified as an Engineer-in-Training (EIT) in the State of California, this position will receive a 5% pay differential at each step.

**If registered as Civil Engineer in the State of California, this position will receive a 5% pay differential at each step.

***If also serving as City Engineer, this position will receive a 5% pay differential at each step.

Category

C = Confidential

G = General Unit

M = Miscellaneous Unit

M/M = Mid-Management

M/C = Conf. Management

E = Executive Management

* May be confidential, depending on assignment

Fair Labor Standards Act Classification

NE = Non Exempt from overtime

E = Exempt from overtime

Document History: Revised January 1, 2022, November 16, 2021, July 20, 2021, January 1, 2022, July 1, 2021, February 18, 2020, January 4, 2020, December 3, 2019, July 6, 2019, January 5, 2019

**CITY OF GOLETA, CALIFORNIA
ASSISTANT PUBLIC WORKS DIRECTOR**

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

DEFINITION

Under the general direction of the Public Works Director, this position is responsible for, but not limited to, the following tasks and activities: plans, organizes, integrates and directs the activities of the Capital Projects Division and the Engineering Division within the Public Works Department; directs the review of private sector development for compliance with codes, ordinances and standards; supervises employees assigned to the Capital Projects, Solid Waste and Environmental Programs, and Engineering Divisions; represents the Department in matters relating to private development, transportation, capital projects, engineering and environmental programs; oversees the performance of complex, advanced level engineering and project management for a variety of complex transportation and/or public works projects; manages consultant contracts; interacts with other City departments, outside agencies, businesses, contractors and the public; administers outside funding sources; prepares technical reports; reviews project plans and specifications; assists with reports on engineering matters; and performs related duties as assigned.

CLASS CHARACTERISTICS

This position is at the top of the supervisory level classes in the professional engineering and project management series. Positions assigned to this class can be distinguished from lower level engineering and project management classes by performance of the most complex supervisory project management and engineering tasks requiring a high degree of knowledge related to all areas of engineering design, plan review and contract administration. Positions assigned to this class can be further distinguished by responsibility for managing and supervising employees, programs and projects, and for the performance of supervisory activities such as assigning work, preparing performance evaluations, assisting in personnel actions, and providing technical assistance and training to other professional, technical, and field staff. Incumbents assigned to this class are also expected to supervise the work of consulting staff on large and/or complex projects.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Act as the City's liaison to regional technical advisory bodies, such as the Santa Barbara Association of Governments' Technical Advisory Committee and the Multi Jurisdiction Solid Waste Task Force's Technical Advisory Committee;
2. Review draft engineering plans and reports for City Engineer approval, may act as City Engineer as needed;
3. Oversee the Public Works Department training program;
4. Supervise the Environmental Services Coordinator and assist in the implementation of the City's solid waste and storm water quality programs;
5. Remain responsible for all assigned activities while planning, directing, and supervising

department resources;

6. Provides staff support to the Public Works Director and will act as Department Director in the Director's absence;
7. Develop plans, policies, standards, and procedures;
8. Coordinate activities with other divisions, departments, state, federal and local agencies, property owners, developers, or private consultants and engineers;
9. Coordinate with other departments on development projects, capital projects, budgets, strategic planning, performance measures, special studies, master plans and fee programs;
10. Direct the preparation and administration of annual budgets; identify needs and recommend purchases for necessary supplies, materials, and rentals to accomplish department assignments;
11. Oversee the progress of multiple active projects from initial conception to completion, including preparing standards and budget, determining feasibility, assessing environmental impact, negotiating with consultants, administering contracts, ensuring federal, state, and county standards and requirements are met;
12. Oversee the maintenance and updates of the Development Impact Fee Program, including Mitigation Fee Act issues;
13. Supervise the preparation of grant applications, securing revenue from all available resources, ensures compliance with regulations related to the expenditure of state and federal funds.;
14. Supervise, hire, train, counsel, and recommend disciplinary action, and evaluate professional and technical staff;
15. Direct the review of work performed by private engineering firms under contract with the department;
16. Evaluate existing or proposed legislation as to its operational or financial effects on departmental activities;
17. Research, compile, and analyze data and written materials, and prepare technical and administrative reports;
18. Oversee the preparation of requests for proposals and contracts for professional engineering services within the division to which the position is assigned;
19. Administer professional services contracts for the design and construction of public improvements;
20. Review project plans, maps, specifications, estimates and contract documents;
21. Monitor and update project schedules;
22. Represent the Department before the City Council, Planning Commission, Board of Supervisors, Regional Water Quality Control Board, California Integrated Waste

Management Board or other governing or advisory bodies;

QUALIFICATIONS GUIDELINES**Education, Experience and Training**

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

Education:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering.

Experience:

- A minimum of ten years of experience in public works engineering and construction management, including contract administration, plan review, coordination of funding sources experience, with at least three years of lead supervisory and project management responsibility.

Knowledge and Abilities**Comprehensive Knowledge of:**

- Principles and practices of Civil Engineering;
- Pertinent Federal, State and Local laws, codes, and regulations;
- Advanced principles and practices of project management;
- Modern methods, materials and techniques used in the design and construction of a wide variety of public works and capital improvements projects;
- Principles of budget preparation and administration;
- Preparation of grant reimbursement requests, particularly state and regional transportation funding procedures;
- CEQA and NEPA environmental review processes associated with the approval of public works projects;
- Principles and practices of effective management and supervision, safe working conditions, and training;
- Computer use, including word processing, data base management, spreadsheets, graphics, GIS and computer aided drafting;
- Principles of cost estimating and contract administration.

