



CITY OF MONROVIA  
OFFICE OF THE CITY CLERK  
M E M O R A N D U M

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TO: MAYOR AND CITY COUNCIL  
FROM: ALICE D. ATKINS, MMC, CITY CLERK  
DATE: APRIL 20, 2021  
SUBJECT: APRIL 20, 2021 – REGULAR MEETING

Below are changes and updates related to tonight's meeting agenda.

**CONSENT CALENDAR**

**CC-11 Proposed Positional Adjustments and Side Letter of Agreement**

Attached is a ***corrected Attachment*** to the above referenced report, removing positions referenced in the Agenda Report and related Side Letter of Agreement

**CITY OF MONROVIA  
FISCAL YEAR 2020/21  
AUTHORIZED POSITION LISTING**

Department	<u>Current Positions</u> FY 2020/21 (Approved 11/17/20)	<u>Proposed Positions</u> FY 2020/21 (Proposed 4/20/21)
<b><u>ELECTED OFFICIALS</u></b>		
<b><i>Administration</i></b>		
Mayor	1.00	1.00
City Council Member	4.00	4.00
City Treasurer	1.00	1.00
City Clerk	1.00	1.00
<b>ELECTED OFFICIALS SUBTOTAL</b>	<b>7.00</b>	<b>7.00</b>
<b><u>CITY MANAGER'S OFFICE</u></b>		
<b><i>Administration</i></b>		
City Manager	1.00	1.00
Assistant City Manager	1.00	1.00
Assistant to the City Manager	1.00	1.00
Communications Analyst	1.00	1.00
Management Assistant / Management Analyst / Senior Management Analyst	2.00	2.00
<b><i>Administration Subtotal</i></b>	<b>6.00</b>	<b>6.00</b>
<b><i>City Clerk's Office</i></b>		
Chief Deputy City Clerk	1.00	1.00
Assistant to the City Clerk	1.00	1.00
Administrative Assistant / Senior Administrative Assistant	1.00	1.00
<b><i>City Clerk's Office Subtotal</i></b>	<b>3.00</b>	<b>3.00</b>
<b><i>Human Resources Division</i></b>		
Human Resources Manager	1.00	1.00
Human Resources Officer	1.00	1.00
Human Resources Technician / Senior Human Resources Technician	1.00	1.00
Management Assistant / Management Analyst / Senior Management Analyst	1.00	1.00
Benefits Coordinator	1.00	1.00
Office Aide	0.75	0.75
<b><i>Human Resources Division Subtotal</i></b>	<b>5.75</b>	<b>5.75</b>
<b>CITY MANAGER'S OFFICE SUBTOTAL</b>	<b>14.75</b>	<b>14.75</b>
<b><u>ADMINISTRATIVE SERVICES DEPARTMENT</u></b>		

**CITY OF MONROVIA  
FISCAL YEAR 2020/21  
AUTHORIZED POSITION LISTING**

<b>Department</b>	<b>Current Positions FY 2020/21 (Approved 11/17/20)</b>	<b>Proposed Positions FY 2020/21 (Proposed 4/20/21)</b>
<b>Finance</b>		
Administrative Services / Finance Director	1.00	1.00
Deputy Administrative Services Director / Finance Division Manager	1.00	1.00
Management Assistant / Management Analyst / Senior Management Analyst	1.00	1.00
Budget / Finance Administrator	1.00	1.00
Principal Accountant	2.00	2.00
Accountant	1.00	1.00
Senior Payroll Technician	1.00	1.00
Senior Financial Systems Technician	1.00	1.00
Senior Accounting Assistant	3.00	3.00
Accounting Assistant	2.00	2.00
Information Systems Analyst / Senior Information System Analyst	1.00	1.00
<b>Finance Subtotal</b>	<b>15.00</b>	<b>15.00</b>
<b>ADMINISTRATIVE SERVICES DEPARTMENT SUBTOTAL</b>	<b>15.00</b>	<b>15.00</b>
<b><u>POLICE DEPARTMENT</u></b>		
<b>Sworn</b>		
Police Chief	1.00	1.00
Police Captain	2.00	2.00
Police Lieutenant	4.00	4.00
Police Sergeant	7.00	7.00
Police Officer w/ Detective Assignment	6.00	6.00
Police Officer w/ Agent Assignment	6.00	6.00

**CITY OF MONROVIA  
FISCAL YEAR 2020/21  
AUTHORIZED POSITION LISTING**

<b>Department</b>	<b><u>Current Positions</u></b> <b>FY 2020/21</b> <b>(Approved 11/17/20)</b>	<b><u>Proposed Positions</u></b> <b>FY 2020/21</b> <b>(Proposed 4/20/21)</b>
Police Officer	24.00	24.00
Police Officer - Authorized Overhire Position	2.00	2.00
<b><i>Sworn Subtotal</i></b>	<b>50.00</b>	<b>50.00</b>
<b><i>Non-Sworn</i></b>		
Office Administrator - Police	1.00	1.00
Administrative Assistant / Senior Administrative Assistant - Police	3.00	2.00
Police Service Supervisor	1.00	1.00
Police Services Representative	5.00	5.00

