



Council Meeting: May 15, 2012

SUBJECT: Amendment to the Salary Resolution and Classification Plan to Add the Newly-Established Classifications of Fire Prevention Specialist I/II; Public Safety Specialist; and Animal Control Officer.

BACKGROUND

This report recommends amending the City's Salary Resolution and Classification Plan to add the newly-established classifications of Fire Prevention Specialist I/II; Public Safety Specialist; and Animal Control Officer.

EXISTING POLICY

Section 1103, Classification, of the City Charter states that additions or changes to the classification plan may be adopted from time to time by the City Council upon the recommendation of the City Manager. Section 1104, Pay Plan, of the City Charter states that amendments to the pay schedule may be adopted from time to time upon recommendation of the City Manager.

DISCUSSION

In the adopted budget of FY 2010/2011, Council approved the operating budget for the Department of Public Safety to achieve a cost savings with the reduction of sworn staffing and implementation of a Civilianization Program. Council approved the conversion of 10 Public Safety Officers to 10 Community Services Officers over a two-year period starting in FY 2010/2011. The cost savings for this civilianization proposal was included in the Department of Public Safety operating budget. With the attrition of sworn Public Safety Officers, implementation of the Civilianization Program would occur as staffing of Public Safety Officers declined to the authorized level of 195 sworn officers.

In September 2011, the Department of Public Safety asked the Department of Human Resources to develop a series of civilian classifications as part of a Department-wide reorganization. The reorganization was in response to the planned reduction of sworn officers through attrition to achieve fiscal savings.

Since the duties of these classifications, Community Services Officer and Fire Prevention Specialist I/II, were previously performed by public safety officers, the City was required to engage in the meet and confer process with the Public Safety Officers Association (PSOA). These discussions have concluded, and PSOA is agreeable to the changes that are proposed.

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The civilian Fire Prevention Specialist I/II classification was developed to replace functions formerly performed by Public Safety Officers. Examples of duties a Fire Prevention Specialist will perform includes: technical inspections for fire prevention purposes; inspect fire protection systems, construction sites, occupancies, structures, buildings, storage and usage to ensure an appropriate level of fire protection and compliance with applicable state and local ordinances; enforce City and State fire prevention and life safety laws; and, coordinate fire prevention and life safety education programs.

The civilian Public Safety Specialist classification was developed to continue to provide field support and office duties to the Department of Public Safety. Examples of duties a Public Safety Specialist will be expected to perform includes: enforces designated codes, ordinances and regulations; receives, researches and responds to the more difficult customer service requests and complaints; uses specialized computer databases to input, retrieve, query and manipulate data for statistical reporting; and, meets with residents and representatives of schools, community groups, businesses, and other organizations.

The Department of Public Safety currently has two incumbents in the Community Services Officer (CSO) classification that would be more appropriately classified as Public Safety Specialists. The Department of Human Resources proposes to reclassify these two incumbents into the newly-developed Public Safety Specialist classification to more accurately reflect the essential duties they perform, and provide for the Community Services Officer classification focus on patrol support duties.

The civilian Animal Control Officer classification was developed to continue to provide animal control services to the community. The Department of Public Safety currently has one incumbent in the Community Services Officer (CSO) classification performing the animal control duties associated with this classification. The Department of Human Resources proposes to reclassify this incumbent into this newly-developed Animal Control Officer classification.

The existing Community Services Officer (CSO) classification was updated to include performance of a variety of field and office law enforcement support duties to provide assistance to sworn public safety officers. Examples of duties a Community Services Officer will be expected to perform includes: issues citations or verbal warnings for municipal code violation; writes reports; reports

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criminal code violations to sworn Public Safety Officers; performs low risk investigations, including interviews and evidence processing; assists with traffic control; and, performs public contact work in crime prevention and neighborhood resources. There are currently no incumbents in this classification.

The salary range for the Community Services Officer (CSO), Animal Control Officer, and Public Safety Specialist classifications is proposed to be established at the current Community Services Officer (CSO) salary range. The existing salary range for the Community Services Officer (CSO) is \$29.3280 - \$37.4306/hour.

The proposed salary range for the Fire Prevention Specialist I/II is \$26.1856 - \$37.4306/hr. The proposed top-step salary placement for the Fire Prevention Specialist II is 12% above the Fire Prevention Specialist I.