Ability to:

- Manage and provide leadership;

- Effectively plan and direct the work of a professional and technical level staff and/or private contractors;
- Conduct comprehensive engineering studies, prepare complex reports and make recommendations on major projects;
- Analyze complex engineering problems and use sound engineering judgment in their resolution;
- Confer extensively and effectively with various governmental agencies, private consultants, land developers, other firms and the general public;
- Render decisions under controversial conditions and those involving considerable public interest based upon established policy, legal or engineering standards;
- Prepare presentations and speak to the governing or advisory bodies and the general public;
- Understand and interpret engineering construction plans, specifications and other contract documents;
- Ensure project compliance with Federal, State and local rules, laws and regulations;
- Prepare and monitor department budgets;
- Communicate effectively both verbally and in writing; understand and carry out verbal and written instructions;
- Operate and utilize computers; type and input data into computer terminal utilizing programs for word processing, data base management, spreadsheets, graphics, computer aided drafting and GIS applications;
- Operate a vehicle observing legal and defensive driving practices;
- Establish and maintain positive relationships which allow open dialogue and effective representation of any City issues with City officials, employees, regulatory agencies, businesses, contractors and the public.

Special Requirements

- Possession of a valid Class "C" California driver's license with a satisfactory driving record;
- Registration as a Civil Engineer in the State of California.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Mental function:** Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from citizens or contractors, decision making under stressful conditions, and executing assignments within established deadlines.
- **Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- **Mobility:** Incumbents must be able to stand, sit, walk, climb or balance, stoop, kneel, crouch, and crawl. Hand-eye coordination is necessary to operate computers, and various types of office equipment. Incumbents may be required to perform light lifting and carrying.
- **Vision:** Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- **Hearing:** Incumbents are required to hear in the normal audio range with or without correction.
- **Environment:** Ability to be exposed to inclement weather and conditions including cold, heat, noise, outdoors, vibrations, chemicals, mechanical and electrical hazards.
- **Other factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Date Adopted: May 19, 2015

Date Revised:

CITY OF GOLETA PARKS & RECREATION MANAGER

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

DEFINITION

Under general supervision, plans, organizes and supervises a variety of personnel, programmatic and capital park and recreational related activities and programs related to the Recreation Needs Assessment, Parks Master Plan and any other related Council approved plans and agreements; coordinates the development and implementation of park improvement projects related to playground equipment, amenities, facilities and programming; evaluates the success of existing programs, and services and creates, coordinates and / or implements new programs or services to meet community needs; coordinates programs and services with other managers, service providers, advisory groups, and community groups; serves as liaison to the Parks and Recreation Commission; provides professional management and technical support to the Neighborhood Services Department; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is a single-position class responsible for planning, developing, supervising recreation personnel and coordinating park and recreational programs, services, facilities, and special events; organizes and oversees day-to-day program, budgetary, and administrative activities for assigned programs and projects. This position is responsible for implementation and management of the Recreation Needs Assessment and Goleta Parks, Facilities and Playgrounds Master Plan, and serves as a City liaison for the Parks and Recreation Commission, providing professional-level support to the Neighborhood Services Director. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other departments.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Serve as a City liaison to the Parks and Recreation Commission and represent the department to community and professional groups and committees and provide technical assistance as necessary.
2. Research, prepare and submit administrative reports, studies and grant applications, and prepare written correspondence as needed.
3. Make oral presentations on department activities and proposed programs to City Council, Parks and Recreation Commission, various community organizations, and civic and advisory groups.

4. Manage and oversee the implementation of the Recreation Needs Assessment, Goleta Parks, Facilities and Playgrounds Master Plan and Capital Improvement Program (CIP) projects related to parks and recreation.
5. Manage contracts and operation agreements as needed. Review contracts and agreements for completeness, define measurable services, maintains valid insurance documents, and evaluates services prior to renewal.
6. Recruit, hire, train and supervise recreation support staff and volunteer personnel.
7. Monitor and keep informed of current trends in the parks and recreation field, including program development trends and best practices for potential operational improvements.
8. Oversee, coordinate, and manage recreational and community service programs and facility management and operations as assigned.
9. Responsible for development and implementation of marketing plans/materials for facility rentals at the Goleta Community Center, education programs and specialty services related to parks and recreation opportunities within the community.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

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

Education:

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in recreation, physical education, public or business administration, or a related field.

Experience:

- Five years of progressively responsible professional recreation and/or administrative experience in community services and recreational programs, including two years of supervisory experience.

Knowledge and Abilities

Knowledge of:

- Principles and practices of recreational program development; evaluation of programs, policies, and operational and service delivery needs; administration, including budgeting, purchasing, personnel management.
- Procedures for planning, implementing and maintaining a variety of recreation and leisure activities and programs through community participation.
- Knowledge of capital park development and construction as well as park and recreational facility operations, maintenance and management.

- Parks and recreation safety principles and practices.
- Recent developments, current literature, and sources of information related to park and recreational program planning and administration.
- Marketing theories, principles, and practices, and their application to a wide variety of recreation programs including developing community participation and support.
- Principles and practices of employee and volunteer supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Applicable federal, state, and local laws, codes and regulations.
- Modern office methods, practices, procedures and equipment, including computer hardware and software necessary for word processing, graphic presentation, and database management.

Ability to:

- Supervise, organize, direct, and review the work of assigned personnel; provide training and guidance to staff.
- Assist in developing and implementing goals, objectives, policies, procedures, work standards for the division and manage associated budget.
- Plan, organize, schedule, assign, review and evaluate the work of staff.
- Analyze problems, identify alternative solutions, anticipate consequences and implement recommendations in support of goals.
- Interpret and apply city policies to commission and council direction.
- Prepare clear and concise reports, correspondence, procedures and other written materials.
- Maintain accurate records and files of work performed.
- Organize work, setting priorities and meeting multiple deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Operate modern office equipment including computer equipment and software programs.
- Communicating effectively both verbally and in writing.
- Establish and maintain cooperative working relationships.