**CITY OF MONROVIA  
FISCAL YEAR 2020/21  
AUTHORIZED POSITION LISTING**

<b>Department</b>	<b><u>Current Positions</u> FY 2020/21 (Approved 11/17/20)</b>	<b><u>Proposed Positions</u> FY 2020/21 (Proposed 4/20/21)</b>
Communications, Crime Analysis & Technology Support	1.00	1.00
Information Systems Technician	1.00	1.00
Police Communications Operator (Dispatch)	8.00	8.00
Lead Parking Control Officer	1.00	1.00
Community Service Officer	3.00	4.00
Senior Community Services Officer	1.00	1.00
Jailer	4.00	4.00
<b><i>Non-Sworn Subtotal</i></b>	<b>29.00</b>	<b>29.00</b>
<b>POLICE DEPARTMENT SUBTOTAL</b>	<b>79.00</b>	<b>79.00</b>
<b><u>FIRE DEPARTMENT</u></b>		
<b><i>Sworn</i></b>		
Fire Chief	1.00	1.00
Fire Division Chief	3.00	3.00
Fire Captain	9.00	9.00
Fire Engineer	9.00	9.00

**CITY OF MONROVIA  
FISCAL YEAR 2020/21  
AUTHORIZED POSITION LISTING**

<b>Department</b>	<b><u>Current Positions</u> FY 2020/21 (Approved 11/17/20)</b>	<b><u>Proposed Positions</u> FY 2020/21 (Proposed 4/20/21)</b>
Firefighter / Firefighter w/ Paramedic Assignment	21.00	21.00
<b><i>Sworn Subtotal</i></b>	<b>43.00</b>	<b>43.00</b>
<b><i>Non-Sworn</i></b>		
Management Assistant / Management Analyst / Senior Management Analyst	1.00	1.00
Administrative Assistant / Senior Administrative Assistant	1.00	1.00
Hazardous Materials Fire Inspector	1.00	1.00
Fire Inspector - Prevention	1.00	1.00
<b><i>Non-Sworn Subtotal</i></b>	<b>4.00</b>	<b>4.00</b>
<b>FIRE DEPARTMENT SUBTOTAL</b>	<b>47.00</b>	<b>47.00</b>
<b><u>COMMUNITY DEVELOPMENT DEPARTMENT</u></b>		
<b><i>Planning Division</i></b>		
Community Development Director	1.00	1.00
Planning Division Manager	1.00	1.00
Project Coordinator	1.00	1.00

**CITY OF MONROVIA  
FISCAL YEAR 2020/21  
AUTHORIZED POSITION LISTING**

Department	<u>Current Positions</u> FY 2020/21 (Approved 11/17/20)	<u>Proposed Positions</u> FY 2020/21 (Proposed 4/20/21)
Senior Planner	1.00	1.00
Associate Planner	2.00	2.00
Planning Technician / Assistant Planner	2.00	2.00
<b><i>Planning Division Subtotal</i></b>	<b>8.00</b>	<b>8.00</b>
<b><i>Building Division</i></b>		
Building & Safety Division Manager	1.00	1.00
Combination Inspector / Senior Combination Inspector	2.00	2.00
Plans Examiner	1.00	1.00
Building Counter Technician	1.00	1.00
Development Services Technician	1.00	1.00
Administrative Assistant / Senior Administrative Assistant	1.00	1.00
<b><i>Building Division Subtotal</i></b>	<b>7.00</b>	<b>7.00</b>
<b><i>Neighborhood &amp; Business Services Division</i></b>		
Neighborhood & Business Services Division Manager	1.00	1.00
Administrative Assistant / Senior Administrative Assistant	2.00	2.00
Neighborhood Preservation Officer	4.00	4.00
Neighborhood Services Program Coordinator	1.00	1.00
<b><i>Neighborhood &amp; Business Services Division Subtotal</i></b>	<b>8.00</b>	<b>8.00</b>
<b>COMMUNITY DEVELOPMENT DEPARTMENT SUBTOTAL</b>	<b>23.00</b>	<b>23.00</b>
<b><u>COMMUNITY SERVICES DEPARTMENT</u></b>		
<b><i>Administration</i></b>		
Community Services Director	1.00	1.00
Management Assistant / Management Analyst / Senior Management Analyst	1.00	1.00
<b><i>Administration Subtotal</i></b>	<b>2.00</b>	<b>2.00</b>
<b><i>Community Services Division - Recreation</i></b>		
Recreation Manager	1.00	1.00
Recreation Superintendent	1.00	0.00
Administrative Assistant / Senior Administrative Assistant	1.00	1.00
Recreation Supervisor	2.00	2.00
Recreation Coordinator	4.00	5.00

