

**CITY OF SANTA BARBARA  
JOB CLASSIFICATION PLAN  
(Last Updated March 2017)**

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For Questions and Comments about this document, please contact:

**Susie Gonzalez, Human Resources Manager**

## I. PURPOSE

The classification plan serves as the foundation of the City personnel system. It is designed to provide a defensible and understandable rationale for assigning individuals to job duties and pay ranges based on their qualifications and the duties and responsibilities that they assume.

The classification plan provides a description of the job duties that employees are expected to perform, to help establish compensation that is consistent with the nature of the work assigned and to ensure internal pay equity and labor market competitiveness. The classification plan provides a basis for recruiting, testing, and selecting employees based on merit, and for evaluating employee performance during the probationary period and throughout an employee's career. The classification plan can also help management to identify needed employee training and succession planning programs.

## II. JOB CLASSIFICATIONS

Under the City's Municipal Code (Chapter 3.04), the Human Resources Division is responsible for allocating each position in the City service to an appropriate classification on the basis of its duties and responsibilities, and for maintaining an official "book" (upgraded to digital format) of class specifications.

"Classification" (or "class") means a definitely recognized kind of employment in the City service designated to embrace all positions having ***duties and responsibilities sufficiently similar so that the same requirements as to education, experience, knowledge and ability*** may be demanded of incumbents and so the same schedule of compensation may be made to apply with equity.

Some of the elements of a position that are analyzed in assigning it to a particular classification include:

- purpose of the position;
- important and essential duties;
- job related qualifications;
- special job requirements;
- equipment operating requirements;
- supervision exercised and received;
- regular contact required with people and organizations inside and outside of the City government;
- budget responsibility;
- working environment; and
- physical activity required.

The City's job analysis questionnaire ("J.A.Q.") in **Exhibit A** may be filled out by an employee or supervisor to assist with classification assignment. Human Resources professionals may use a simplified version of this document in the course of their work.

The digital book of class specifications (also called "job descriptions") can be viewed through the following link:

<http://www.santabarbaraca.gov/gov/depts/adminsvs/hr/jobs/descriptions.asp>

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 of the duties performed within a particular job assigned to the class. The format for City class specifications generally is reflected in **Exhibit B**.

### **III. CAREER PATHS**

The City's career paths group job classifications involving work of the same nature, but requiring different levels of skill and responsibility, into charts. They have been developed as an informational tool to assist City employees and job seekers to plan and prepare for their career development and progression.

The list of City career paths can be viewed through the following link:

<https://www.santabarbaraca.gov/gov/depts/adminsvs/hr/career/paths.asp>

Career path charts are intended for general informational purposes only. Each Career path is intended to represent the way that an employee in a particular classification would normally progress in his or her career with the City. However, these Career Paths are not guarantees that an employee will progress, and they do not represent the only path available for an employee to progress.

### **IV. CLASSIFICATION LEVELS**

Classification levels differentiate jobs with similar job duties, but different levels of responsibility.

- **Clerical, Maintenance, and Technical Classes**

Distinctions between clerical maintenance, and technical levels are typically associated with the scope of duties assumed, and the nature of supervision received and exercised.

**Entry level** classes provide on-the-job training to employees with little or no related work experience. Assignments are generally limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees. As experience is acquired, the employee performs with less immediate supervision. Although many entry level classes are intended to provide training to incumbents for advancement to the journey level, some entry level

positions are assigned primarily routine work and are not considered to be training positions. The "I" is commonly used in the title of classes at this level. {Example: Maintenance Worker I, Office Specialist I}

**Journey level** classes recognize positions that require the incumbent to work under general supervision and within a framework of established procedures. Incumbents are expected to perform the full range of duties with only occasional instruction or assistance. Positions at this level frequently work outside the immediate proximity of a supervisor. Work normally is reviewed only on completion and for overall results. The "II" designation is commonly used for this class level. If a position does not include another level designation, it is assumed to be a level II journey position. {Example: Maintenance Worker II, Office Specialist II}

**Advanced journey level** classes recognize positions that perform a full range of duties, possess technical or functional expertise, and perform specialized duties in a highly independent manner. Advanced journey level positions may exercise technical or functional supervision<sup>1</sup> over lower level positions. The term "Senior" or "Specialist" is commonly used in titling classes at this level. {Example: Senior Maintenance Worker; Administrative Specialist}

- **Professional Classes**

Professional level classes perform duties of a complex analytical nature requiring skill and ability levels typically achieved through formal higher education (i.e., a four-year college degree). Distinctions between professional levels are typically associated with related experience, training and education requirements, independence and decision-making responsibility, and the level of supervision received and exercised.

