



City of Oklahoma City, OK

2023 Compensation Study

FINAL REPORT

Table of Contents

Executive Summary	2
Background	2
Summary of Findings	4
Overall Market Position.....	4
Market Position by Peer Organization.....	11
Market Average by Benchmark Job	12
Bilingual Pay	16
Recommendations Development	17
Salary Structure Development	18
Implementation	18
Ongoing Administration	18
Appendix A - Job Summaries	21

Executive Summary

Background

This report contains a summary of the methodology and the results of the City of Oklahoma City's (the City) 2022 Compensation Study. Comparative data is effective as of **October 1, 2022**.

The primary objective of the study was to determine the City's competitive position for one hundred twenty-five (125) benchmark jobs across the city and to provide data for the City to use while assessing future pay practice decisions.

Benchmark job summaries, which were included in the custom survey to support job matching, are provided in **Appendix A**. These summaries were developed using the revised classification structure and reviewed for completeness and accuracy by the City prior to distribution. Select title changes were implemented following review of draft findings.

Segal collected responses from the following eleven (11) public sector employers, which were selected by the City's Human Resources team.

- City of Allen, TX
- City of Atlanta, GA
- City of Broken Arrow, OK
- City of Dallas, TX
- City and County of Denver, CO
- City of Edmond, OK
- City of Reno, NV
- City of Salt Lake City, UT
- City of San Antonio, TX
- Louisville Metro Government, KY
- Metropolitan Government of Nashville and Davidson County, TN

Additionally, Segal augmented data collected via the custom survey with published data from the following reputable sources of private sector compensation and utility information:

- Economic Research Institute (ERI)
- CompAnalyst
- PayFactors

Almost 74% of the benchmark positions included at least one published data source, resulting in strong market comparisons to both the public and private sectors.

To adjust for geographic differences in the cost-of-labor between the peer locations and the City, Segal used cost-of-labor differentials reported by the Economic Research Institute (ERI) based on an average base salary of **\$78,500** as of **02/13/23**. The average base salary represented the actual average salary for staff included in payroll data provided by the City.

Table 1 shows the geographic adjustments applied to data from peer employers.

Table 1
Geographic Cost-of-Labor Adjustments

City of Oklahoma City, OK	89.6	0.0%
Peer	ERI Factor	Adjustment to Pay Range Data (%)
City of Allen, TX	104.7	-14.4
City of Atlanta, GA	102.5	-12.6
City of Broken Arrow, OK	92.7	-3.3
City of Dallas, TX	106.1	-15.6
City and County of Denver, CO	110.1	-18.6
City of Edmond, OK	90.5	-1.0
City of Reno, NV	102.6	-12.7
City of Salt Lake City, UT	98.9	-9.4
City of San Antonio, TX	96.6	-7.2
Louisville Metro Government, KY	94.4	-5.1
Metro Government of Nashville	97.5	-8.1

Summary of Findings

Overall Market Position

Across all jobs, we found the City's base pay ranges are above market at the range minimum, midpoint and maximum, as shown in **Table 2**. However, pay range competitiveness varies by survey job title, as shown in **Table 3**.

Table 2
City of Oklahoma City as a Percent of Overall Market (Base Pay)

	Base Pay Range as a Percent of Market		
	Minimum	Midpoint	Maximum
Overall Market Position	107%	111%	112%

Overall market average excludes 8 benchmark job titles that did not have sufficient data for statistical validity.

Table 3
Base Pay Range Overall Competitiveness by Benchmark Job Title
*Minimum 5 matches required to display data

Benchmark Job Title	Count of Matches	City of Oklahoma City Base Pay as a % of Overall Market Average			
		Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Average Actual Pay
Administrative Assistant	14	109%	119%	125%	149%
Administrative Coordinator	10	110%	120%	127%	136%
Administrative Services Supervisor II	8	110%	115%	117%	119%
Executive Assistant	14	79%	85%	89%	118%
Airfield Maintenance Assistant Superintendent	5	94%	98%	101%	135%
Airfield Operations Technician	3	N/A	N/A	N/A	N/A
Aviation Manager	6	74%	76%	79%	89%
Chief Diversity Officer	8	82%	85%	85%	106%
General Services Director	10	116%	120%	121%	128%
Assistant City Clerk	6	142%	135%	131%	144%
City Clerk	9	137%	113%	118%	124%
Victim Services Supervisor	8	120%	128%	134%	103%
Chief Probation Officer	3	N/A	N/A	N/A	N/A
Probation Officer	2	N/A	N/A	N/A	N/A
Assistant Construction Services Superintendent	6	104%	106%	111%	121%
Code Enforcement Superintendent	6	105%	102%	100%	103%
Construction-Engineering Project Manager	14	85%	90%	93%	88%
Court Administrator	8	143%	141%	140%	N/A