The proposed Fire Prevention Specialist I/II salary range was developed through a classification and compensation study conducted by the Department of Human Resources. The scope of the study included a salary survey of public agencies, including Sunnyvale Employees Association (SEA) benchmark survey jurisdictions and a review of comparable, non-sworn classifications. The proposed salary range corresponds with the dollar amount that has been budgeted by the Department of Public Safety.

The Sunnyvale Employees' Association (SEA) was provided an opportunity to review the newly-established classifications of Fire Prevention Specialist I/II; Public Safety Specialist; and Animal Control Officer, the associated compensation recommendations and the proposed reclassification of existing incumbents. SEA felt that the proposed salary for the newly-established Fire Prevention Specialist I/II classification should be compensated at a higher level. However, they are aware of the budget constraints facing the Department of Public Safety.

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FISCAL IMPACT

The development of these civilian classifications allows the Department of Public Safety to begin the full implementation of the Civilianization Program approved by Council in FY 2010/2011. This program will convert 10 sworn public safety officers, through attrition, into 10 civilian professionals. When fully implemented, this will leave the total sworn personnel headcount at 195.

This new strategic model for providing public safety services will significantly reduce costs without degradation of service levels. The average total compensation for a Public Safety Officer is approximately \$250,000 annually, whereas the approximate annual total compensation of the new civilian classifications is \$118,000. This \$132,000 per position reduction in costs will yield \$1.3 million annually in savings when the model is fully implemented, and based on current projections for long-term compensation increases, the model will result in approximately \$37 million in savings over the current 20-year plan. These savings were first incorporated into the FY 2011/2012 budget, and the fiscal impact of the full implementation of this model is integrated into the General Fund's long-term financial plan presented in the FY 2012/2013 Recommended Budget.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

ALTERNATIVES

1. Adopt resolutions to amend the City's Classification Plan and Salary Resolution to include the newly-established classifications of Fire Prevention Specialist I/II; Public Safety Specialist; and Animal Control Officer.

2. Do not approve the recommendation contained in this report.

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RECOMMENDATION

1. Staff recommends Alternative 1: Adopt resolutions to amend the City's Classification Plan and Salary Resolution to include the newly-established classifications of Fire Prevention Specialist I/II; Public Safety Specialist; and Animal Control Officer.

Reviewed by:

Teri Silva, Director of Human Resources
Prepared by: Karen Woblesky, Human Resources Manager

Reviewed by:

Frank Grgurina, Director of Public Safety

Reviewed by:

Grace Leung, Director of Finance

Approved by:

Gary M. Luebbbers
City Manager

Attachments

- A. Resolution to Amend the Classification Plan
- B. Resolution to Amend the Salary Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING THE CLASSIFICATION PLAN OF THE CIVIL SERVICE BY ADDING THE NEW JOB CLASSIFICATIONS OF FIRE PREVENTION SPECIALIST I/II, PUBLIC SAFETY SPECIALIST AND ANIMAL CONTROL OFFICER BY ADDING THE CLASSIFICATION SPECIFICATIONS THEREFORE

WHEREAS, at the request of the Department of Public Safety, the Human Resources staff has proposed an amendment to the Classification Plan of the Civil Service of the City of Sunnyvale to add the newly-established job classifications of "Fire Prevention Specialist I/II," "Public Safety Specialist," and "Animal Control Officer" and to add the classification specifications therefore; and

WHEREAS, the City Council having considered such proposals and recommendations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT:

1. The City Council hereby amends the Classification Plan of the Civil Service by adding the new job classification titles of "Fire Prevention Specialist I/II," "Public Safety Specialist," and "Animal Control Officer" and by adding the classification specifications to read as set forth in Exhibits A, B and C attached hereto.

2. Except as herein modified, the Classification Plan, Resolution No. 143-77, as amended, shall remain in full force and effect.