**CITY OF MONROVIA  
FISCAL YEAR 2020/21  
AUTHORIZED POSITION LISTING**

Department	<u>Current Positions</u> FY 2020/21 (Approved 11/17/20)	<u>Proposed Positions</u> FY 2020/21 (Proposed 4/20/21)
Hillside Wilderness Preserve Supervisor	1.00	1.00
<b><i>Community Services Division - Recreation - Subtotal</i></b>	<b>10.00</b>	<b>10.00</b>
<b><i>Community Services Division - Library</i></b>		
Library Manager	1.00	1.00
Management Analyst / Senior Management Analyst	1.00	1.00
Library Supervisor	2.00	2.00
Librarian	5.00	5.00
Administrative Assistant / Senior Administrative Assistant	1.00	1.00
<b><i>Community Services Division Subtotal</i></b>	<b>10.00</b>	<b>10.00</b>
<b>COMMUNITY SERVICES DEPARTMENT SUBTOTAL</b>	<b>22.00</b>	<b>22.00</b>
<b><u>PUBLIC WORKS DEPARTMENT</u></b>		
<b><i>Public Works Administration</i></b>		
Public Works Director	1.00	1.00
Public Works Office Coordinator	1.00	1.00
Management Assistant / Management Analyst / Senior Management Analyst	2.00	2.00
Administrative Assistant / Senior Administrative Assistant	1.00	1.00
Public Works Outreach Officer	1.00	1.00
<b><i>Public Works Administration Subtotal</i></b>	<b>6.00</b>	<b>6.00</b>
<b><i>Engineering / Capital Project Delivery Operation</i></b>		
Deputy Public Works Director	0.00	1.00
Administrative Officer	1.00	0.00
Senior Public Works Inspector	1.00	1.00
Administrative Assistant / Senior Administrative Assistant	1.00	1.00
<b><i>Engineering / Capital Project Delivery Subtotal</i></b>	<b>3.00</b>	<b>3.00</b>
<b><i>Water Production / Utility / Field Services Operation</i></b>		
Deputy Public Works Director	0.00	1.00
Public Works Operations Manager	1.00	0.00
Field Services Contracts Supervisor	1.00	0.00



**CITY OF MONROVIA  
FISCAL YEAR 2020/21  
AUTHORIZED POSITION LISTING**

<b>Department</b>	<b><u>Current Positions</u> FY 2020/21 (Approved 11/17/20)</b>	<b><u>Proposed Positions</u> FY 2020/21 (Proposed 4/20/21)</b>
Water Quality Superintendent	1.00	1.00
Project Coordinator	1.00	1.00
Electrician	1.00	1.00
Water Production Supervisor	1.00	1.00
Water Production Operator	2.00	2.00
Utility System Customer Services Supervisor	1.00	1.00
Customer Service Representative	2.00	2.00
Utility System Maintenance Supervisor	1.00	1.00
Utility Maintenance Lead Worker	2.00	2.00
Utility Maintenance Worker / Senior Utility Maintenance Worker	4.00	4.00
Field Services Maintenance Supervisor	1.00	1.00
Maintenance Lead Worker	2.00	2.00
Maintenance Worker / Senior Maintenance Worker*	5.00	5.00
City Facilities Caretaker	2.00	2.00
Facilities Maintenance Lead Worker	0.00	0.00
<b><i>Water Production / Utility / Field Services Operation Subtotal</i></b>	<b>28.00</b>	<b>27.00</b>
<b>PUBLIC WORKS DEPARTMENT SUBTOTAL</b>	<b>37.00</b>	<b>36.00</b>
<b>TOTAL AUTHORIZED FULL-TIME POSITIONS</b>	<b>244.75</b>	<b>243.75</b>