**City of Oklahoma City Base Pay as a % of
Overall Market Average**

Benchmark Job Title	Count of Matches	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Average Actual Pay
Municipal Court Clerk	12	98%	105%	110%	110%
Customer Service Representative I	12	107%	119%	126%	127%
Customer Service Supervisor	13	121%	129%	134%	166%
Utilities Customer Service Representative	11	111%	122%	128%	108%
Civil Engineer II	14	105%	113%	118%	136%
Civil Engineer IV	5	100%	106%	110%	139%
Civil Engineer Supervisor	11	89%	94%	98%	106%
Engineering Assistant I	9	106%	113%	118%	119%
GIS Supervisor	7	73%	81%	85%	90%
Environmental Chemist II	7	102%	110%	115%	113%
Environmental Technician II	10	97%	104%	110%	111%
Hazardous Waste Technician	7	119%	132%	139%	130%
Household Hazardous Waste Facility Supervisor	0	N/A	N/A	N/A	N/A
Safety Analyst	11	105%	110%	112%	105%
Building Heat and Air Mechanic	12	91%	101%	108%	123%
Building Inspector II	13	105%	115%	120%	154%
Building Maintenance Mechanic	12	103%	115%	123%	127%
Building Operations Supervisor	9	118%	126%	131%	158%
Building Service Worker	12	102%	115%	124%	118%
Chief Building Inspector	8	94%	98%	102%	111%
Facilities and Plant Mechanic II	8	107%	117%	124%	142%

**City of Oklahoma City Base Pay as a % of
Overall Market Average**

Benchmark Job Title	Count of Matches	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Average Actual Pay
Grounds Maintenance Specialist II	11	115%	127%	133%	111%
Mechanic I	11	106%	110%	124%	113%
Mechanic II	12	101%	108%	120%	117%
Accounting Supervisor	12	107%	114%	118%	128%
Assistant Finance of Director	11	109%	115%	117%	129%
Auditor	10	103%	116%	125%	167%
Budget Manager	9	141%	154%	162%	190%
Buyer	14	114%	123%	129%	130%
Contract Coordinator	10	95%	102%	106%	131%
Economic Development Program Administrator	6	140%	132%	132%	110%
Finance Director	14	109%	107%	105%	113%
Financial Planning Supervisor	8	82%	87%	89%	97%
Inventory Technician I	13	98%	108%	115%	124%
Management and Budget Analyst II	13	108%	116%	121%	120%
Municipal Accountant I	12	103%	112%	117%	119%
Municipal Accountant II	11	103%	108%	111%	108%
Payroll Coordinator	11	96%	102%	105%	109%
Payroll Specialist I	10	115%	123%	129%	N/A
Property Technician	3	N/A	N/A	N/A	N/A
Battalion Chief	11	118%	107%	104%	112%
Deputy Fire Chief	11	N/A	123%	N/A	113%

**City of Oklahoma City Base Pay as a % of
Overall Market Average**

Benchmark Job Title	Count of Matches	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Average Actual Pay
Fire Captain	11	117%	104%	99%	102%
Fire Chief	11	122%	110%	106%	117%
Fire Fighter	10	100%	103%	106%	92%
Fire Lieutenant	7	123%	112%	107%	113%
Fire Sergeant-Apparatus Driver	7	127%	120%	121%	122%
Fleet Maintenance Supervisor	11	90%	95%	98%	107%
Assistant Director of Human Resources	11	113%	118%	120%	108%
Human Resources Coordinator	11	91%	99%	104%	115%
Human Resources Supervisor	8	96%	100%	102%	104%
Occupational Health Manager	2	N/A	N/A	N/A	N/A
Applications Specialist	11	98%	106%	110%	125%
Business Systems Manager	7	98%	104%	109%	138%
Information Technology Director	14	120%	118%	116%	134%
Network Administrator	11	109%	116%	119%	106%
System Support Specialist I	10	96%	102%	105%	96%
Carpenter	10	91%	102%	109%	145%
Construction Equipment Operator II	13	91%	97%	102%	124%
Electrician	13	90%	101%	108%	134%
Maintenance Crew Chief	7	78%	86%	91%	109%
Skilled Trades Worker	7	100%	111%	119%	125%
Welder	10	95%	105%	111%	144%