3. This resolution shall take effect at the beginning of the first pay period after May 9, 2012.

Adopted by the City Council at a regular meeting held on _____, 2012, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

ATTEST:

APPROVED:

City Clerk
SEAL

Mayor

APPROVED AS TO FORM AND LEGALITY:

David Kahn, City Attorney

CITY OF SUNNYVALE

Rev./Est.: 05/16/2012

Job Code: 4460/4461

Rep: SEA

EEOC: Service Workers

FIRE PREVENTION SPECIALIST I/II

DEFINITION

Under close or general direction, in a civilian capacity, performs technical inspections for fire prevention purposes; inspects fire protection systems, construction sites, occupancies, structures, buildings, storage and usage to ensure an appropriate level of fire protection and compliance with applicable state and local ordinances; enforces City and State fire prevention and life safety laws; coordinates fire prevention and life safety education programs; and, performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Fire Prevention Specialist I

This is the entry level classification within the Fire Prevention Specialist series. This classification is distinguished from the Fire Prevention Specialist II classification by the performance of the more routine tasks and duties assigned to this classification.

This is an alternately staffed classification. Fire Prevention Specialist I incumbents are expected to obtain the knowledge, skills and abilities necessary to advance to the Fire Prevention Specialist II level within two years after appointment to the Fire Prevention Specialist I classification.

Fire Prevention Specialist II

This is the journey level classification within the Fire Prevention Specialist series. Under general direction, incumbents in this classification are expected to perform the full range of fire prevention inspection and education duties with only occasional instruction or assistance and be assigned fire investigation duties, as required. Incumbents are also expected to provide technical assistance and lead direction to the Fire Prevention Specialist I incumbents.

TYPICAL DUTIES *(May include, but are not limited to, the following):*

- Conducts inspections of buildings and property for compliance with fire codes, proper installation of fire alarms, efficiency of fire protective equipment, adequacy of fire exits, and overall compliance with codes and regulations pertaining to fire and life safety; and, as necessary, develops plans of correction.
- Assists in the review of technical plan checks to determine compliance

with fire and building codes as required, but not limited to checking underground fire mains, occupancy, fire alarm and fire suppression systems.

- Investigates citizen complaints of violations of fire codes and regulations and takes corrective action; responds to inquiries regarding fire and life safety codes and standards.
- Promotes public relations through public education programs; speaks to various civic and professional organizations to promote the goals of the City; meets with industrial and business representatives to promote cooperation and provide information regarding fire codes and standards; and, makes presentations and participated in promotional events, demonstrations, and fire and life safety programs.
- Assists with fire scene investigation to determine cause and origin; notifies appropriate authorities; coordinates cleanup; participates in post-fire investigation and analysis; testifies in legal proceedings when required; and, completes required documents.
- Prepares and maintains forms, records, technical letters files and reports; issues permits and corrective action correspondence.
- Assists with plan reviews; assists with the research, development, and revision of new codes, standards and policies.
- Stays current on the legal and technical developments in the fire prevention field, fire investigation field and other areas of assignment; participates in professional meetings and associations.

WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, climbing, crawling, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. Work is performed in the office and at various sites throughout the community; both indoors and outdoors with or without protection from the weather, in restricted or confined spaces while wearing a respirator. The need to lift, drag and push files, debris and equipment weighing up to 50 pounds, such as a portable generator is also required. The field and/or investigation setting may expose the incumbent to smoke residue, chemicals, hazardous materials, skin irritants, fumes, solvents, and air contaminates. Vision, may be correctable, for visual inspections, observation of conditions, reading reports and regulations is required. Hearing of alarms, radio and telephone communications, and the ability to communicate over a radio and have conversations with the public is also required. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in a variety of conditions and be able to perform duties while wearing a respirator. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination of education and experience which provides the required knowledge, skills and abilities may be qualifying.

Fire Prevention Specialist I: Associate's degree or 60 semester units or 90 quarter units in Fire Science/Technology, Building Design, Construction, Chemistry, Fire Protection, Engineering, Architecture, Interior Design or related field from an accredited college or university, and one year of responsible experience performing work in building construction, code enforcement, fire service, fire protection, architecture, interior and/or building design or related field.

In addition, proof of completion of the following five classes from an accredited California community college is required at time of application:

Fire Protection Organization; Fire Prevention Technology; Fire Protection Equipment and Systems; Building Construction for Fire Protection; and, Fire Behavior and Combustion.

Fire Prevention Specialist II: Associate's degree or 60 semester units or 90 quarter units in Fire Science/Technology, Building Design, Construction, Chemistry, Fire Protection, Engineering, Architecture, Interior Design or related field from an accredited college or university, and three years of responsible experience performing a combination of technical code inspections, code enforcement, fire protection reviews, or fire investigation work.