**CITY OF MONROVIA**  
**Full-Time Classification / Compensation Program Overview**  
**Fiscal Year 2020/21**

Job Classification	Salary Range	Salary Range Minimum	Salary Range Maximum
Park Naturalist	146	\$ 3,287.35	\$ 4,405.37
Accounting Assistant	156	\$ 3,631.28	\$ 4,866.27
Administrative Assistant	156	\$ 3,631.28	\$ 4,866.27
Customer Service Representative	156	\$ 3,631.28	\$ 4,866.27
Police Services Representative	156	\$ 3,631.28	\$ 4,866.27
Maintenance Worker (Facility, Park, Street, & Utility)	161	\$ 3,816.52	\$ 5,114.50
Code Enforcement & Business License Assistant	166	\$ 4,011.20	\$ 5,375.39
City Facilities Caretaker	166	\$ 4,011.20	\$ 5,375.39
Engineering Technician	166	\$ 4,011.20	\$ 5,375.39
Parking Enforcement Officer	166	\$ 4,011.20	\$ 5,375.39
Senior Accounting Assistant	166	\$ 4,011.20	\$ 5,375.39
Senior Administrative Assistant	166	\$ 4,011.20	\$ 5,375.39
Assistant to the City Clerk	171	\$ 4,215.81	\$ 5,649.59
Building Counter Technician	171	\$ 4,215.81	\$ 5,649.59
Community Services Officer	171	\$ 4,215.81	\$ 5,649.59
Development Services Technician	171	\$ 4,215.81	\$ 5,649.59
Human Resources Technician	171	\$ 4,215.81	\$ 5,649.59
Jailer	171	\$ 4,215.81	\$ 5,649.59
Planning Technician	171	\$ 4,215.81	\$ 5,649.59
Lead Parking Enforcement Officer	176	\$ 4,430.86	\$ 5,937.77
Office Administrator	176	\$ 4,430.86	\$ 5,937.77
Electrician	176	\$ 4,430.86	\$ 5,937.77
Neighborhood Services Program Coordinator	176	\$ 4,430.86	\$ 5,937.77
Management Assistant	176	\$ 4,430.86	\$ 5,937.77
Police Communications Operator (Dispatch)	176	\$ 4,430.86	\$ 5,937.77
Recreation Coordinator	176	\$ 4,430.86	\$ 5,937.77
Senior Accounting Systems Technician	176	\$ 4,430.86	\$ 5,937.77

Job Classification	Salary Range	Salary Range Minimum	Salary Range Maximum
Senior Human Resources Technician	176	\$ 4,430.86	\$ 5,937.77
Senior Maintenance Worker (Facility, Park, Street, & Utility)	176	\$ 4,430.86	\$ 5,937.77
Traffic Signal & Street Light Electrician	176	\$ 4,430.86	\$ 5,937.77
Field Services Office Coordinator	181	\$ 4,656.88	\$ 6,240.66
Payroll Technician	181	\$ 4,656.88	\$ 6,240.66
Project Coordinator	181	\$ 4,656.88	\$ 6,240.66
Senior Community Services Officer	181	\$ 4,656.88	\$ 6,240.66
Water Production Operator	181	\$ 4,656.88	\$ 6,240.66
Benefits Coordinator	187	\$ 4,943.37	\$ 6,624.58
Maintenance Lead Worker (Facility, Park, Street, & Utility)	187	\$ 4,943.37	\$ 6,624.58
Neighborhood Preservation Officer	187	\$ 4,943.37	\$ 6,624.58
Senior Financial Systems Technician	187	\$ 4,943.37	\$ 6,624.58
Senior Payroll Technician	187	\$ 4,943.37	\$ 6,624.58
Assistant Planner	193	\$ 5,247.48	\$ 7,032.13
Hillside Wilderness Preserve Supervisor	193	\$ 5,247.48	\$ 7,032.13
Public Works Outreach Officer	193	\$ 5,247.48	\$ 7,032.13
Recreation Supervisor	193	\$ 5,247.48	\$ 7,032.13
Information Systems Technician	193	\$ 5,247.48	\$ 7,032.13
Librarian	193	\$ 5,247.48	\$ 7,032.13
Police Recruit	193	\$ 5,247.48	\$ 7,032.13
Public Works Office Coordinator	193	\$ 5,247.48	\$ 7,032.13
Water Quality Coordinator	193	\$ 5,247.48	\$ 7,032.13
Combination Inspector	198	\$ 5,515.16	\$ 7,390.84
Maintenance Supervisor (Facility, Field Services, Park, Street)	198	\$ 5,515.16	\$ 7,390.84
General Services Supervisor	198	\$ 5,515.16	\$ 7,390.84
Utility System Customer Services Supervisor	198	\$ 5,515.16	\$ 7,390.84
Utility System Maintenance Supervisor	198	\$ 5,515.16	\$ 7,390.84
Water Production Supervisor	198	\$ 5,515.16	\$ 7,390.84
Fire Inspector	198	\$ 5,515.16	\$ 7,390.84
Environmental Services Coordinator	203	\$ 5,796.49	\$ 7,767.85
Human Resources Supervisor	203	\$ 5,796.49	\$ 7,767.85
Information System Analyst	203	\$ 5,796.49	\$ 7,767.85
Management Analyst	203	\$ 5,796.49	\$ 7,767.85

