



**SEPTEMBER 2022**

**FLSA: \***

## **NON-CLASSIFIED EMPLOYEE-PROFESSIONAL/TECHNICAL**

### **DEFINITION**

Under supervision or direction of a City management employee, performs various types of work/project assignments at the professional and/or technical level in City departments.

### **SUPERVISION RECEIVED AND EXERCISED**

Supervision received or exercised is dependent on the assignment, the degree in which specific supervision is received, and the autonomy exercised by the employee. Based on those factors, one of the following will apply:

- General supervision – assigned duties require the exercise of judgment or choice among possible actions, sometimes without clear precedents and with concern for the consequence of the action. The employee may or may not work in proximity to the supervisor. This type of supervision typically pertains to the journey level in a technical classification.
- General direction – the employee is responsible for a program or function and is expected to carry out necessary activities without direction except as new or unusual circumstances require. This category is usually reserved for advanced journey level, or high, professional classifications.
- Administrative direction – the employee has broad responsibility for a large program or set of related functions. Administrative direction is usually received in terms of goals; review is received in terms of results. This category is usually reserved for administrators, managers, or positions similar to assistant directors.

### **CLASS CHARACTERISTICS**

Employment in this temporary, at-will job class is restricted to assignments of a consulting, professional, and/or technical level on specific projects and assignments that are temporary in nature. Assignment to this classification is limited to when the employee will not be performing the full range of duties of any other City classification. Depending upon the specific

assignment(s), appointment will be at a pay rate commensurate with the market for similar type and level of work. I'll be proposing to add within the Personnel Rules the term Extra Help Employee (a person who is employed for the purpose of relieving or augmenting regular staff in the accomplishment of work. Extra help employees shall not be used to circumvent filling of regularly allocated positions except on a temporary basis and cannot work more than 999 hours in a fiscal year. Extra help employees do not have property rights of regular or continued employment and are at-will.)

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Perform a variety of professional/technical duties in various City departments.
- Conduct and handle various projects, write reports and handle special City issues and studies.
- Provide departments and managers with specialized expertise and skills in the required subject areas such as, but not limited to, planning, engineering, architecture, field inspections, management and organizational development, and analysis, financial and administrative analysis, etc.
- Confer with department heads, consultants, employees, and interested parties regarding existing and proposed issues, policies, and strategies; assist in development and implementation of policies, procedures, goals, and objectives; analyze, interpret and apply policies, procedures, and regulations.
- Gather, compile, tabulate, and report statistical and other data.
- Lead community meetings.
- Perform related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles, practices, and techniques of public administration and public policy and of the specific subject area of the assignment.
- Research and analytical methods, techniques, and procedures.
- Project management principles.
- Common computer applications including spreadsheet, database, word processing, and presentation software.
- Federal, State, and local laws, rules, and regulations applicable to the assignment given.

#### **Ability to:**

- Analyze a variety of complex technical, administrative, and organizational problems, and to make sound policy and procedural recommendations.

- Communicate clearly, verbally and in writing.
- Establish and maintain effective working relationships with others including elected officials, City management and staff, members of the public and business community, and other jurisdictions and agencies.
- Interpret and apply laws, regulations and policies.
- Prepare comprehensive and accurate reports.
- Work effectively with sensitive and confidential information in a political environment.
- Adjust to rapidly shifting priorities and timelines.
- Work effectively with multidisciplinary teams.
- Facilitate groups.

### **Education and Experience:**

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

Each separate temporary assignment will require its own education and/or experience requirements and will be determined for each assignment.

### **License requirement:**

Some positions may require possession of a valid California Class C Driver's License at the time of appointment. Some positions, based on the assignment, may require other specialized licenses (e.g., building inspection, certified accountant, attorney, etc.).

### **PHYSICAL DEMANDS**

Most of the assignments will be performed in typical indoor environment and will be sedentary office classification although standing in work areas and walking between work areas may be required. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; moderate bending and squatting. (2) Lifting: frequently, up to 10 pounds; occasionally, greater weight. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. (5) Hearing/Talking: frequent hearing and talking in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise. (For those assignments that will occur in the field, the physical requirements should be reviewed against the similar, or similarly related, other city classification.)

### **\* OTHER**

Exempt or non-exempt status under the FLSA is to be reviewed based on the assigned duties and pay.

*The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*