Special Requirements

- Possession of a valid Class "C" California driver's license with a satisfactory driving record.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Mental function:** Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, decision making under stressful conditions, and executing assignments within established deadlines.
- **Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- **Mobility:** Incumbents must be able to stand, sit, walk, climb or balance, stoop, kneel, crouch, and crawl. Hand-eye coordination is necessary to operate drafting instruments, survey equipment, computers, and various office equipment. Incumbents may be required to lift and/or move objects up to 50 pounds.
- **Vision:** Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Hearing:** Incumbents are required to hear in the normal audio range with or without correction.
- **Environment:** Ability to be exposed to inclement weather and conditions including cold, heat, noise, outdoors, vibrations, chemicals, mechanical and electrical hazards.
- **Other factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents will be required to travel to different sites and locations; and be available for overtime, on-call, or standby duty.

Date Adopted:

Date Revised:

CITY OF GOLETA, CALIFORNIA RECREATION SUPERVISOR

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

DEFINITION

The Recreation Supervisor in the Neighborhood Services Department will work in the Parks and Recreation Division. As part of the responsibilities of this classification, this position will be managing day to day operations of recreation facilities, tracking data collection, marketing facility services and analyzing facility activities and conditions.

CLASS CHARACTERISTICS

Incumbents in the Recreation Supervisor class perform a wide variety of difficult and complex tasks and responsibilities, which vary depending on the job assignments. Duties require the ability to perform comprehensive analysis of difficult problems, issues, and situations, choose among a number and variety of alternatives in solving problems, and make recommendations. Direction received consists of the assignment of areas of responsibility to include facilities, projects and programs undertaken within prescribed methods. Positions in this classification are expected to effectively plan, organize and promotable all aspects of the program/facility, including coordination of community resources and supervising numerous contracts, temporary and part-time personnel.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful, and to actively participate in maintaining a positive customer service environment.
2. Develops, organizes, coordinates, promotes, supervises, and reviews operations and activities in a specific program area
3. Establish guidelines and procedures for employees and program participants
4. Develop promotion and informational literature and implement marketing strategies related to specific program
5. Recruit, hire, train and evaluate program volunteers and employees
6. Evaluate and make recommendations regarding facility modifications, construction, and equipment purchase needs with respect to specific program area.
7. Monitor and inspect recreation facilities, schedule maintenance and custodial services as needed and secure facilities.

8. Research and preparation of grant and special funding applications components and reports.
9. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
10. Attend scheduled events and/or programs and assess program fulfillment of community needs.
11. Participate in the preparation and administration of the budget for recreation program section; submit budget recommendations and monitor expenditures and revenues.
12. Schedule usage of recreational facilities and outdoor areas for activities including instructional lessons, special events and outside organization use, provide information and assistance.
13. Preparation of analytical and statistical reports on consumer needs, existing operations, and activities.
14. Maintain records to include, but not limited to revenues/expenses, incident/accident reports, maintenance activity, facility inspections, regulatory agency documents, user information, etc.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of parks and recreation.
16. Perform a variety of related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

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

Education:

- Graduation from an accredited college or university with a bachelor's degree in recreation administration, business administration, or a related field.

Experience:

- Two years of responsible administrative, supervision and analytical experiences, preferably within a local government environment, in parks and recreation and/or facility management.

Knowledge and Abilities

Knowledge of:

- Philosophy, principles and techniques, operations, services and activities of parks and recreation related programs.
- Principles and practices of facility management
- Principles of recreation safety and first aid techniques

- Marketing theories, principles and practices and their application to a wide variety of recreation services.
- Principles and practices of public administration and municipal government management.
- Organization and management practices as applied to the analysis, evaluation, development and implementation of programs, policies, and procedures.
- Principles and practices of municipal government budget preparation and administration.
- Research and reporting methods, techniques, and procedures.
- Municipal programs including purchasing, human resources, risk management, finance, budgeting, and another related governmental program.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Modern office practices, methods computers and computer software including Microsoft Word and Excel.
- Safe driving principles and practices.

Ability to:

- Perform responsible and difficult administrative work involving the use of sound judgment and personal initiative.
- Perform organizational and budget analysis and present recommendations in a clear and concise manner.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Effectively administer a variety of departmental programs and administrative duties. Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Plan, organize, and execute assignments with minimal supervision and direction. Understand and carry out verbal and written instructions; express ideas clearly and concisely verbally and in writing; read, understand, and utilize data.
- Establish and maintain professional and cooperative working relationships with those contacted in the course of work.
- Use a computer and utilize software applications such as word processing, spreadsheets, database management, and graphics presentations as required by the duties of the assignment.

Special Requirements

- Possession of a valid Class "C" California driver's license and a satisfactory driving record.

WORKING CONDITIONS

The working conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Physical Conditions:

Medium Work – Lifting, carrying and/or pushing 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds.

Environmental Conditions:

Incumbents work a varied work week requiring evening, weekend, and holiday work scheduling. Essential and marginal functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; and operating motorized vehicles.