**City of Oklahoma City Base Pay as a % of
Overall Market Average**

Benchmark Job Title	Count of Matches	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Average Actual Pay
Laboratory Manager	9	100%	106%	110%	96%
Legal Assistant	12	112%	131%	143%	156%
Municipal Attorney I	11	95%	111%	120%	119%
Municipal Attorney II	12	82%	93%	104%	110%
Paralegal	12	100%	121%	136%	139%
Aquatics Operations Coordinator	11	110%	118%	122%	102%
Arts and Cultural Affairs Supervisor	5	111%	113%	114%	130%
Assistant Director of Parks and Recreation	7	129%	121%	120%	120%
Recreation Manager	10	133%	135%	137%	N/A
Associate Planner	12	112%	122%	128%	132%
Development Services Administrator	6	103%	111%	116%	N/A
Planner I	11	101%	110%	115%	105%
Planning Director	12	113%	115%	116%	125%
Plans Examiner	10	125%	134%	136%	121%
Crime Scene Investigator	10	110%	118%	125%	119%
Deputy Police Chief	11	124%	112%	103%	101%
Police Captain	8	109%	103%	94%	102%
Police Chief	11	117%	105%	103%	105%
Police Lieutenant	10	104%	99%	93%	104%
Police Officer	11	117%	104%	95%	99%
Police Records Supervisor	6	128%	128%	128%	150%

**City of Oklahoma City Base Pay as a % of
Overall Market Average**

Benchmark Job Title	Count of Matches	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Average Actual Pay
Police Sergeant	10	95%	95%	97%	101%
Community Engagement Specialist	13	134%	143%	149%	136%
Graphic Designer	11	125%	134%	139%	132%
Public Information and Marketing Director	12	98%	101%	105%	147%
Animal Shelter Supervisor	9	115%	125%	132%	102%
Animal Welfare Specialist	7	106%	119%	127%	102%
911 Communications Manager	11	110%	100%	94%	136%
Police Dispatcher	12	111%	120%	127%	122%
Public Safety Communications Specialist	3	N/A	N/A	N/A	N/A
Director of Utilities	7	127%	114%	106%	121%
Meter Reader	11	96%	106%	112%	98%
Plant Manager	7	85%	91%	96%	114%
Plant Operator I	6	109%	121%	128%	128%
Plant Operator II	7	100%	109%	114%	131%
Plant Shift Supervisor	5	97%	102%	106%	117%
Water Quality Technician II	6	82%	90%	98%	141%
Assistant Director of Public Works	9	127%	125%	124%	150%
Communications Dispatcher	8	96%	106%	112%	142%
Public Works Director	9	128%	122%	118%	139%
Traffic Signs Technician	8	146%	159%	168%	153%
Municipal Code Enforcement Inspector I	11	102%	110%	116%	127%

Benchmark Job Title	Count of Matches	City of Oklahoma City Base Pay as a % of Overall Market Average			
		Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum	Average Actual Pay
Emergency Management Coordinator	4	N/A	N/A	N/A	N/A
City Treasurer	6	91%	94%	96%	112%

Market Position by Peer Organization

As shown in **Table 4**, the City of Oklahoma City's pay range midpoints are, after adjusting for cost-of-labor differences, higher than the midpoint of ten (10) peer employers and competitive with the midpoints of one (1) peer employer.

Table 4

Overall Base Pay Range Competitiveness by Peer Organization

Peer	Count of Matches	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Allen, TX	65	141%	123%	154%
City of Atlanta, GA	94	136%	133%	131%
City of Broken Arrow, OK	66	123%	121%	117%
City of Dallas, TX	114	123%	118%	130%
City and County of Denver, CO	94	126%	107%	117%
City of Edmond, OK	69	114%	114%	114%
City of Reno, NV	82	92%	101%	106%
City of Salt Lake City, UT	79	123%	107%	98%

City of San Antonio, TX	99	109%	111%	114%
Louisville Metro Government, KY	81	142%	135%	128%
Metro Government of Nashville	99	103%	102%	100%

Market Average by Benchmark Job

Table 5 shows market averages by benchmark job title.

Table 5
Market Pay Range by Benchmark Job Title

*Minimum 5 matches required to display data

Benchmark Job Title	Count of Matches	Market Average		
		Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
Administrative Assistant	14	\$37,944	\$44,061	\$50,639
Administrative Coordinator	10	\$43,730	\$50,391	\$57,523
Administrative Services Supervisor II	8	\$61,367	\$74,318	\$88,155
Executive Assistant	14	\$55,182	\$64,635	\$74,726
Airfield Maintenance Assistant Superintendent	5	\$71,692	\$87,222	\$101,902
Airfield Operations Technician	3	N/A	N/A	N/A
Aviation Manager	6	\$100,300	\$122,984	\$144,734
Chief Diversity Officer	8	\$131,166	\$159,691	\$192,486
General Services Director	10	\$115,352	\$141,368	\$169,129
Assistant City Clerk	6	\$54,916	\$72,923	\$90,929
City Clerk	9	\$81,615	\$124,635	\$144,878
Victim Services Supervisor	8	\$46,252	\$54,668	\$63,134
Chief Probation Officer	3	N/A	N/A	N/A
Probation Officer	2	N/A	N/A	N/A
Assistant Construction Services Superintendent	6	\$68,024	\$84,383	\$97,194
Code Enforcement Superintendent	6	\$81,772	\$106,921	\$132,071