Job Classification	Salary Range	Salary Range Minimum	Salary Range Maximum
Senior Public Works Inspector	203	\$ 5,796.49	\$ 7,767.85
Police Services Supervisor	206	\$ 5,972.13	\$ 8,003.22
Associate Planner	211	\$ 6,276.76	\$ 8,411.46
Hazardous Materials Fire Inspector	211	\$ 6,276.76	\$ 8,411.46
Senior Combination Inspector	211	\$ 6,276.76	\$ 8,411.46
Accountant	213	\$ 6,402.93	\$ 8,580.53
Budget / Financial Analyst	213	\$ 6,402.93	\$ 8,580.53
Communications Analyst	213	\$ 6,402.93	\$ 8,580.53
Finance Operations Supervisor	213	\$ 6,402.93	\$ 8,580.53
Library Supervisor	213	\$ 6,402.93	\$ 8,580.53
Firefighter	213	\$ 6,402.93	\$ 8,580.53
Police Officer	213	\$ 6,402.93	\$ 8,580.53
Plans Examiner	226	\$ 7,287.13	\$ 9,765.45
Recreation Superintendent	226	\$ 7,287.13	\$ 9,765.45
Senior Information System Analyst	226	\$ 7,287.13	\$ 9,765.45
Senior Management Analyst	226	\$ 7,287.13	\$ 9,765.45
Senior Planner	226	\$ 7,287.13	\$ 9,765.45
Budget / Finance Administrator	228	\$ 7,433.60	\$ 9,961.73
Communications, Crime Analyst, & Technology Supervisor	228	\$ 7,433.60	\$ 9,961.73
Firefighter w/ Paramedic Assignment	228	\$ 7,433.60	\$ 9,961.73
Fire Engineer	228	\$ 7,433.60	\$ 9,961.73
Police Officer w/ Agent Assignment	228	\$ 7,433.60	\$ 9,961.73
Police Officer w/ Detective Assignment	228	\$ 7,433.60	\$ 9,961.73
Project Manager	228	\$ 7,433.60	\$ 9,961.73
Field Services Superintendent	233	\$ 7,812.79	\$ 10,469.88
Water Quality Superintendent	233	\$ 7,812.79	\$ 10,469.88
Water Production Superintendent	233	\$ 7,812.79	\$ 10,469.88
Human Resources Officer	233	\$ 7,812.79	\$ 10,469.88
Principal Accountant	233	\$ 7,812.79	\$ 10,469.88
Police Sergeant	243	\$ 8,630.18	\$ 11,565.26

Job Classification	Salary Range	Salary Range Minimum	Salary Range Maximum
Fire Captain	243	\$ 8,630.18	\$ 11,565.26
Chief Deputy City Clerk	243	\$ 8,630.18	\$ 11,565.26
Assistant to the City Manager	243	\$ 8,630.18	\$ 11,565.26
Deputy Director of Public Works	251	\$ 9,345.25	\$ 12,523.52
Information Systems Manager	251	\$ 9,345.25	\$ 12,523.52
Water Production Manager	251	\$ 9,345.25	\$ 12,523.52
Human Resources Manager	251	\$ 9,345.25	\$ 12,523.52
Finance Operations Manager	251	\$ 9,345.25	\$ 12,523.52
Library Manager	251	\$ 9,345.25	\$ 12,523.52
Recreation Manager	251	\$ 9,345.25	\$ 12,523.52
Fire Division Chief	261	\$ 10,322.97	\$ 13,833.76
Police Lieutenant	261	\$ 10,322.97	\$ 13,833.76
Building & Safety Division Manager	261	\$ 10,322.97	\$ 13,833.76
Deputy Administrative Services Director / Finance Division Manager	261	\$ 10,322.97	\$ 13,833.76
Deputy City Manager	261	\$ 10,322.97	\$ 13,833.76
Neighborhood & Business Services Division Manager	261	\$ 10,322.97	\$ 13,833.76
Planning Division Manager	261	\$ 10,322.97	\$ 13,833.76
Public Works Division Manager	261	\$ 10,322.97	\$ 13,833.76
Police Captain	276	\$ 11,984.64	\$ 16,060.57
Administrative Services / Finance Director	286	\$ 13,238.50	\$ 17,740.86
Assistant City Manager	286	\$ 13,238.50	\$ 17,740.86
Community Development Director	286	\$ 13,238.50	\$ 17,740.86
Community Services Director	286	\$ 13,238.50	\$ 17,740.86
Fire Chief	286	\$ 13,238.50	\$ 17,740.86
Police Chief	286	\$ 13,238.50	\$ 17,740.86
Public Works Director	286	\$ 13,238.50	\$ 17,740.86

Approved: 10/20/20

Updated: 04/20/21



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## DEPUTY DIRECTOR OF PUBLIC WORKS

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### **DEFINITION**

Under administrative direction, manages the City's public works programs, including Field Services and General Services Division. Programs and activities within Field Services include maintenance of streets, parks, fleet, facilities, water production, utility systems, contract administration, and customer service; under General Services include engineering, environmental services, and administrative operations, coordinates the development and execution of complex capital projects. Both divisions provide highly responsible and complex administrative support to the Director of Public Works. May also act in the absence of the Director of Public Works.

### **SUPERVISION EXERCISED**

Exercises direct and indirect supervision over supervisory, professional, technical, clerical, field, and paraprofessional staff.