Date Adopted:

Date Revised:



**SCHEDULE OF AUTHORIZED POSITIONS
FISCAL YEAR 2021/22 AND 2022/23**

| Department/Positions | FY 21/22 & 22/23 Adopted Feb 15,2022 | Program Reallocation | Reclass | Additions/ Deletions | FY 21/22 & 22/23 Proposed May 3,2022 |
|--|---|-------------------------|----------|-------------------------|---|
| General Government: | | | | | |
| City Manager | | | | | |
| City Manager | 1.00 | | | | 1.00 |
| Assistant City Manager | 1.00 | | | | 1.00 |
| Deputy City Manager | - | | | | - |
| Assistant to the City Manager | 1.00 | | | | 1.00 |
| Human Resources Risk Manager | 1.00 | | | | 1.00 |
| Senior Management Analyst | - | | | | - |
| Management Analyst | 1.00 | | | | 1.00 |
| Human Resources Analyst | 1.00 | | | | 1.00 |
| Human Resources Analyst/DEI Officer | 1.00 | | | | 1.00 |
| Executive Assistant | 1.00 | | | | 1.00 |
| Management Assistant | 1.00 | | | | 1.00 |
| Sr. Office Specialist | - | | | | - |
| Office Specialist | 0.90 | | | | 0.90 |
| City Hall Receptionist | - | | | | - |
| Total City Manager | 9.90 | - | - | - | 9.90 |
| City Clerk | | | | | |
| City Clerk | 1.00 | | | | 1.00 |
| Deputy City Clerk | 2.00 | | | | 2.00 |
| Records Technician/Recording Clerk | - | | | | - |
| Total City Clerk | 3.00 | - | - | - | 3.00 |
| City Attorney | | | | | |
| City Attorney | - | | | | - |
| Assistant City Attorney | 1.00 | | | | 1.00 |
| Deputy City Attorney | - | | | | - |
| Sr. Legal Analyst | - | | | | - |
| Management Assistant | 1.00 | | | | 1.00 |
| Total City Attorney | 2.00 | - | - | - | 2.00 |
| Community Relations | | | | | |
| Community Relations Manager | 1.00 | | | | 1.00 |
| Management Assistant (2 Part-Time) | 1.00 | | | | 1.00 |
| Administrative Assistant | - | | | | - |
| Total Community Relations | 2.00 | - | - | - | 2.00 |
| Total General Government | 16.90 | - | - | - | 16.90 |
| Library Services | | | | | |
| Library - Goleta | | | | | |
| Library Director | - | | | | - |
| Supervising Librarian | - | | | | - |
| Management Assistant | - | | | | - |
| Librarian II/Children's Librarian | - | | | | - |
| Library Technician (1 Full-Time, 5 Part-Time) | - | | | | - |
| Library Assistant I (2 Full-Time, 4 Part-Time) | - | | | | - |
| Total Library - Goleta | - | - | - | - | - |
| Library - Buellton | | | | | |
| Senior Library Technician | - | | | | - |
| Library Technician (2 Part-Time) | - | | | | - |
| Library Assistant I (2 Part-Time) | - | | | | - |
| Total Library - Buellton | - | - | - | - | - |
| Library - Solvang | | | | | |
| Senior Library Technician | - | | | | - |
| Library Technician (4 Part-Time) | - | | | | - |
| Total Library - Solvang | - | - | - | - | - |
| Total Library | - | - | - | - | - |



**SCHEDULE OF AUTHORIZED POSITIONS
FISCAL YEAR 2021/22 AND 2022/23**

| Department/Positions | FY 21/22 & 22/23 Adopted Feb 15,2022 | Program Reallocation | Reclass | Additions/ Deletions | FY 21/22 & 22/23 Proposed May 3,2022 |
|--|---|-------------------------|---------|-------------------------|---|
| General Services: | | | | | |
| General Services Administration | | | | | |
| General Services Director | 1.00 | | | | 1.00 |
| Management Analyst | 1.00 | | | | 1.00 |
| Total General Services Administration | 2.00 | - | - | - | 2.00 |
| City Facilities and Fleet Management | | | | | |
| Facilities Maintenance Technician | 1.00 | | | | 1.00 |
| Total City Facilities Management | 1.00 | - | - | - | 1.00 |
| Total General Services | 3.00 | - | - | - | 3.00 |
| Finance: | | | | | |
| Finance Administration | | | | | |
| Finance Director | 1.00 | | | | 1.00 |
| Accounting Manager | 1.00 | | | | 1.00 |
| Accountant | 2.00 | | | | 2.00 |
| Budget Analyst | 1.00 | | | | 1.00 |
| Management Assistant | 1.00 | | | | 1.00 |
| Accounting Specialist | 2.00 | | | | 2.00 |
| Senior Office Specialist | 1.00 | | | | 1.00 |
| Total Finance | 9.00 | - | - | - | 9.00 |
| Planning Environmental Review | | | | | |
| Current Planning | | | | | |
| Planning Director | - | | | | - |
| Planning Manager | 1.00 | | | | 1.00 |
| Supervising Senior Planner | 2.00 | | | | 2.00 |
| Associate Planner | 4.00 | | | | 4.00 |
| Management Analyst | - | | | | - |
| Code Compliance Officer | 2.00 | | | | 2.00 |
| Assistant Planner | - | | | | - |
| Management Assistant | - | | | | - |
| Permit Technician | 1.00 | | | | 1.00 |
| Office Specialist | 0.50 | | | | 0.50 |
| Total Current Planning | 10.50 | - | - | - | 10.50 |
| Advance Planning | | | | | |
| Planning Manager | 1.00 | | | | 1.00 |
| Senior Planner | 2.00 | | | | 2.00 |
| Total Advance Planning | 3.00 | - | - | - | 3.00 |
| Sustainability Program | | | | | |
| Sustainability Manager | 1.00 | | | | 1.00 |
| Sustainability Coordinator | - | | | | - |
| Management Assistant | 1.00 | | | | 1.00 |
| Total Sustainability Program | 2.00 | - | - | - | 2.00 |
| Housing Program | | | | | |
| Senior Housing Analyst | 1.00 | | | | 1.00 |
| Total Housing Program | 1.00 | - | - | - | 1.00 |
| Administration | | | | | |
| Planning Director | 1.00 | | | | 1.00 |
| Management Assistant | 1.00 | | | | 1.00 |
| Total Administration | 2.00 | - | - | - | 2.00 |
| Total Planning Environmental Review | 18.50 | - | - | - | 18.50 |