In addition, Fire Protection Specialist certification is required at time of application or appointment; and, Fire Investigation 2A and 2B classes completed at time of application or appointment.

Knowledge, Skills and Abilities

Knowledge of:

- Applicable national, state and local laws, regulations, codes, standards, ordinances and policies related to contemporary fire protection, building inspection, fire prevention and life safety principles, practices and techniques.
- Practices, procedures and equipment used in fire investigations, including fire cause, determination principles and practices of investigation and interviewing techniques.
- Methods and techniques of developing effective public education, public relations and community presentations.
- Building plans.

- Map reading.
- Mathematical principles for purposes of, but not limited to, reading plans and maps.
- Effective communication techniques for gathering, evaluating and transmitting information.
- Principles and practices of customer service.
- Methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar.
- Principles and procedures of record keeping and filing techniques.
- Office practices, methods and equipment, including a computer and applicable software.

Ability to:

- Perform fire prevention inspections, apply fire codes consistently and accurately, identify violations of applicable codes and regulations, and develop a reasonable and prudent plan of correction.
- Identify and investigate applicable code violations.
- Plan, coordinate and prioritize inspection workload to ensure timely inspection of assigned occupancies.
- Read and accurately interpret codes, regulations, technical reports, building plans.
- Perform fire cause determination; assist with or conduct fire investigations; and, testify in legal proceedings, as necessary.
- Prepare and present professional fire and life safety presentations to civic organizations, including, but not limited to, schools and community events.
- Express ideas clearly and concisely, both orally and in writing, to groups and individuals.
- Understand and carry out oral and written directions.
- Read, interpret and record data accurately.
- Prepare and maintain clear, accurate and concise records, correspondence and reports.
- Represent the City in a professional manner and deal effectively with the public to gain their cooperation in resolving problems and concerns.
- Physically perform the duties, including the ability to be fit tested and successfully complete periodic physical examinations required for the use of respirators.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Adhere to the appropriate chain of command; work effectively on an assigned task force; or in an ICS (Incident Command Structure).
- Communicate clearly and concisely, both orally and in writing.
- Observe safety principles and practices and work in a safe manner.

Willingness to:

- Work on call hours and overtime to respond to fires, emergencies or other events.
- Wear a Department-issued uniform and protective equipment.
- Obtain the required certifications and complete the required training courses within the established time frames or in accordance with an extended time line as approved by management.

Certificates/Licenses/Other Requirements

Possession and continued maintenance of a valid class C California driver's license and a safe driving record.

Fire Prevention Specialist I: Fire Prevention Officer certification is required within one year of appointment. Completion of Fire Investigation 1A and 1B classes required within eighteen months of appointment.

Fire Prevention Specialist II: In addition to the Fire Prevention Specialist I requirements listed above, Fire Protection Specialist certification is required at time of application. Completion of Fire Investigation 2A and 2B classes required at time of application.

During emergencies, incumbents will be required to wear protective equipment. Incumbents will be required to wear a respirator under certain circumstances and in specific environments. Safety regulations prohibit incumbents from wearing beards or other facial hair which prevents a proper respiratory fit.

DESIRABLE QUALIFICATIONS

- Possession of a current, related International Code Council (ICC) certificate.
- Experience performing fire investigations.



PUBLIC SAFETY SPECIALIST

Class Code:
2180

CITY OF SUNNYVALE
Established Date: Jun 26, 1984
Revision Date: Apr 8, 1997
Revision Date: May 16 2012

DEFINITION:

Under general direction, performs a wide range of field and office duties to support and/or accomplish the goals and objectives of the Public Safety Department including customer service, receipt and response to questions from the public; performs a variety of technical tasks relative to assigned area or responsibility; and, performs related work as required.

Distinguishing Characteristics

This is a non-sworn position distinguished from the lower position of Senior Office Assistant in that Public Safety Specialist incumbents work independently in a wide variety of environments and perform a variety of duties that support the activities of an assigned program, or division within the Department of Public Safety. .

ESSENTIAL JOB FUNCTIONS:

(May include, but are not limited to, the following):

- Enforces designated codes, ordinances, and regulations.
- Recommends and assists in the implementation of goals and objectives.
- Evaluates activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
- Develops and prepares correspondence, and other materials.
- Receives, researches and responds to the more difficult customer service requests and complaints.
- Checks forms, records, reports and other materials for accuracy, completeness and confirmation with established procedures.
- Uses specialized computer databases to input, retrieve, query and manipulate data for statistical reporting.
- Arranges meetings, makes appointments, compiles agendas and assists in the preparation of meeting materials.
- Makes formal presentations.
- Meets with residents and representatives of schools, community groups, businesses, and other organizations.