**Entry level** professional classes are typically designed to provide on-the-job training opportunities. Incumbents typically have the appropriate formal, professional level training, but still have limited directly related work experience. Positions at the level perform a significant portion of the work assigned to the journey level, but without the expected independence or full responsibility at the journey level. Assignments are limited in scope and are set within the procedural frameworks established by higher level positions. As experience accumulates, the incumbent performs with increasing independence. The term "Assistant" is commonly used in titling classes at this level. {Example: Human Resources Assistant}

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<sup>1</sup> See "Types of Supervision" defined later in the document.

**Journey level** professional classes include position that perform a full range of complex analytical tasks and work under direction within a framework of established procedures. At this level, incumbents work with only occasional instruction or assistance. Employees in journey level professional classes may be expected to provide supervision to subordinate clerical or technical staff; however, supervisory responsibilities are ancillary to the main intent and focus of the position. Multiple journey levels within a series reflect increasing knowledge, skill and ability {Example: Human Resources Analyst I and Human Resources Analyst II}

**Advanced journey** level professional classes possess a significant level of specialized, technical or functional expertise beyond that expected at the journey level. In most cases, the advanced journey level assumes the existence of the journey level. Positions at this level require highly specialized knowledge, abilities, skills and experience, and often exercise independent judgment in the performance of their duties. Advanced journey level classes may provide supervision to other subordinate professional level positions, or assume responsibility for coordinating a defined management-level program. The term "Senior" is used to designate classes at this level. {Example: Senior Human Resources Analyst}

- **Lead & Program Coordinator Classes**

These positions perform duties with some limited supervisory or program ownership responsibility, but they are not full supervisory positions.

**Lead or Crew Leader** level classifications are those where the focus of duties is on coordinating, planning, scheduling, and reviewing the work of a small maintenance crew. These positions exercise functional/technical supervision over assigned employees. Typically these classes also actively perform the most complex duties assigned to the unit and report to Supervisor classes, who exercise direct supervision over the work group.

**Coordinator** level classifications are those that: coordinate a program within a division or department without day-to-day oversight; develop and coordinate projects or programs; supervise and schedule a variety projects and activities; supervise directly or functionally/technically.

- **Supervisory Classes**

Supervisory classes are those where the focus of the class is on the direct supervision of section activities. To be classified as a supervisor, a position must directly supervise at least two other full-time staff members. Distinctions between supervisory class levels take into account, among other things: program complexity and size, organizational impact and interfaces, and the nature and

number of programs and functions supervised. Class level designations may be expressed in terms of decision-making responsibility, level of supervision exercised, nature of positions supervised, and nature and scope of duties assumed such as hands-on work versus planning and policy development activities.

**Supervisor** level classes are those intended to be working supervisors, with emphasis on directly supervising staff and performing the more complex work of the unit. Classes at this level: supervise, assign, review and participate in the work of subordinates in the assigned section or work unit; assume responsibility for a variety of personnel actions including performance evaluation, training, selection and disciplinary measures; perform the most difficult and complex duties of the section; work under the direction of higher level management staff; monitor and review work in progress, providing technical assistance and guidance; ensure that appropriate policies and procedures are followed by subordinates; may monitor, coordinate and assist in developing the assigned work unit budget; and recommend procedures consistent with departmental directives, policies and regulations (which are developed by higher level staff).

The titles of Supervisor I and Supervisor II (or Senior Supervisor) are used in situations where one supervisor reports to another or there is a clear distinction in the level of responsibility between two supervisors

**Superintendent** level classes are second line supervisory classes that assume overall supervisory responsibility for a major functional unit within a division. These positions typically directly supervise one or more first line supervisors. Positions at this level typically report to a division manager and are responsible for: management and operations of a major work unit or section; implementation of goals, objectives, policies and procedures for assigned functions; assisting in developing and monitoring a division or functional unit budget; personnel activities for assigned unit including interviewing, hiring, performance evaluations, and disciplinary actions; development and monitoring of safety programs.