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Manage and participate in the development and implementation of department goals, objectives, policies and procedures, and priorities for assigned division.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and direct the implementation of improvements.

Participate in the selection, training, evaluation, and motivation of public works staff; work with employees to correct deficiencies and implement discipline and termination procedures when appropriate.

Plan, prioritize, assign, supervise, review, and participate in the work plan for assigned Division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Prepare and manage budget, including identification of staffing, equipment, material, and supply needs; assists in the preparation of project costs; monitors and approve expenditures.

Supervises and participates in the preparation and evaluation of requests for proposals relating to assigned projects; directs the preparation of project cost estimates for competitive bidding.

Manage and administer consulting and other related contracts; review work to ensure compliance with specifications, and ensure compliance with codes, ordinances, and standards.

Serve as a liaison for the department with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide staff support to boards and commissions; attend and participate in professional group meetings; stay abreast of new trends within the department.

Conduct special surveys and studies, including gather information from other cities and agencies and make recommendations.

Makes formal presentations to the City Council, Commissions, and the general public. Prepares related comprehensive written reports and oral presentations.

Answer inquiries from the public and staff, review and investigate citizen complaints and service requests ensuring appropriate disposition.

Assist with the development and implementation of short and long-range planning activities and strategies.

Create and foster an environment and culture of collaboration, teamwork, innovation, and efficiency.

Perform related duties as assigned.

**When assigned to the Field Services Division (Utilities, Maintenance, and Contract Services):**

Provide technical guidance in water production, sewer, street, parks, and facilities maintenance, general services, utility systems, fleet services, contract maintenance and customer service.

Direct and manage construction and maintenance of City streets, water, wastewater systems, facilities and fleet maintenance activities.

Develop fleet management programs and quality control strategies to enhance fleet performance and capabilities; establish standard maintenance repair methods and replacement schedules.

Maintains inventory of supplies and requisition materials.



Coordinate stand-by emergency response and/or respond to emergencies.

**When assigned to the General Services Division (Engineering, Environmental Services, and Administration):**

Provide administrative guidance and supervision to support staff in engineering, environmental services, administration, contract maintenance and customer service.

Manage complex capital improvement projects, from inception to completion; make recommendations and implement necessary and appropriate changes; conducts continuous analysis of future proposed projects affecting the City.

Prepares and/or participates in preparation of applications for State and Federal funds or grants; monitors compliance with applicable terms of such grants.

Manages and directs the activities related to the City's refuse collection, recycling, waste diversion, landfill operations, storm drain systems, and groundwater monitoring programs; planning efforts for reducing, recycling and reusing the waste generated within the City.

Plans and oversees the department's various public outreach and education programs; write press releases; contribute to website content and social media presence.

Provide oversight for engineering projects, permitting and inspections.

Analyze the organization and external environment to identify issues or opportunities in support of regional policies and developments.

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

Principles and practices of employee supervision, training, evaluation, motivation and discipline.

Principles of public administration, budget preparation and analysis, human resources, management, organizational development, systems and procedures.

Principles of budget and contract administration, system and procedures, and public bidding process and procedures.

Principles of civil engineering, inspection practices, and permitting procedures.





Principles of construction practices and capital project development and execution.

Standard safety practices required by OSHA/CalOSHA.

Applicable Federal, State and local laws, codes and regulations.

Techniques used in dealing with the public and customer service.

Survey techniques, statistics and report writing.

*Ability and Skill to:*

Plan, organize, review the work of, train, and supervise subordinate staff.

Plan, coordinate and perform project management and coordination.

Respond to questions from the public and staff.

Exercise cultural sensitivity and awareness.

Delegate authority and responsibility.

Independently interpret and apply policies, procedures, laws, codes and regulations pertaining to capital projects, public works inspections, and public works permitting processes.

Read and interpret blueprints, construction plans and related documents.

Independently research and analyze problems, identify solutions, project impacts of proposed actions and implement recommendations.

Research, collect, compile and analyze information and data, present findings objectively, clearly and concisely and prepare reports with conclusions and recommendations; organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Establish and maintain effective working relationships with staff, Commissions, the City Council, City Manager and the public.

Perform duties of an emergency worker in the event of a natural or other disaster.



## **QUALIFICATIONS**

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

BA/BS in Public or Business Administration, Civil Engineering, or related field, and five (5) years increasingly responsible professional experience in the construction industry, civil engineering field, or public works profession, including two (2) years in a supervisory capacity. MA/MS highly desirable.

## **LICENSE OR CERTIFICATE**

Must possess appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials.