- Reviews building plans and makes recommendations on security and crime prevention. Collects information from a variety of sources and compiles data for special and periodic reports.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, books and documents weighing up to 50 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS:

Education and Experience:

The minimum qualifications for education and experience can be met in the following way:

An Associate's degree or 60 semester units or 90 quarter units from an accredited college or university with major coursework in business administration, public administration or a related field; AND

Two years of progressively responsible experience in general office work including at least one year involving responsibility for the performance of highly specialized and technical duties related to the assignment.

Knowledge of:

- Effective public and community relations techniques.
- Advanced principles and practices of customer service.
- Advanced office management principles and practices.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern organizational principles and practices.
- Community programs consistent with the essential functions of this position;
- Proper English, grammar, spelling, and punctuation.
- Alpha numeric filing and retrieval systems. Basic computer skills.
- Basic objectives of data processing procedures.
- Office methods, procedures, software and equipment.

Ability to:

- Develop and maintain filing systems.
- Understand, apply and explain City policies and procedures.

- Collect data and organize materials in an understandable manner.
 - Prepare, proofread and edit reports and materials.
 - Communicate effectively both orally and in writing.
 - Establish, maintain and promote positive and effective working relationships with employees, other agencies, and the general public.
 - Demonstrate initiative and exercise good judgment in the performance of duties.
 - Work independently and as a team member; recognize and set priorities to meet deadlines.
 - Make presentations to diverse groups and individuals.
 - Prepare detailed written reports, correspondence, and documents.
 - Understand and follow oral and written instructions.
 - Use reasoning to make sound decisions.
 - Develop and maintain filing systems.
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- Compute general correspondence, records and special reports.
 - Understand, apply and explain City policies and procedures.
 - Make mathematical calculations quickly and accurately.
 - Collect data and organize materials in an understandable manner.
 - Prepare, proofread and edit reports and materials.
 - Make accurate comparisons and computations.
 - Communicate effectively, orally and in writing.
 - Establish and maintain and promote positive and effective working relationships with employees, and other agencies and the public.
 - Demonstrate initiative and exercise good judgment in the performance of duties.
 - Work independently and as a team member; recognize and set priorities to meet deadlines
 - Observe safety principles and work in a safe manner.

Willingness to:

- Work variable shifts, hours, and days, including nights, holidays, and weekends
- Wear a uniform
- Pass a comprehensive background investigations and drug screening process as part of the pre-employment process.

Licenses/Certificates

Possession and continued maintenance of a valid class C California driver's license and a safe driving record.



CITY OF SUNNYVALE
Established Date: Jun 26, 1984
Revision Date: Apr 8, 1997
Revision Date: May 16, 2012

ANIMAL CONTROL OFFICER

Class Code:
2170

DEFINITION:

Under general supervision of a Senior Community Services Officer, performs a wide range of field and office duties in support of the care and control of domestic and non-domestic animals, the investigation of cruelty, neglect and dangerous animals, and the enforcement of codes, ordinances and regulations pertaining to animals; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The position of Animal Control Officer is a fully qualified journey-level non-sworn classification. This classification differs from the Senior Community Services Officer in that the Senior Community Services Officer is a supervisor. This classification is further distinguished from Public Safety Officer in that the Public Safety Officer is a sworn classification.

ESSENTIAL JOB FUNCTIONS:

(May include, but are not limited to, the following):

- Receives, responds and investigates complaints and reports from the public and other agencies regarding stray animals, nuisance animals, animal municipal code violations, and injured, abused and neglected animals; impounds, collects and transports animals to approved shelter or veterinary treatment facility.
- Enforces codes, ordinances, and regulations pertaining to the care, control, and disposition of domestic and non-domestic animals.
- Carries out court orders for removal and disposal of animals; may make arrests in accordance with laws and regulations and, if necessary, with assistance from sworn personnel; testifies in court proceedings and prepares related reports.
- Investigates animals bite reports for accuracy and determines related circumstances; obtains specimens for rabies testing; quarantines animals and observes for rabies symptoms; impounds the animal if necessary and refers for prosecution relative to vicious nature issues.
- Conducts inspections of animal establishments, ensuring compliances with rules,

regulations and codes.