Benchmark Job Title	Count of Matches	Market Average		
		Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
Construction-Engineering Project Manager	14	\$83,003	\$99,327	\$116,891
Court Administrator	8	\$93,877	\$119,912	\$145,947
Municipal Court Clerk	12	\$36,448	\$43,468	\$50,252
Customer Service Representative I	12	\$33,278	\$38,319	\$43,873
Customer Service Supervisor	13	\$55,621	\$65,965	\$77,039
Utilities Customer Service Representative	11	\$33,585	\$39,160	\$45,250
Civil Engineer II	14	\$70,600	\$83,017	\$96,265
Civil Engineer IV	5	\$90,463	\$107,311	\$125,826
Civil Engineer Supervisor	11	\$92,174	\$109,720	\$127,700
Engineering Assistant I	9	\$45,356	\$53,543	\$61,938
GIS Supervisor	7	\$75,624	\$86,591	\$99,506
Environmental Chemist II	7	\$59,924	\$70,076	\$81,379
Environmental Technician II	10	\$49,631	\$57,969	\$66,298
Hazardous Waste Technician	7	\$40,191	\$45,738	\$52,714
Household Hazardous Waste Facility Supervisor	0	N/A	N/A	N/A
Safety Analyst	11	\$52,676	\$63,893	\$75,500
Building Heat and Air Mechanic	12	\$48,814	\$56,043	\$63,872
Building Inspector II	13	\$50,560	\$58,889	\$68,263
Building Maintenance Mechanic	12	\$41,202	\$47,351	\$53,727
Building Operations Supervisor	9	\$57,036	\$67,441	\$78,674
Building Service Worker	12	\$34,888	\$39,521	\$44,398
Chief Building Inspector	8	\$71,852	\$86,716	\$101,308
Facilities and Plant Mechanic II	8	\$45,542	\$52,992	\$60,688
Grounds Maintenance Specialist II	11	\$33,857	\$39,272	\$45,417
Mechanic I	11	\$40,314	\$49,347	\$53,415
Mechanic II	12	\$46,037	\$54,834	\$60,283
Accounting Supervisor	12	\$66,336	\$78,777	\$91,702
Assistant Finance of Director	11	\$116,418	\$140,636	\$166,330
Auditor	10	\$60,606	\$71,884	\$83,827
Budget Manager	9	\$90,203	\$105,600	\$121,880
Buyer	14	\$51,112	\$59,868	\$69,095
Contract Coordinator	10	\$55,390	\$65,275	\$75,959

Benchmark Job Title	Count of Matches	Market Average		
		Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
Economic Development Program Administrator	6	\$86,774	\$116,580	\$141,087
Finance Director	14	\$143,652	\$183,977	\$227,089
Financial Planning Supervisor	8	\$81,833	\$97,867	\$115,352
Inventory Technician I	13	\$35,053	\$40,458	\$46,162
Management and Budget Analyst II	13	\$59,290	\$69,842	\$80,866
Municipal Accountant I	12	\$48,807	\$56,993	\$65,550
Municipal Accountant II	11	\$56,267	\$66,038	\$76,244
Payroll Coordinator	11	\$49,847	\$59,376	\$69,563
Payroll Specialist I	10	\$43,787	\$51,561	\$59,615
Property Technician	3	N/A	N/A	N/A
Battalion Chief	11	\$95,960	\$109,258	\$115,527
Deputy Fire Chief	11	\$107,339	\$127,129	\$140,265
Fire Captain	11	\$75,443	\$88,181	\$96,503
Fire Chief	11	\$127,734	\$178,895	\$225,963
Fire Fighter	10	\$51,399	\$61,167	\$70,935
Fire Lieutenant	7	\$70,653	\$79,074	\$83,607
Fire Sergeant-Apparatus Driver	7	\$64,374	\$69,765	\$71,119
Fleet Maintenance Supervisor	11	\$64,760	\$77,677	\$91,259
Assistant Director of Human Resources	11	\$107,192	\$130,416	\$155,040
Human Resources Coordinator	11	\$63,808	\$74,302	\$85,350
Human Resources Supervisor	8	\$73,676	\$89,529	\$106,314
Occupational Health Manager	2	N/A	N/A	N/A
Applications Specialist	11	\$62,702	\$72,684	\$84,905
Business Systems Manager	7	\$96,440	\$114,952	\$133,504
Information Technology Director	14	\$136,596	\$170,167	\$205,182
Network Administrator	11	\$62,050	\$73,690	\$86,490
System Support Specialist I	10	\$52,626	\$62,585	\$73,303
Carpenter	10	\$47,007	\$53,380	\$60,376
Construction Equipment Operator II	13	\$44,638	\$53,416	\$62,322
Electrician	13	\$51,498	\$58,908	\$66,911
Maintenance Crew Chief	7	\$52,335	\$60,652	\$69,569
Skilled Trades Worker	7	\$42,805	\$49,057	\$55,411
Welder	10	\$43,008	\$49,527	\$56,856