## **ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 40 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business



**SIDE LETTER OF AGREEMENT  
BETWEEN  
THE CITY OF MONROVIA  
AND THE  
MONROVIA MUNICIPAL EMPLOYEES' ASSOCIATION**

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This *Side Letter of Agreement* will modify the following sections of the Monrovia Municipal Employees' Association MOU dated July 1, 2017, through June 30, 2022:

▪ **SECTION II. REPRESENTED POSITIONS**

*Effective ~~October 1, 2019~~ April 20, 2021, Section II. shall be modified to read as follows:*

**SECTION II. REPRESENTED POSITIONS**

The following positions shall be considered represented and subject to the compensation and supplemental benefit levels provided herein:

- Accountant
- Accounting Assistant
- Administrative Assistant
- ~~Administrative Officer~~
- Assistant to the City Clerk
- Assistant Planner
- Associate Planner
- Benefits Coordinator
- Budget/ Financial Analyst
- Budget/ Finance Administrator
- Building Counter Technician
- Code Enforcement & Business License Assistant
- Combination Inspector
- Communications Analyst
- Customer Service Representative
- Development Services Technician
- Electrician
- Engineering Technician
- Environmental Services Coordinator
- ~~Field Services Contracts Supervisor~~
- Field Services Office Coordinator
- Field Services Superintendent
- Finance Operations Supervisor
- Fire Inspector
- General Services Supervisor
- Hazardous Materials Fire Inspector
- Hillside Wilderness Preserve Supervisor
- Human Resources Technician
- Human Resources Officer
- Human Resources Supervisor
- Information System Analyst
- Information Systems Technician
- Librarian
- Library Supervisor
- Maintenance Lead Worker (Facility, Park, Street, & Utility)
- Maintenance Supervisor (Facility, Field Services, Park, Street, Utilities)
- Maintenance Worker (Facility, Park, Street, & Utility)
- Management Analyst
- Management Assistant
- Neighborhood Preservation Officer
- Neighborhood Services Program Coordinator
- Office Administrator
- Old Town Caretaker
- Park Naturalist
- Payroll Technician
- Planning Technician
- Plans Examiner
- Principal Accountant
- Project Coordinator
- Public Works Office Coordinator
- Public Works Outreach Officer
- Recreation Coordinator
- Recreation Superintendent
- Recreation Supervisor
- Senior Accounting Assistant
- Senior Accounting Systems Technician
- Senior Administrative Assistant
- Senior Combination Inspector
- Senior Financial Systems Technician
- Senior Human Resources Technician
- Senior Information System Analyst
- Senior Maintenance Worker (Facility, Park, Street, & Utility)
- Senior Management Analyst
- Senior Payroll Technician
- Senior Planner
- Senior Public Works Inspector
- Senior Recreation Supervisor
- Traffic Signal & Street Light Electrician
- Utility System Customer Services Supervisor
- Water Production Operator
- Water Production Superintendent
- Water Production Supervisor
- Water Quality Superintendent
- Water Quality Coordinator

▪ **SECTION IX.E. FLSA CLASSIFICATION/ MANAGEMENT LEAVE**

Effective ~~October 1, 2019~~ April 20, 2021, Section IX.E. shall be modified to read as follows:

**SECTION IV. FLSA CLASSIFICATION/ MANAGEMENT LEAVE**

a. **Non-Exempt**

- Accounting Assistant
- Administrative Assistant
- Assistant to the City Clerk
- Building Counter Technician
- Code Enforcement & Business License Assistant
- Combination Inspector
- Customer Service Representative
- Development Services Technician
- Electrician
- Engineering Technician
- Environmental Services Coordinator
- Field Services Office Coordinator
- Fire Inspector
- Hazardous Materials Fire Inspector
- Information Systems Technician
- Maintenance Lead Worker (Facility, Park, Street, & Utility)
- Maintenance Worker (Facility, Park, Street, & Utility)
- Management Assistant
- Neighborhood Preservation Officer
- Neighborhood Services Program Coordinator
- Office Administrator
- Old Town Caretaker
- Park Naturalist
- Payroll Technician
- Planning Technician
- Project Coordinator
- Public Works Office Coordinator
- Public Works Outreach Officer
- Recreation Coordinator
- Senior Accounting Assistant
- Senior Accounting Systems Technician
- Senior Administrative Assistant
- Senior Combination Inspector
- Senior Financial Systems Technician
- Senior Information System Analyst
- Senior Maintenance Worker (Facility, Park, Street, & Utility)
- Senior Payroll Technician
- Senior Public Works Inspector
- Traffic Signal & Street Light Electrician
- Water Production Operator
- Water Quality Coordinator

b. **Exempt**

- Accountant
- Accounting Operations Supervisor
- ~~Administrative Officer~~
- Associate Planner
- Benefits Coordinator
- Budget/ Finance Administrator
- Budget/ Financial Analyst