**SCHEDULE OF AUTHORIZED POSITIONS
FISCAL YEAR 2021/22 AND 2022/23**

| Department/Positions | FY 21/22 & 22/23 Adopted Feb 15,2022 | Program Reallocation | Reclass | Additions/ Deletions | FY 21/22 & 22/23 Proposed May 3,2022 |
|---|---|-------------------------|----------|-------------------------|---|
| Public Works: | | | | | |
| Administration | | | | | |
| Public Works Director | 1.00 | | | | 1.00 |
| Assistant Public Works Director | 1.00 | | | | 1.00 |
| Senior Management Analyst | 1.00 | | | | 1.00 |
| Management Analyst | 1.00 | | | | 1.00 |
| Management Assistant | 1.00 | | | | 1.00 |
| Administrative Assistant | - | | | | - |
| Senior Office Specialist | - | | | | - |
| Total Administration | 5.00 | - | - | - | 5.00 |
| Engineering | | | | | |
| Principal Civil Engineer | 2.00 | | | | 2.00 |
| Traffic Engineer | - | | | | - |
| Assistant Engineer | 1.00 | | | | 1.00 |
| Public Works Inspector | 1.00 | | | | 1.00 |
| Senior Engineering Technician | 1.00 | | | | 1.00 |
| Total Engineering | 5.00 | - | - | - | 5.00 |
| Facilities Maintenance | | | | | |
| Facilities Maintenance Technician | - | | | | - |
| Total Facilities Maintenance | - | - | - | - | - |
| Parks & Open Spaces | | | | | |
| Parks & Open Spaces Manager | 1.00 | - | - | | 1.00 |
| Management Assistant | - | | | | - |
| Public Works Supervisor | 1.00 | - | - | | 1.00 |
| Environmental Services Specialist | 1.00 | | | | 1.00 |
| Lead Maintenance Worker | - | | | | - |
| Administrative Assistant | 1.00 | | | | 1.00 |
| Maintenance Worker II | 1.00 | | | | 1.00 |
| Maintenance Worker I | 2.00 | | | | 2.00 |
| Total Parks & Open Spaces | 7.00 | - | - | - | 7.00 |
| Capital Improvement | | | | | |
| Assistant Public Works Director | - | | | | - |
| Principal Civil Engineer | 1.00 | | | | 1.00 |
| CIP Manager | - | | | | - |
| Senior Project Engineer | 1.00 | | | | 1.00 |
| Senior Engineer | 1.00 | | | | 1.00 |
| Senior Management Analyst | - | | | | - |
| Management Analyst | - | | | | - |
| Assistant Engineer | 2.00 | | | | 2.00 |
| Total Capital Improvement | 5.00 | - | - | - | 5.00 |
| Street Maintenance | | | | | |
| Public Works Manager | 1.00 | | | | 1.00 |
| Public Works Supervisor | - | | | | - |
| Senior Office Specialist | 1.00 | | | | 1.00 |
| Lead Maintenance Worker | - | | | | - |
| Maintenance Worker II | 3.00 | | | | 3.00 |
| Maintenance Worker I | - | | | | - |
| Total Street Maintenance | 5.00 | - | - | - | 5.00 |
| Solid Waste & Environmental Services | | | | | |
| Environmental Services Coordinator | 1.00 | | | | 1.00 |
| Environmental Services Specialist | 1.00 | | | | 1.00 |
| Assistant Engineer | - | | | | - |
| Total Solid Waste & Environmental Services | 2.00 | - | - | - | 2.00 |
| Total Public Works | 29.00 | - | - | - | 29.00 |



**SCHEDULE OF AUTHORIZED POSITIONS
FISCAL YEAR 2021/22 AND 2022/23**

| Department/Positions | FY 21/22 & 22/23 Adopted Feb 15,2022 | Program Reallocation | Reclass | Additions/ Deletions | FY 21/22 & 22/23 Proposed May 3,2022 |
|--|---|-------------------------|---------|-------------------------|---|
| Neighborhood Services: | | | | | |
| Neighborhood Services | | | | | |
| Neighborhood Serv & Public Safety Director | 1.00 | | | | 1.00 |
| Senior Project Manager | - | | | | - |
| Emergency Services Coordinator | 1.00 | | | | 1.00 |
| Management Analyst | 1.00 | | | | 1.00 |
| Management Assistant | 1.50 | | | | 1.50 |
| Total Neighborhood Services | 4.50 | - | - | - | 4.50 |
| Economic Development | | | | | |
| Principal Project Manager | - | | | | - |
| Senior Project Manager | - | | | | - |
| Economic Development Coordinator | - | | | | - |
| Total Economic Development | - | - | - | - | - |
| Parks & Recreation | | | | | |
| Parks & Recreation Manager | 1.00 | | | | 1.00 |
| Recreation Supervisor | - | | | 1.00 | 1.00 |
| Total Parks & Recreation | 1.00 | - | - | 1.00 | 2.00 |
| Library - Goleta | | | | | |
| Library Director | - | | | | - |
| Library Director (Assistant Neighborhood Services Director) | 1.00 | | | | 1.00 |
| Supervising Librarian | 1.00 | | | | 1.00 |
| Management Assistant | 1.00 | | | | 1.00 |
| Librarian II/Children's Librarian | 1.00 | | | | 1.00 |
| Library Technician (1 Full-Time, 5 Part-Time) | 2.88 | | | | 2.88 |
| Library Assistant I (2 Full-Time, 4 Part-Time, 2 Part-Time Limited Term) | 4.25 | | | | 4.25 |
| Total Library - Goleta | 11.13 | - | - | - | 11.13 |
| Library - Buellton | | | | | |
| Senior Library Technician | 1.00 | | | | 1.00 |
| Library Technician (2 Part-Time) | 0.75 | | | | 0.75 |
| Library Assistant I (2 Part-Time) | 0.75 | | | | 0.75 |
| Total Library - Buellton | 2.50 | - | - | - | 2.50 |
| Library - Solvang | | | | | |
| Senior Library Technician | 1.00 | | | | 1.00 |
| Library Technician (4 Part-Time) | 1.50 | | | | 1.50 |
| Total Library - Solvang | 2.50 | - | - | - | 2.50 |
| Total Neighborhood Services | 21.63 | - | - | 1.00 | 22.63 |
| Grand Total: | 98.025 | - | - | 1.000 | 99.025 |