- **Management Classes**

**Management** level classifications have full oversight of a distinct division or major program of a department including but not limited to the full range of staff supervision, budgeting, and strategic planning. A manager usually works under the direction or general direction<sup>2</sup> of the Director or Assistant Director of the department.

**Assistant Director** level classes perform full management duties of a division or divisions under general direction of the department Director, and also assist the Director with developing department-wide strategies. A key distinguishing

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<sup>2</sup> See "Types of Supervision" defined later in the document.

characteristic of these classes is that they have direct and/or indirect supervisory authority over all of the other management positions in the department (if any). The position serves as the Director in the Director's absence.

**The Director** (or Executive Manager) reports to the City Administrator or Assistant City Administrator and is accountable for all of the activities of a City Department. Appointment as a Director must be approved by the City Council.

## V. TYPES OF SUPERVISION

In order to ensure consistency in updating the City's class specifications, the following terms are used to denote different levels of supervision both received and exercised by positions within the various classes of work.

- **Direct Supervision** — The basic characteristics of direct supervision are the assignment of tasks; the observance, review and evaluation of performance; the administration of line personnel functions (e.g., selection, discipline, grievances, privileges); and responsibility for the worker, as well as the work. The levels of direct supervision are described below in terms of supervision received by employees.
  - Immediate Supervision — The employee works in the presence of his/her supervisor or in a situation of close control and easy reference. Work assignments are given with explicit instructions or are so routine that few, if any, deviations from established practice are made without checking with the supervisor. This type of supervision is generally exercised over entry level clerical, maintenance, and technical employees.
  - General Supervision - Assigned duties require the exercise of judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action. The employee may or may not work in proximity to his/her supervisor. This type of supervision typically pertains to the journey and advanced journey level classes of a series.
  - Direction — The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. This category is usually applied to professional, supervisory or first level managerial positions in which employees are expected to operate with a reasonable degree of independence.
  - General Direction — The employee is responsible for a program or function(s) and is expected to carry out necessary activities without direction except as new or unusual circumstances require. This category is usually reserved for higher level professionals and supervisors and managers where significant discretion is required.

- **Indirect Supervision** — Indirect supervision is characterized by some form of authority over the work of employees not under direct supervision. In other words, the indirect supervisor is responsible for the work, but not the worker. Classifications solely exercising this level of supervision will generally not include the word “supervisor” in the job title. The descriptions above relate to an employee under direct supervision; the following describe persons with responsibility for exercising indirect supervision.
  - **Technical Supervision** —Responsible for prescribing procedures, methods, materials and formats as a technical expert within a specialty. He/she may produce or approve specifications, guides, lists, or directions. He/she may give direction to employees (usually on "how" and "why"), but does not assign tasks or observe and evaluate performance. "Technical supervision" relates to an occupational specialty or function, rather than to specific employees.
  - **Functional Supervision** —Responsible for a project or recurrent activities which involve tasks performed by persons over whom he/she has authority to give direction in regard to that project, even though they are under the direct supervision of someone else. "Functional supervision" may include "technical supervision," but goes beyond it in that the "supervisor" schedules and assigns tasks, monitors progress, reviews results, and is responsible for the completed work project. Functional supervision relates to a function or set of activities.

These supervisory guidelines are used in making determinations between the various classifications in the classification plan. They have also been incorporated in the City’s class specifications. The guidelines are used by HR in the ongoing maintenance and implementation of the classification system.

## **VI. FLEXIBLE STAFFING**

The City may choose to flexibly staff positions within any class series containing an entry and a journey level position. Flexible staffing gives the City the flexibility to hire employees at the entry level or the journey level depending upon applicant qualifications and City staffing needs. Positions budgeted at the journey, "II" level and encompassing full journey level work could be filled at the entry or "I" level when they become vacant, or at the journey level. The distinction between the entry and the journey level is based upon the degree of responsibility that an incumbent is expected to assume or the level of certification obtained by position incumbents, rather than on the types of duties assigned. After gaining the experience and knowledge to perform the full range of journey level tasks and/or fulfilling any special licensing or certification requirements for the journey, "II" level, the employee could reasonably expect to progress to that level based upon the judgment of the department head.