- Assists and advises in the maintenance or development of the City's municipal codes related to this field
- Meets with residents and representatives of schools, community groups, businesses, and other organizations to understand needs and concerns and educates on the care and control of animals.
- Assists Public Safety Officers in contact with animals or problems relating to them.
- Develops and prepares reports, correspondence, and other materials that relate to the functions being performed.
- Receives and responds to general inquiries, requests, and complaints from the public and formulates appropriate responses and actions.
- Makes presentations at public and private meetings.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. The position performs duties in a field environment, subject to inclement and variable weather conditions such as wet, heat and cold, as well as occasionally working with caustic cleaning chemicals. Additionally, the position requires near and far vision in reading reports and work related documents and using a computer. Acute hearing is required when meeting with the public and conducting investigations. The need to lift and control animals weighing up to 100 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS:

Education and Experience:

The minimum qualifications for education and experience can be met in the following way:

Equivalent to an Associate's degree or 60 semester units or 90 quarter units from an accredited college or university with major coursework in public safety, emergency management, public administration or a related field; AND

Two years of experience working for a public agency and performing duties involving the care and control of animals.

Finalists must pass comprehensive background investigation and an alcohol/drug screening.

Knowledge of:

- Physical and behavioral characteristics of dogs, cats, aquatic, and other wild or domestic animals.
- Basic symptoms of common animal diseases.
- Animal related codes, ordinance, and laws.
- Principles of customer service.
- Office methods, procedures, software and equipment.

Ability to:

- Interpret and enforce municipal ordinances and related State laws that govern care and keeping of livestock, domestic and wild animals within City jurisdiction.
- Interact with the public in a positive manner in the application and enforcement of City codes and State laws related to the care and keeping of animals; deal tactfully yet firmly with the public in stressful situations.
- Safely operate a large animal control truck.
- Control and work with diseased, injured or aggressive animals.
- Handle situations which may be offensive to the general public.
- Effectively deal with people who are belligerent and uncooperative.
- Prepare detailed written reports, correspondence, and documents.
- Operate a computer using word processing and business software and other office equipment.
- Understand and follow written and oral instructions.
- Communicate effectively, orally and in writing.
- Establish and maintain and promote positive and effective working relationships with employees, other agencies, and the public.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.

Willingness to:

Work variable shifts and irregular hours, accessible any time of the day or night, weekends or holidays.

Wear a uniform.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license and a safe driving record.

DESIRABLE QUALIFICATIONS

- Possession of a certificate of Humane Academy completion, such as issued by California Animal Control Directors' Association.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING RESOLUTION NO. 190-05, THE CITY'S SALARY RESOLUTION, BY AMENDING THE PAY SCHEDULE FOR PAY PLAN CATEGORY B (MISCELLANEOUS CLASSIFIED EMPLOYEES)

WHEREAS, by separate resolution, the City's Classification Plan, has been amended to add the new classifications of "Fire Prevention Specialist I/II," "Public Safety Specialist," and "Animal Control Officer" for which a pay schedule must be added to the City's Salary Resolution No. 190-05;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT Resolution No. 190-05 is hereby amended by modifying Pay Plan Category B (Miscellaneous Classified Employees) by adding the following classification, as set forth below:

Classification	Job Code	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Fire Prevention Specialist I	4460	617	\$26.1856	\$27.4949	\$28.8696	\$30.3131	\$31.8288	\$33.4202
Fire Prevention Specialist II	4461	106	\$29.3280	\$30.7944	\$32.3341	\$33.9507	\$35.6483	\$37.4306
Public Safety Specialist	2180	106	\$29.3280	\$30.7944	\$32.3341	\$33.9507	\$35.6483	\$37.4306
Animal Control Officer	2170	106	\$29.3280	\$30.7944	\$32.3341	\$33.9507	\$35.6483	\$37.4306

Adopted by the City Council of the City of Sunnyvale at a regular meeting held on _____, 2012, by the following vote:

AYES:
 NOES:
 ABSTAIN:
 ABSENT:

ATTEST:

APPROVED:

 City Clerk
 (SEAL)

 Mayor

APPROVED AS TO FORM AND LEGALITY:

 David Kahn, City Attorney