**SCHEDULE OF AUTHORIZED POSITIONS
FISCAL YEAR 2021/22 AND 2022/23**

| Department/Positions | FY 21/22 & 22/23 Adopted Feb 15,2022 | Program Reallocation | Reclass | Additions/ Deletions | FY 21/22 & 22/23 Proposed May 3,2022 |
|--|---|-------------------------|----------|-------------------------|---|
| <p><i>*Schedule of Proposed Authorized Positions has been summarized to reflect positions in the Departments/Programs by majority of time spent On the next page is a detailed schedule of allocations of how positions are budgeted based on time spent</i></p> <p><i>*Positions are allocated by budgeted time spent in programs and department:</i></p> | | | | | |
| General Government: | | | | | |
| City Manager | | | | | |
| City Manager | 1.00 | | | | 1.00 |
| Assistant City Manager | 1.00 | | | | 1.00 |
| Deputy City Manager | - | | | | - |
| Assistant to the City Manager | 1.00 | | | | 1.00 |
| Human Resources Risk Manager | 1.00 | | | | 1.00 |
| Senior Management Analyst | - | | | | - |
| Management Analyst | 1.00 | | | | 1.00 |
| Human Resources Analyst | 1.00 | | | | 1.00 |
| Human Resources Analyst/DEI Officer | 1.00 | | | | 1.00 |
| Executive Assistant | 1.00 | | | | 1.00 |
| Management Assistant | 1.00 | | | | 1.00 |
| Sr. Office Specialist | - | | | | - |
| Office Specialist | 0.90 | | | | 0.90 |
| City Hall Receptionist | - | | | | - |
| Total City Manager | 9.90 | - | - | - | 9.90 |
| City Clerk | | | | | |
| City Clerk | 1.00 | | | | 1.00 |
| Deputy City Clerk | 2.00 | | | | 2.00 |
| Records Technician/Recording Clerk | - | | | | - |
| Total City Clerk | 3.00 | - | - | - | 3.00 |
| City Attorney | | | | | |
| City Attorney | - | | | | - |
| Assistant City Attorney | 1.00 | | | | 1.00 |
| Deputy City Attorney | - | | | | - |
| Sr. Legal Analyst | - | | | | - |
| Management Assistant | 1.00 | | | | 1.00 |
| Total City Attorney | 2.00 | - | - | - | 2.00 |
| Community Relations | | | | | |
| Community Relations Manager | 1.00 | | | | 1.00 |
| Management Assistant | 1.00 | | | | 1.00 |
| Administrative Assistant | - | | | | - |
| Total Community Relations | 2.00 | - | - | - | 2.00 |
| Total General Government | 16.90 | - | - | - | 16.90 |



**SCHEDULE OF AUTHORIZED POSITIONS
FISCAL YEAR 2021/22 AND 2022/23**

| Department/Positions | FY 21/22 & 22/23 Adopted Feb 15,2022 | Program Reallocation | Reclass | Additions/ Deletions | FY 21/22 & 22/23 Proposed May 3,2022 |
|--|---|-------------------------|---------|-------------------------|---|
| Library Services | | | | | |
| Library - Goleta | | | | | |
| Library Director | - | | | | - |
| Supervising Librarian | - | | | | - |
| Management Assistant | - | | | | - |
| Librarian II/Children's Librarian | - | | | | - |
| Library Technician (1 Full-Time, 5 Part-Time) | - | | | | - |
| Library Assistant I (2 Full-Time, 4 Part-Time) | - | | | | - |
| Total Library - Goleta | - | - | - | - | - |
| Library - Buellton | | | | | |
| Senior Library Technician | - | | | | - |
| Library Technician (2 Part-Time) | - | | | | - |
| Library Assistant I (2 Part-Time) | - | | | | - |
| Total Library - Buellton | - | - | - | - | - |
| Library - Solvang | | | | | |
| Senior Library Technician | - | | | | - |
| Library Technician (4 Part-Time) | - | | | | - |
| Total Library - Solvang | - | - | - | - | - |
| Total Library | - | - | - | - | - |
| General Services: | | | | | |
| General Services Administration | | | | | |
| General Services Director | 1.00 | | | | 1.00 |
| Management Analyst | 0.50 | | | | 0.50 |
| Total General Services Administration | 1.50 | - | - | - | 1.50 |
| City Facilities and Fleet Management | | | | | |
| Facilities Maintenance Technician | 1.00 | | | | 1.00 |
| Total City Facilities Management | 1.00 | - | - | - | 1.00 |
| Information and Communications | | | | | |
| Management Analyst | 0.50 | | | | 0.50 |
| Total City Facilities Management | 0.50 | - | - | - | 0.50 |
| Total General Services | 3.00 | - | - | - | 3.00 |
| Finance: | | | | | |
| Finance Administration | | | | | |
| Finance Director | 1.00 | | | | 1.00 |
| Accounting Manager | 1.00 | | | | 1.00 |
| Budget Analyst | 1.00 | | | | 1.00 |
| Accountant | 2.00 | | | | 2.00 |
| Management Assistant | 1.00 | | | | 1.00 |
| Accounting Specialist | 2.00 | | | | 2.00 |
| Senior Office Specialist | 1.00 | | | | 1.00 |
| Total Finance | 9.00 | - | - | - | 9.00 |