It is emphasized that flexible staffing does not preclude the City from identifying certain positions that involve primarily routine and repetitive tasks and assigning them permanently to the entry or "I" level. In these cases, the employee at the entry level could not reasonably expect to advance to the journey or "II" level while in the "I" level position. Advancement to the advanced journey level would be achieved through competitive selection rather than the more routine promotion from the entry to the journey level under the flexible staffing concept. However, should the City choose not to flexibly staff a given class series, appointment to the journey, "II" level would also be done through the traditional competitive selection method.

In rare instances, flexible staffing may be used between a journey and advanced journey level. However, in most cases, a separate competitive selection process is more appropriate for advancement to the advanced journey level.

## **VII. CLASS TITLING CONVENTIONS & WORKING TITLES**

Classification titles are assigned on a case-by-case basis. Formal class titles generally follow certain conventions. A list of these conventions is attached to this document as Exhibit A. Conventions are just general rules, however, and the title for a given classification may or may not follow the conventions.

Individual positions in a classification may be assigned a "working title" by the department to help people better understand their assigned functions. For example, a position classified as "Administrative Specialist" may be given the working title of "Employee Benefits Specialist" to distinguish the type of work assigned. While useful at the department level, the formal title for the position is still the classification title, and that is what is used for personnel administration purposes. The use of a working title should be approved by the department head and reviewed by Human Resources.

## **VIII. COMPENSATION**

Each City job classification has an assigned salary and a package of benefits adopted by ordinance or resolution of the City Council. The primary authority for setting and adjusting the City's salary schedules, rates of compensation, and related benefits comes from the Santa Barbara City Charter (Section 1211.Salaries. Annual Adjustment.). This section calls for salary administration policy and procedures for the City to be implemented in a manner consistent with modern public personnel administration in order to provide understandable methods of salary setting which will result in compensation that is "reasonable to employees and taxpayers alike." Salaries and benefits are further governed under Chapter 3.04 and 3.08 of the Santa Barbara Municipal Code. For most City positions, compensation is also set through negotiations with the recognized employee organization that represents that employee. Human Resources advises the City Administrator in setting compensation levels citywide and is responsible for the administration of compensation programs. The Finance Department processes the payroll.

**EXHIBIT A— JOB ANALYSIS QUESTIONNAIRE**

**CITY OF SANTA BARBARA  
JOB ANALYSIS QUESTIONNAIRE**

If the request for a position involves the reclassification of an existing position, then the employee completes this questionnaire and the supervisor, manager, and department head include comment/review at the end of this document.

If the request is for the reclassification of a vacant position or the addition of a new position, then the supervisor/manager completes this questionnaire with comment/review by the department head.

**I -- IDENTIFYING INFORMATION**

If a reclassification of a filled position, then please complete Section I; otherwise, skip to Section II.

<b>A.</b> Name (Last, First Middle Initial):	
<b>B.</b> Current Classification Title:	
<b>C.</b> Department:  & Division	
<b>D.</b> Total Length of Time with Organization:	(Years) (Months)
<b>E.</b> Length of Time in Current Classification:	(Years) (Months)
<b>F.</b> Previous Classification (if appropriate):	
<b>G.</b> Length of Time in Previous Classification:	(Years) (Months)
<b>H.</b> Assigned Hours per Week	
<b>I.</b> Work Address and Telephone Number	
<b>J.</b> Name of Immediate Supervisor:	
<b>K.</b> Classification Title of Immediate Supervisor	

**II -- PURPOSE OF THE POSITION**

Briefly describe the **major** purpose(s) or objectives of this position i.e. Why does this position exist?

**III-IMPORTANT AND ESSENTIAL DUTIES**

**IMPORTANT AND ESSENTIAL DUTIES:** In this section, please:

**Column 1:** List the major (important) duties expected of this position.

A duty is an activity performed to achieve the purpose or objectives of the job. A duty is a significant part of a functional area and consists of the performance of one or more tasks. Start each duty statement with a verb, such as: type, clean, collect, supervise, prepare, or similar action words.

