



FINANCE/PERSONNEL SUBCOMMITTEE AGENDA

SUBCOMMITTEE MEMBERS

LARRY McCALLON, MEMBER

JOHN TIMMER, MEMBER

February 11, 2020
5:00 P.M.
Upright Conference Room
Highland City Hall
27215 Base Line
Highland, California

CITY OF HIGHLAND MISSION STATEMENT

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.

Visit the City's Website at: www.cityofhighland.org

THE CITY OF HIGHLAND COMPLIES WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF YOU REQUIRE SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CALL THE CITY CLERK'S OFFICE AT (909) 864-8732, EXT. 226 AT LEAST 48 HOURS PRIOR TO THE MEETING.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Highland to all or a majority of the [legislative or other body] less than 72 hours prior to that meeting are available for public inspection at Highland City Hall, 27215 Base Line, Highland, during normal business hours.

Larry McCallon, Member

John Timmer, Member

FINANCE/PERSONNEL SUBCOMMITTEE

February 11, 2020 – 5:00 p.m.

CALL TO ORDER

1. Review Minutes of January 28, 2020 Meeting

ACTION:

2. Assistant Engineer Classification (Attachment)

ACTION:

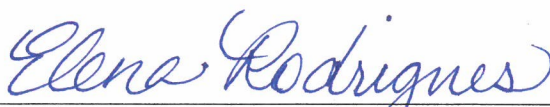
ADJOURN

I, Elena Rodrigues, Administrative Assistant III, of the City of Highland, California, certify that I caused to be posted this Agenda on the 6th day of February 2020 by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

City Hall
27215 Base Line

Highland Branch Library
7863 Central Avenue

Highland Fire Station No. 1
26974 Base Line



Elena Rodrigues, Administrative Assistant III

MINUTES
FINANCE/PERSONNEL SUBCOMMITTEE
January 28, 2020

CALL TO ORDER

The regular meeting of the Finance/Personnel Subcommittee of the City of Highland was called to order at 5:15 p.m. at the Upright Conference Room, 27215 Base Line, Highland, California.

ROLL CALL

Present: McCallon, Timmer

Absent: None

ITEMS

1. Review Minutes of January 6, 2020 Meeting
 - Minutes were approved as submitted

2. 2020 Development Impact Fees (DIF) Annual Update
 - Recommendation is for Approval of across the board 3.6% increase based on California Department of General Services California Construction Cost Index
 - Recommendation is for Staff to present to City Council a proposal from consultant to update the Development Impact Fee (DIF) study

3. LOR Geotechnical Services Proposal approval of \$15,000 for the Bledsoe Creek Outlet Repair, City Project No. sdr17001
 - \$15,000 contract approved

ADJOURN

There being no further business the meeting was adjourned at 5:50 p.m.

Submitted by:


Elena Rodriguez, Administrative Assistant III

Approved by:

Subcommittee Member

CITY OF HIGHLAND

ASSISTANT ENGINEER

JOB SUMMARY

This is the entry level class. This position performs routine professional tasks and duties. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to procedures and guidelines as are positions allocated to a higher level in the Engineering series. Employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general supervision from the Public Work Director/City Engineer and/or Assistant Public Works Director.
2. May exercise technical and functional supervision over part-time employees, contract staff and volunteers.

TYPICAL DUTIES - Typical duties may include, but are not limited to, the following:

1. Perform routine professional level work in the field of civil engineering.
2. Provide service at the Engineering Department's front counter, interact with the public, and coordinate with other departments.
3. Confer with developers, contactors, engineers, the general public, regarding City engineering policies and standards.
4. Meet with engineers, developers and property owners to provide and discuss engineering procedures and requirements relative to proposed commercial/industrial/residential developments, including public improvement plans, engineering reports and other submittals/requirements.
5. Process/Issue engineering permits including construction permits, excavation permits, encroachment permits, transportation permits, voluntary permits, grading permits, haul permits, stockpile permits, etc.
6. Review traffic control plans, coordinate insurance requirements, calculate and process permit fees.
7. Respond to requests for City approved improvement plans, recorded maps, bench marks, centerline ties, City standards, FEMA/FIRM information, etc..

8. Perform Engineering inspections including rough and precise grading, street and storm drain improvements, excavations and trench repairs for wet and dry utilities, freestanding and retaining walls, WQMP BMP improvements and other items relative to development projects and City CIP projects.
9. Conduct document research and collect field data for preparation of technical reports and/or investigation of public complaints.
10. Prepare and or calculate various reports including but not limited to-Annual HPMS updated for SCAG and Cal-Trans, GASB 34, Bridge Inventory, Annual Street Mileage, Traffic Control Plans, City's Engineering Development Procedures and Policy Manual, etc.
11. Prepare a variety of word processing and spreadsheet documents, including staff reports, presentations, graphs and charts.
12. Build and maintain positive working relationships with co-workers, other City employees, contract staff and the public using principles of good customer service. Perform related duties as assigned.
13. Occasional attendance at evening meetings may be required. Occasional attendance on weekends may also be required.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of civil engineering as applied to a variety of public works projects including, building/facilities construction and traffic, drainage, and street improvements.
2. Basic methods, material and techniques used in the design, construction and inspection of public works and development projects.
3. Statistics and advanced mathematics, including algebra and analytic geometry.
4. Surveying, drafting, computer-aided design techniques and terminology.
5. Principles and practices of effective customer service.
6. Modern office equipment including use of applicable computer applications.

Ability to:

1. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

2. Sit at desk for long periods of time on a continuous basis; perform simple grasping and fine manipulation; and lift or carry weight of 10 pounds or less.
3. Demonstrate tact and diplomacy with the public.
4. Prepare reports and graphic presentations.
5. Prepare accurate maps, plans, charts and tables.
6. Learn applicable engineering/public works laws and regulations.
7. Analyze and compile technical and statistical information.
8. Prepare reports.
9. Operate and use modern office equipment including a computer and applicable software.
10. Establish and maintain effective work relationships with those contacted in the course of work.
11. Communicate clearly and concisely, both orally and in writing.

Experience and Training:

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

1. Experience: Some entry level engineering experience obtained in a technical position in engineering/public works is desired.
2. Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, or equivalent to an Associate degree from an accredited college or university with additional certificates/course work in construction technology, project management, or a closely related field.

License or Certificate:

Possession of, or ability to obtain a California driver's license.

Possession of an Engineer-in-Training certificate is highly desirable.

Environmental Conditions:

Work is generally performed in a temperature controlled office environment subject to typical office noise, with some work done outdoors with exposure to traffic, outdoor weather conditions including extreme heat and cold and to wet, and humid conditions.