**SCHEDULE OF AUTHORIZED POSITIONS
FISCAL YEAR 2021/22 AND 2022/23**

| Department/Positions | FY 21/22 & 22/23 Adopted Feb 15,2022 | Program Reallocation | Reclass | Additions/ Deletions | FY 21/22 & 22/23 Proposed May 3,2022 |
|--|---|-------------------------|---------|-------------------------|---|
| Planning Environmental Review: | | | | | |
| Current Planning | | | | | |
| Planning Director | - | | | | - |
| Planning Manager | 1.00 | | | | 1.00 |
| Supervising Senior Planner | 2.00 | | | | 2.00 |
| Associate Planner | 4.00 | | | | 4.00 |
| Management Analyst | - | | | | - |
| Code Compliance Officer | 2.00 | | | | 2.00 |
| Assistant Planner | - | | | | - |
| Management Assistant | - | | | | - |
| Permit Technician | 1.00 | | | | 1.00 |
| Office Specialist | 0.50 | | | | 0.50 |
| Total Current Planning | 10.50 | - | - | - | 10.50 |
| Building & Safety | | | | | |
| Planning Director | - | | | | - |
| Management Assistant | - | | | | - |
| Total Building & Safety | - | - | - | - | - |
| Advance Planning | | | | | |
| Planning Director | - | | | | - |
| Planning Manager | 1.00 | | | | 1.00 |
| Senior Planner | 2.00 | | | | 2.00 |
| Management Assistant | - | | | | - |
| Total Advance Planning | 3.00 | - | - | - | 3.00 |
| Planning Commission & Design Review Board | | | | | |
| Planning Director | - | | | | - |
| Management Assistant | - | | | | - |
| Total Planning Commission & Design Review Board | - | - | - | - | - |
| Sustainability Program | | | | | |
| Sustainability Manager | 1.00 | | | | 1.00 |
| Sustainability Coordinator | - | | | | - |
| Management Assistant | 1.00 | | | | 1.00 |
| Total Sustainability Program | 2.00 | - | - | - | 2.00 |
| Housing Program | | | | | |
| Senior Housing Analyst | 1.00 | | | | 1.00 |
| Total Housing Program | 1.00 | - | - | - | 1.00 |
| Administration | | | | | |
| Planning Director | 1.00 | | | | 1.00 |
| Management Assistant | 1.00 | | | | 1.00 |
| Total Administration | 2.00 | - | - | - | 2.00 |
| Total Planning Environmental Review | 18.50 | - | - | - | 18.50 |



**SCHEDULE OF AUTHORIZED POSITIONS
FISCAL YEAR 2021/22 AND 2022/23**

| Department/Positions | FY 21/22 & 22/23 Adopted Feb 15,2022 | Program Reallocation | Reclass | Additions/ Deletions | FY 21/22 & 22/23 Proposed May 3,2022 |
|--------------------------------------|---|-------------------------|---------|-------------------------|---|
| Public Works: | | | | | |
| Administration | | | | | |
| Public Works Director | 1.00 | | | | 1.00 |
| Assistant Public Works Director | 0.50 | | | | 0.50 |
| Senior Management Analyst | 0.50 | | | | 0.50 |
| Management Analyst | 0.50 | | | | 0.50 |
| Management Assistant | 1.00 | | | | 1.00 |
| Administrative Assistant | - | | | | - |
| Senior Office Specialist | - | | | | - |
| Total Administration | 3.50 | - | - | - | 3.50 |
| Engineering | | | | | |
| Assistant Public Works Director | 0.25 | | | | 0.25 |
| Principal Civil Engineer | 2.00 | | | | 2.00 |
| Traffic Engineer | - | | | | - |
| Management Analyst | 0.25 | | | | 0.25 |
| Assistant Engineer | 1.25 | | | | 1.25 |
| Public Works Inspector | 1.00 | | | | 1.00 |
| Sr. Engineering Technician | 1.00 | | | | 1.00 |
| Management Assistant | - | | | | - |
| Administrative Assistant | - | | | | - |
| Total Engineering | 5.75 | - | - | - | 5.75 |
| Facilities Maintenance | | | | | |
| Facilities Maintenance Technician | - | | | | - |
| Total Facilities Maintenance | - | - | - | - | - |
| Parks & Open Spaces | | | | | |
| Public Works Manager | - | | | | - |
| Parks & Open Spaces Manager | 1.00 | | | | 1.00 |
| Public Works Supervisor | 0.50 | | | | 0.50 |
| Environmental Services Specialist | 1.00 | | | | 1.00 |
| Lead Maintenance Worker | - | | | | - |
| Administrative Assistant | 0.50 | | | | 0.50 |
| Senior Office Specialist | 0.30 | | | | 0.30 |
| Maintenance Worker II | 1.00 | | | | 1.00 |
| Maintenance Worker I | 2.00 | | | | 2.00 |
| Total Parks & Open Spaces | 6.30 | - | - | - | 6.30 |
| Capital Improvement | | | | | |
| Public Works Director | - | | | | - |
| Assistant Public Works Director | 0.25 | | | | 0.25 |
| Principal Civil Engineer | 1.00 | | | | 1.00 |
| CIP Manager | - | | | | - |
| Sr. Project Engineer | 1.00 | | | | 1.00 |
| Senior Engineer | 1.00 | | | | 1.00 |
| Senior Management Analyst | 0.50 | | | | 0.50 |
| Management Analyst | 0.25 | | | | 0.25 |
| Assistant Engineer | 1.50 | | | | 1.50 |
| Senior Office Specialist | 0.30 | | | | 0.30 |
| Total Capital Improvement | 5.80 | - | - | - | 5.80 |
| Street Lighting | | | | | |
| Assistant Engineer | 0.25 | | | | 0.25 |
| Total Street Lighting | 0.25 | - | - | - | 0.25 |
| Street Maintenance | | | | | |
| Public Works Director | - | | | | - |
| Public Works Manager | 1.00 | | | | 1.00 |
| Management Assistant | - | | | | - |
| Administrative Assistant | 0.50 | | | | 0.50 |
| Public Works Supervisor | 0.50 | | | | 0.50 |
| Lead Maintenance Worker | - | | | | - |
| Senior Office Specialist | 0.40 | | | | 0.40 |
| Maintenance Worker II | 3.00 | | | | 3.00 |
| Maintenance Worker I | - | | | | - |
| Total Street Maintenance | 5.40 | - | - | - | 5.40 |