After the duties listed, rate each duty statement for relative frequency using the scales provided and estimate the percentage of time spent on this duty annually.

**Column 2:**

Relative Frequency	Code	Relative Frequency	Code
Performed once or more daily	D	Performed once or more monthly	M
Performed once or more weekly	W	Performed once or more yearly	Y

**Column 3:** Time Spent: Please estimate percentage of time that will be spent on this duty on an **annual** basis.

<b><u>Important and Essential Duties</u></b>		<b>Required Documentation</b>	
		<b><u>Column 2</u></b> Frequency Code	<b><u>Column 3</u></b> % Time Spent (Annually)
<b><u>Column 1</u></b>			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

14.		
15.		
16.		
17.		
18.		
19.		
20.		

**IV –DUTIES ADDED TO THIS JOB IN THE LAST YEAR**

If a reclassification of an existing position, please complete this section. If not, then skip to Section V.

Please identify each duty in Section III that has been added to the position in the last year. Please list below the number(s) that corresponds to each of those duty statements (e.g., #3, #6):

#	#	#	#	#
---	---	---	---	---

**V--JOB RELATED QUALIFICATIONS**

**JOB RELATED QUALIFICATIONS:** Please list those knowledge, skills and abilities that are:

- (1) **Necessary** for successful performance.
- (2) **Not learned** in a brief training or orientation session (1 week or less).
- (3) **Required by the job**, not ones that may be acquired on the job.

**DEFINITIONS**

**KNOWLEDGE** is a body of information that applies directly to the performance of a function or duty (e.g., Knowledge of accounting principles and practices).

**SKILL** is a developed ability to use knowledge effectively or dexterity/coordination in the performance of physical tasks (e.g., Operate word processing equipment).

**ABILITY** is the competence or capability to perform an observable duty and usually results in an observable product (e.g., Prepare clear and concise reports).

Please list the knowledge, skills and abilities that are **essential** for the position being described. The knowledge, skills and abilities listed under this section should be linked directly with the essential duty statements.

**Essential Knowledge, Skills and Abilities Statements**

<b>Duties from Section III</b> (Please identify the duties from Section III by Number.)
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1.
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**Duties from Section III**  
 (Please identify the duties from  
 Section III by Number.)

**Essential Knowledge, Skills and Abilities Statements**

2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

**VI -- NECESSARY SPECIAL REQUIREMENTS**

Please list any licenses, registrations, or certificates **required** for your position and the agency responsible for issuing it.

<u>License/Registration/Certificate</u>	<u>Issuing Agency</u>

--	--

**VII -- EQUIPMENT OPERATING REQUIREMENTS**

List **equipment or machines** used in the regular course of assigned duties. For each piece of equipment or machinery, item, please assign the corresponding frequency code (D, W, M, Y) indicate the duty statement from Section III (by number) in which the equipment or machinery is used and estimate the total amount of time spent on an annual basis.

<u>Equipment / Machine</u>	REQUIRED DOCUMENTATION		
	Relative Frequency	Duty Number	Total Percent of time Spent
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

**VIII -- SUPERVISION EXERCISED**

A. Will this position exercise supervision over any employees?

**Yes / No**

If yes, please check the definition that best describes the type of supervision this position will exercise and the names and classification/job titles of the employees whom will be supervised.

\_\_\_\_\_ **Technical and Functional (Lead Worker)** - This position will be responsible for prescribing procedures, methods, materials and formats used in recurring projects of particular area [s] of work including training other employees. In addition, this position will also be responsible for recurring work projects or activities involving other employees to whom direction and guidance including lead supervision for a project or set of work activities.

Name	Classification/Job Title

**Direct Supervision**—In addition to functional and technical supervision, this position will be responsible for the administration of line personnel functions including selection, discipline, grievances, and formal performance evaluations. For example, this position will have responsibility for assigning, coordinating, scheduling, organizing, directing, and evaluating the work and people in assigned area.

