



FINANCE/PERSONNEL SUBCOMMITTEE AGENDA

SUBCOMMITTEE MEMBERS

LARRY McCALLON, MEMBER
JOHN TIMMER, MEMBER

November 2, 2020
10:00 a.m.
Upright Conference Room
Highland City Hall
27215 Base Line
Highland, California

SPECIAL NOTICE REGARDING COVID-19

In accordance with Governor Newsom's Executive Order N-25-20 and N-29-20, this meeting is being conducted via teleconference. Anyone can join the meeting.

Please follow the instructions below to listen to the meeting.

- Dial (844) 855-4444 (no charge/toll free)
- Press 360803# - When prompted for the Access Code

Submission of Public Comments: For those wishing to make public comments at the November 2, 2020 Finance/Personnel Subcommittee meeting regarding items listed on the agenda, please submit your comments by email to be read aloud at the meeting by the Administrative Assistant. Email comments must be submitted by 9:00 a.m. on November 2, 2020, to publiccomment@cityofhighland.org. Please identify the agenda item in the subject line.

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

November 2, 2020 – 10:00 a.m.

CALL TO ORDER

PUBLIC COMMENT

ITEMS

1. Minutes of September 22, 2020 Meeting
RECOMMENDATION: Approve the Minutes as submitted.

2. Creating New Employee Position – Administrative Services Manager
RECOMMENDATION: Staff recommends the Finance/Personnel Subcommittee create a new employee position, Administrative Services Manager, with a salary range from \$7,538 - \$9,162.

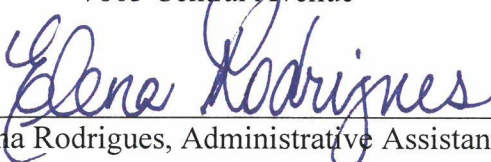
ADJOURN

I, Elena Rodrigues, Administrative Assistant III, of the City of Highland, California, certify that I caused to be posted this Agenda on the 29th day of October, 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

Agenda Item #1

MINUTES
FINANCE/PERSONNEL SUBCOMMITTEE
September 22, 2020

CALL TO ORDER

The regular meeting of the Finance/Personnel Subcommittee of the City of Highland was called to order at 9:30 a.m. at the Upright Conference Room, 27215 Base Line, Highland, California.

ROLL CALL

Present: McCallon, Timmer
Absent: None

PUBLIC COMMENT

Received no public comment

ITEMS

1. Review Minutes of September 8, 2020 Meeting
 - Minutes were approved as submitted.

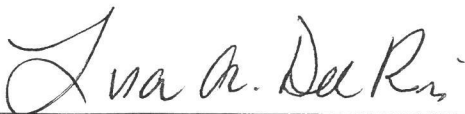
2. Redistribution of Community Development Block Grant (CDBG) – COVID Specific Funds
 - Approved staff's recommendation to reallocate \$22,800 from the Antibody Testing program to the Highland Senior Center.

ADJOURN

There being no further business the meeting was adjourned at 9:35 a.m.

Submitted by:

Approved by:



Lisa Del Rio, Administrative Assistant II

Subcommittee Member

Agenda Item #2

CITY OF HIGHLAND

ADMINISTRATIVE SERVICES MANAGER

JOB SUMMARY

To perform professional and technical administrative duties related to the City's Information Technology (IT), administer the City's emergency and disaster preparedness programs, conduct special studies, surveys, and research assignments in a variety of administrative and operational procedures and topics; and to support on-going programs.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general direction from the Director of Administrative Services.
2. May exercise technical and functional supervision over technical and clerical staff, and/or student interns, as necessary.

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

1. Oversee all aspects of the City's information systems including; the city's network (network server, email server, data server, etc.), all city computer workstations, city's phone system & voicemail, city cell phones, city satellite phones, and city tablets & laptop computers.
2. Oversee the development, equipping, and maintenance of the Emergency Operations Center (EOC).
3. Conduct surveys and perform research and statistical analyses; compile and analyze data, prepare summary reports.
4. Assist in developing and conducting special management studies, surveys, training, and research assignments including but not limited to the City's disaster preparedness programs.
5. Participate in the development and installation of new or revised programs, systems, procedures, and methods of operation; update and revise policies and procedures and manuals.
6. Assist in the development, coordination, and monitoring of the department budget; analyze costs; prepare a variety of fiscal, administrative and management reports.
7. Participate in administering contracts for assigned program areas; monitor programs for compliance with applicable regulations.
8. Assist in the design and implementation of systems and forms for use in operations.

9. Represent the City in interdepartmental, community, and professional meetings as required; make presentations, as necessary; monitor and coordinate the daily operation of assigned program area; perform administrative detail work and maintain appropriate records and statistics; monitor progress and evaluate work measurement data of various City programs.
10. Assist in the analysis and revision of departmental systems, procedures, and forms.
11. Conduct special projects, as requested, relating to a division or departmental program.
12. Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
13. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of Information Systems as it relates to a municipality.
2. Principles and techniques of public administration including, basic budgeting, and local government organization/structure.
3. Statistical concepts and methods.
4. Operation of personal computers, i.e. word processing, spreadsheet, and data base programs.
5. Research techniques, sources, availability of information, and report preparation and presentation.
6. Pertinent Federal, State, and local laws and regulations.
7. Principles, methods and practices of public administration and budgeting.
8. Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
9. Principles and practices of administrative research analysis, including statistics and data analysis.

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. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
3. Prepare and present reports and studies.
4. Conduct administrative research and analysis.
5. Plan and conduct division or departmental programs, including organizing and facilitating meetings.
6. Properly interpret and make decisions in accordance with laws, rules, and policies.
7. Evaluate program effectiveness through systems analysis and other programmatic standards.
8. Establish and maintain effective working relationships with those contacted in the course of work.
9. 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: Five years of professional experience in the administration of information systems.
2. Training: Equivalent to a bachelor's degree from an accredited college or university with major course work in information systems and/or public or business administration, or a related field.

License or Certificate:

May require valid California driver's license depending on assigned duties