- Communications Analyst
- Field Services Superintendent
- Finance Operations Supervisor
- Hillside Wilderness Preserve Supervisor
- Human Resources Technician
- Human Resources Officer
- Human Resources Supervisor
- Information System Analyst
- Librarian
- Library Supervisor
- Management Analyst
- Plans Examiner
- Principal Accountant
- Recreation Superintendent
- Recreation Supervisor
- Senior Human Resources Technician
- Senior Information System Analyst
- Senior Management Analyst
- Senior Planner
- Senior Recreation Supervisor

c. **Exempt – Overtime Eligible**

- Maintenance Supervisor (Facility, Field Services, Park, Street, Utility)
- Assistant Planner
- ~~Field Services Contracts Supervisor~~
- General Services Supervisor
- Utility System Customer Services Supervisor
- Water Production Superintendent
- Water Production Supervisor
- Water Quality Superintendent

**MONROVIA MUNICIPAL  
EMPLOYEES' ASSOCIATION:**

**CITY OF MONROVIA:**

\_\_\_\_\_  
Daniel Lee, President

\_\_\_\_\_  
Dylan Feik, City Manager

\_\_\_\_\_  
William Harris, Vice President

\_\_\_\_\_  
Lauren Vasquez, Assistant City Manager

**SIDE LETTER OF AGREEMENT  
BETWEEN  
THE CITY OF MONROVIA  
AND THE  
MID-MANAGEMENT EMPLOYEES**

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The City of Monrovia and Mid-Management Employees, agree to amend the Mid-Management Employees Memorandum of Understanding dated July 1, 2017 through June 30, 2022:

▪ **SECTION I. MID-MANAGEMENT POSITIONS**

***Effective April 20, 2021, Section II. shall be modified to read as follows:***

**SECTION II. REPRESENTED POSITIONS**

The following positions shall be considered Mid-Management and subject to the compensation and supplemental benefit levels provided herein:

- Assistant to the City Manager
- Building & Safety Division Manager
- Chief Deputy City Clerk
- Deputy Administrative Services Director / Finance Division Manager
- Deputy City Manager
- [Deputy Director of Public Works](#)
- Field Services Manager
- Finance Operations Manager
- Fire Division Chief
- Human Resources Manager
- Information Systems Manager
- Library Manager
- Neighborhood & Business Services Division Manager
- Planning Division Manager
- Police Captain
- Police Lieutenant
- Public Works Division Manager
- ~~Public Works Operations Manager~~
- Recreation Manager
- Water System Manager

**CITY OF MONROVIA:**

\_\_\_\_\_  
Dylan Feik, City Manager

\_\_\_\_\_  
Lauren Vasquez, Assistant City Manager

**SIDE LETTER OF AGREEMENT**  
**BETWEEN**  
**THE CITY OF MONROVIA**  
**AND THE**  
**MONROVIA MUNICIPAL EMPLOYEES' ASSOCIATION**

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The City of Monrovia and Monrovia Municipal Employees' Association, agree to amend the Monrovia Municipal Employees' Association Memorandum of Understanding dated July 1, 2017 through June 30, 2022. This *Side Letter of Agreement* will modify Section IX. Salaries and Compensation, amending subsection B. Certification Pay as follows:

**SECTION IX. SALARIES AND COMPENSATION**

**B. Certification Pay.**

The City and the Association also agree that certification pay shall be provided for those Association members who have obtained the corresponding certifications as outlined below:

- **D1 Certification**

Association members who possess a Grade D1 Water Distribution System Operator Certificate issued by the State of California, shall receive an increase of 3% above their base wage rate.

- **D2 and/or D3 Certification**

Association members who possess a Grade D2 and/or Grade D3 Water Distribution System Operator Certificate issued by the State of California, shall receive an increase of 5% above their base wage rate.

- **D2 and T2 Certification**

Association members who possess a Grade D2 Water Distribution System Operator Certificate issued by the State of California and Grade T2 Water Treatment Operator Certificate issued by the State of California, shall receive an increase of 8% above their base wage rate.

- **D3 and T2 Certification**

Association members who possess a Grade D3 Water Distribution System Operator Certificate issued by the State of California and Grade T2 Water Treatment Operator Certificate issued by the State of California, shall receive an increase of 8% above their base wage rate.

- **D4 and T3 Certification**

Association members who possess a Grade D4 Water Distribution System Operator Certificate issued by the State of California and Grade T3 Water Treatment Operator Certificate issued by the State of

California, shall receive an increase of 8% above their base wage rate.

- **Traffic Signal Certification**

Association members who possess a Traffic Signal Inspector Level I Certificate issued by the International Municipal Signal Association, and Traffic Signal Field Technician Level II Certificate issued by the International Municipal Signal Association, shall receive an increase of 3% above their base wage rate.

**MONROVIA MUNICIPAL EMPLOYEES'  
ASSOCIATION:**

**CITY OF MONROVIA:**

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Daniel Lee, President

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Dylan Feik, City Manager

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William Harris, Vice President

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Lauren Vasquez, Assistant City Manager