Name	Classification/Job Title

B. Please list the total number of employees for whom this position will be responsible:

Full-time:	#	Part-time:	#	Hourly/Seasonal/Temp:	#
------------	---	------------	---	-----------------------	---

C. Please clarify the responsibility for the following supervisory responsibilities and decisions. Check the appropriate responsibility description that relates to each applicable function to be performed in this position.

Function	RESPONSIBILITY		
	Sole	Participate and Recommend	N/A
<input checked="" type="checkbox"/> Hiring			
Termination			
Promotion			
Performance appraisal			
Employee discipline			
Employee counseling			
Setting goals and objectives			
Revising procedures			
Changing policy			
Training			

**IX -- CONTACTS**

A. With what individuals **inside** the organization will this position have regular and frequent job related contact other than the supervisor and those supervised? Check the type of contact, indicate the purpose(s) of the contact (a, b, c, d, e, f, g) using the codes noted below, and the relative frequency (D, W, M, Y). More than one "purpose of contact" may be indicated as appropriate.

<b><u>Purpose of Contact</u></b>	<b><u>Code</u></b>	<b><u>Purpose of Contact</u></b>	<b><u>Code</u></b>
Provide information	a	Negotiate solutions within policy guidelines	e
Collect information	b	Negotiate solutions involving policy changes	f
Coordinate projects, activities, etc.	c	Other--specify below	g
Solve problems	d		

Type of Internal Contact	Purpose of Contact	Relative Frequency
<input checked="" type="checkbox"/> Clerical staff, other departments		
Professional staff, same department		

✓	<u>Type of Internal Contact</u>	<u>Purpose of Contact</u>	<u>Relative Frequency</u>
	Professional staff, other departments		
	Managers, other departments		
	Council      Type:		
	Board(s)      Type:		
	Commission(s)      Type:		
	Committee(s)      Type:		
	(Specify)		
	(Specify)		

**B.** With what individuals **outside** the organization will this position have regular and frequent contact required by the major responsibilities of the job? Check the type of contact, indicate the purpose(s) of the contact (a, b, c, d, e, f, g) using the codes noted above, and the relative frequency (D, W, M, Y). More than one "purpose of contact" may be indicated as appropriate.

✓	<u>Type of External Contact</u>	<u>Purpose of Contact</u>	<u>Relative Frequency</u>
	General public		
	Contractors, engineers and/or developers		
	Vendors		
	Public Agencies		
	Committee(s)      Type:		
	(Specify)		
	(Specify)		

**X -- BUDGET RESPONSIBILITY**

Identify below the applicable functions this position will perform regarding the budget.

To **develop** a budget means to make recommendations that affect policy and allocation of resources;

To **administer** a budget means to make expenditure decisions once the budget has been approved;

To **monitor** a budget means to track or check the budget once it has been adopted;

To **coordinate** a budget means to participate in the data collection and organization of budget materials. Please check all that apply.

**What function(s) will this position perform?**

Develop		Administer		Monitor		Coordinate	
---------	--	------------	--	---------	--	------------	--

**What area of responsibility does this budget cover?**

Department		Division		Section/Program		Work Unit		Other	
------------	--	----------	--	-----------------	--	-----------	--	-------	--

Indicate dollar amount of budget function:      \$ \_\_\_\_\_

**XI -- WORKING ENVIRONMENT**

Please identify any unusual **working conditions** which this position will be exposed to in the course of the job and indicate the relative frequency (D, W, M, Y) for each of the applicable conditions.

Also indicate from Section III the number(s) of the Duties (i.e., #3, #6) which are related to these working conditions.

<u>Condition</u>	<u>Relative Frequency</u>	<u>Duties</u>
Air contamination		
Confining work space		
Dirty environment		
Driving a vehicle		
Electrical hazards		
High or low temperatures		
High work places		
Improper illumination		
Noise		
Safety of others		
Shift work		
Toxic materials		
Vibration		
Other:		
None of the above: _____		

## **XII -- PHYSICAL ACTIVITY**

Please identify each appropriate **physical activity** required in the performance of this job and indicate the relative frequency (D, W, M, Y) for each activity. Also indicate from Section III the number(s) of the Duties (i.e., #3, #6) which are related to these physical activities.