**SCHEDULE OF AUTHORIZED POSITIONS
FISCAL YEAR 2021/22 AND 2022/23**

| Department/Positions | FY 21/22 & 22/23 Adopted Feb 15,2022 | Program Reallocation | Reclass | Additions/ Deletions | FY 21/22 & 22/23 Proposed May 3,2022 |
|--|---|-------------------------|---------|-------------------------|---|
| Solid Waste & Environmental Services | | | | | |
| Public Works Director | - | | | | - |
| Deputy Public Works Director | - | | | | - |
| Environmental Services Coordinator | 1.00 | | | | 1.00 |
| Environmental Services Specialist | 1.00 | | | | 1.00 |
| Senior Management Analyst | - | | | | - |
| Assistant Engineer | - | | | | - |
| Management Analyst | - | | | | - |
| Management Assistant | - | | | | - |
| Administrative Assistant | - | | | | - |
| Senior Office Specialist | - | | | | - |
| Total Solid Waste & Environmental Services | 2.00 | - | - | - | 2.00 |
| Total Public Works | 29.00 | - | - | - | 29.00 |
| Neighborhood Services: | | | | | |
| Neighborhood Services Administration | | | | | |
| Neighborhood Serv & Public Safety Director | 0.90 | | | | 0.90 |
| Principal Project Manager | - | | | | - |
| Senior Project Manager | - | | | | - |
| Emergency Services Coordinator | 1.00 | | | | 1.00 |
| Management Analyst | 0.90 | | | | 0.90 |
| Management Assistant | 1.40 | | | | 1.40 |
| Total Neighborhood Services | 4.20 | - | - | - | 4.20 |
| Economic Development | | | | | |
| Principal Project Manager | - | | | | - |
| Senior Project Manager | - | | | | - |
| Economic Development Coordinator | - | | | | - |
| Total Economic Development | - | - | - | - | - |
| Parks & Recreation | | | | | |
| Neighborhood Serv & Public Safety Director | 0.10 | | | | 0.10 |
| Parks & Recreation Manager | 1.00 | | | | 1.00 |
| Recreation Supervisor | - | | | 1.00 | 1.00 |
| Management Analyst | 0.10 | | | | 0.10 |
| Management Assistant | 0.10 | | | | 0.10 |
| Total Parks & Recreation | 1.30 | - | - | 1.00 | 2.30 |
| Library - Goleta | | | | | |
| Library Director | - | | | | - |
| Library Director (Assistant Neighborhood Services Director) | 1.00 | | | | 1.00 |
| Supervising Librarian | 1.00 | | | | 1.00 |
| Management Assistant | 1.00 | | | | 1.00 |
| Librarian II/Children's Librarian | 1.00 | | | | 1.00 |
| Library Technician (1 Full-Time, 5 Part-Time) | 2.88 | | | | 2.88 |
| Library Assistant I (2 Full-Time, 4 Part-Time, 2 Part-Time Limited Term) | 4.25 | | | | 4.25 |
| Total Library - Goleta | 11.13 | - | - | - | 11.13 |
| Library - Buellton | | | | | |
| Senior Library Technician | 1.00 | | | | 1.00 |
| Library Technician (2 Part-Time) | 0.75 | | | | 0.75 |
| Library Assistant I (2 Part-Time) | 0.75 | | | | 0.75 |
| Total Library - Buellton | 2.50 | - | - | - | 2.50 |
| Library - Solvang | | | | | |
| Senior Library Technician | 1.00 | | | | 1.00 |
| Library Technician (4 Part-Time) | 1.50 | | | | 1.50 |
| Total Library - Solvang | 2.50 | - | - | - | 2.50 |
| Total Neighborhood Services | 21.63 | - | - | 1.00 | 22.63 |
| Grand Total: | 98.025 | - | - | 1.00 | 99.025 |