<u>Physical Activity</u>	<u>Relative Frequency</u>	<u>Duties</u>
Climbing		
Crawling		
Kneeling		
Lifting*		
Running		
Sitting		
Standing		
Stooping		
Walking		
Other:		

*Please estimate typical lbs. per occurrence: _____		

**XIII -- MISCELLANEOUS COMMENTS**

Add Comments here:

REQUIRED

Person Completing Form Signature	Person Completing Form Title	Date:

The **JOB ANALYSIS QUESTIONNAIRE** requires all of the following approvals:

**IMMEDIATE SUPERVISOR/MANAGER REVIEW**

Does this describe the duties and responsibilities **accurately and fully**?

Add Comments here:

REQUIRED

Supervisor Signature	Supervisor Title	Date:

REQUIRED

Manager Signature	Manager Title	Date:

**DEPARTMENT HEAD REVIEW**

Do the preceding descriptions and comments by the immediate supervisor(s) describe the position **accurately and fully**?

Add Comments here:

REQUIRED

Department Head Signature	Department Head Title	Date:

*Note: the Human Resources division has been designated responsibility for the accuracy and integrity of the City classification and compensation system. Human Resources will review and update the classification system based on the results of this questionnaire, the City's classification plan, additional investigation (if needed), and principles of modern personnel administration, as appropriate.*

**CLASS TITLE**

**DEFINITION**

**DISTINGUISHING CHARACTERISTICS** (if part of an entry/journey/advanced journey level series)

**SUPERVISION RECEIVED AND EXERCISED**

**ESSENTIAL FUNCTIONS STATEMENTS** -- Essential duties may include, but are not limited to, the following:

**Essential Functions:**

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. [...]
3. Perform related duties as assigned

**QUALIFICATIONS**

**Knowledge of:**

**Ability to:**

**Experience and Training Guidelines:**

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

**Experience:**

**Training:**

**License or Certificate:**

**WORKING CONDITIONS**

**Environmental Conditions:**

**Physical Conditions:**

**CAREER PATH**

This classification is part of the \_\_\_\_ career path.

*To learn more about career paths, please follow this link: <link>*

## EXHIBIT C – TITLING CONVENTIONS CHART

(Updated 5/1/2017)

The titling conventions below are designed to represent general guidelines, and not rules, for establishing classification titles in the City Services

Title	General level & description	Notes/Exceptions	Example Titles
<b>Trainee</b>	Unclassified placement of up to one year for persons who will gain the minimum qualifications for regular appointment during the period of their appointment. Must qualify for regular appointment or be separated after one year. Paid at 80% of established wage rate for regular class. (SBMC §3.04.055)		Human Resources Assistant Trainee.
<b>In-Training</b>	Pre-entry level regular classifications in the skilled trades.	Also designated as "OIT".	Water Treatment Operator In Training; Water Distribution Operator In Training
<b>Aide</b>	Entry level classes		Airport Operations Aide, Building Inspector Aide,
<b>Level I</b>	Entry level classes	Level I may also be used as the first in a series of journey-level or supervisory-level classes when more than one journey or supervisory level exists: Administrative Analyst I, Human Resources Analyst I, Risk Analyst I, Environmental Services Specialist I, Control Systems Operator/Specialist I, Community Development Supervisor I, Senior Planner I	Maintenance Worker I, Office Specialist I,
<b>Level II</b>	Journey level classes. (If a position does not include another level designation, it is assumed to be a level II journey position.)	May also be used as the second in a series of journey level classes: Administrative Analyst II, Human Resources Analyst II, Risk Analyst II, Environmental Services Specialist II, Control Systems Operator/Specialist II, Community Development Supervisor II, Senior Planner II	Maintenance Worker II, Office Specialist II, Carpenter, Painter

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<b>Specialist</b>	<p>Advanced journey level clerical or technical [Specialists concentrate primarily on a particular subject or activity within the organization. They tend to be highly skilled within in a specific field or discipline, and perform specialized duties in a highly independent manner. The “Administrative Specialist” is the most commonly used title.]</p> <p>Senior Specialist is also advanced journey, and is used where there is a clear distinction in the level of responsibility between two specialists in the same work group.</p>	<p>--The Office Specialist I/II are the entry level and journey level basic clerical classifications. --The Environmental Services Specialist I and II are analyst level professional positions.</p>	<p>Airport Marketing Specialist, Automotive Parts Specialist, City TV Production Specialist, Housing Programs Specialist, Mail Services Specialist, , Property Management Specialist, Rental Housing Mediation Specialist, Tree Care Specialist, Water Resources Specialist, Police Records Specialist, etc.</p>
<b>Senior (also: III)</b>	<p>Clerical, maintenance and technical: Advanced journey level  Professional: Advanced journey level</p>	<p>Occasionally, the term “Senior” will refer to a supervisory position. This generally occurs only where organizational history or the standards of the particular industry require it. (Example: Senior Planner, Senior Deputy City Clerk)</p>	<p>Senior Maintenance Worker; Senior Custodian</p>
<b>Lead Crew Leader</b>	<p>Lead level. Perform duties with some limited supervisory or program ownership responsibility, but they are not full supervisory positions.</p>	<p>Also: Chief Operator which has</p>	<p>Grounds Maintenance Crew Leader; Waterfront Maintenance Crew Leader.</p>
<b>Coordinator</b>	<p>Coordinator level</p>		<p>Accounting Coordinator, Maintenance Coordinator, GIS Coordinator</p>
<b>Assistant</b>	<p>Entry level professional or journey level paraprofessional classes. May be trained to assist with professional level work, but not yet themselves have full professional qualifications or perform full professional scope of work.</p>	<p>Assistant City Attorney</p>	<p>Assistant Planner, Human Resources Assistant, Accounting Assistant, Administrative Assistant, Harbor Operations Assistant</p>

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<b>Technician</b>	Journey level paraprofessional class. May be skilled or semi-skilled worker performing professional functions, but not have full professional qualifications or perform full professional scope of work.		Engineering Technician
<b>Associate</b>	Journey level professional classes		Associate Planner Engineering Associate
<b>Analyst</b>	Professional series perform increasingly difficult and complex analysis tasks, conduct management studies, and coordinate projects. They compile the information and use it as an advisory tool to counsel management on the effectiveness of operations, programs, and policies. Strong in the areas of analysis, evaluation methods, and program assessing techniques. Frequently must understand financial management practices and budgetary principles.	Related: IT Analyst positions use analytical skills to implement information systems that optimize organizational efficiency	Human Resources Analyst, Administrative Analyst, Risk Analyst, Finance Analyst
<b>Supervisor</b>	Supervise two or more non-supervisory classifications		Senior Planner I, Senior Planner II
<b>Superintendent</b>	Supervisory classes that assume overall supervisory responsibility for a major functional unit within a division. Directly supervise one or more first line supervisors. Positions at this level typically report to a division manager and may have management level responsibilities of the functional section of the division.		Facilities Maintenance Superintendent, Parking/TMP Superintendent, Urban Forest Superintendent, Water Treatment Superintendent, Waterfront Maintenance Superintendent
<b>Principal</b>	Management classes within a specified learned profession with management level responsibility for a subsection of a division. Two or more Principal professionals may exist within a single division and be overseen by another non-executive manager.		Principle Engineer; Principle Planner

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<b>Manager</b>	Have full oversight of and accountability for a distinct division or major program of a department including but not limited to the full range of staff supervision, budgeting, and strategic planning. A manager typically works under the direction or general direction of the Director or Assistant Director of the department. Some manager classes may manage one or more other managers.	Also: City Planner, City Engineer	Environmental Services Manager, I.T. Manager, Creeks Manager
<b>Assistant Director</b>	Perform full management duties of one or more divisions under general direction of the department Director, and also assist the Director with developing department-wide strategies. A key distinguishing characteristic is direct and/or indirect supervisory authority over all other managers in the department (if any). The position serves as the Director in the Director's absence.		Assistant Parks and Recreation Director; Assistant Library Director
<b>Director</b>	Report directly to the City Administrator and are accountable for the providing services and implementing policy directives related to an entire City Department.	Also: Public Safety Chief (Fire Chief, Police Chief)	Public Works Director, Administrative Services Director