Benchmark Job Title	Count of Matches	Market Average		
		Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
Laboratory Manager	9	\$78,152	\$93,231	\$108,928
Legal Assistant	12	\$44,916	\$54,380	\$64,228
Municipal Attorney I	11	\$75,036	\$91,030	\$108,459
Municipal Attorney II	12	\$106,265	\$131,764	\$152,001
Paralegal	12	\$52,787	\$61,345	\$70,503
Aquatics Operations Coordinator	11	\$41,294	\$48,811	\$57,452
Arts and Cultural Affairs Supervisor	5	\$66,761	\$83,184	\$99,607
Assistant Director of Parks and Recreation	7	\$93,793	\$126,385	\$154,401
Recreation Manager	10	\$64,453	\$80,334	\$96,215
Associate Planner	12	\$51,804	\$60,408	\$69,396
Development Services Administrator	6	\$83,454	\$97,947	\$113,549
Planner I	11	\$57,403	\$66,840	\$77,134
Planning Director	12	\$118,223	\$147,438	\$175,877
Plans Examiner	10	\$46,484	\$54,910	\$65,248
Crime Scene Investigator	10	\$48,179	\$56,466	\$64,752
Deputy Police Chief	11	\$115,634	\$137,495	\$158,560
Police Captain	8	\$96,309	\$108,047	\$125,275
Police Chief	11	\$133,124	\$187,234	\$231,135
Police Lieutenant	10	\$92,286	\$100,096	\$109,985
Police Officer	11	\$55,861	\$67,350	\$78,838
Police Records Supervisor	6	\$43,424	\$54,791	\$66,159
Police Sergeant	10	\$76,910	\$87,762	\$96,935
Community Engagement Specialist	13	\$50,462	\$59,806	\$69,419
Graphic Designer	11	\$49,047	\$57,856	\$67,124
Public Information and Marketing Director	12	\$114,261	\$139,309	\$161,823
Animal Shelter Supervisor	9	\$43,739	\$50,859	\$58,452
Animal Welfare Specialist	7	\$38,459	\$43,882	\$49,680
911 Communications Manager	11	\$78,080	\$109,032	\$139,985
Police Dispatcher	12	\$38,475	\$45,155	\$51,936
Public Safety Communications Specialist	3	N/A	N/A	N/A
Director of Utilities	7	\$122,798	\$173,705	\$224,243
Meter Reader	11	\$35,470	\$40,997	\$47,233
Plant Manager	7	\$79,069	\$93,308	\$107,905

Benchmark Job Title	Count of Matches	Market Average		
		Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
Plant Operator I	6	\$40,789	\$46,932	\$53,744
Plant Operator II	7	\$48,499	\$55,515	\$63,355
Plant Shift Supervisor	5	\$60,301	\$72,221	\$84,142
Water Quality Technician II	6	\$54,396	\$62,737	\$70,578
Assistant Director of Public Works	9	\$100,207	\$128,623	\$157,038
Communications Dispatcher	8	\$35,610	\$41,026	\$47,175
Public Works Director	9	\$122,204	\$161,470	\$201,460
Traffic Signs Technician	8	\$34,719	\$40,845	\$46,971
Municipal Code Enforcement Inspector I	11	\$43,451	\$51,367	\$59,283
Emergency Management Coordinator	4	N/A	N/A	N/A
City Treasurer	6	\$103,807	\$127,098	\$150,840

Bilingual Pay

Five (5) peer organizations (slightly less than half) offer bilingual pay, with one as a percentage of pay (2%) and the remainder a flat amount ranging from a low of \$40 to a high of \$150. Should the City consider offering a bilingual pay supplement to employees, Segal would recommend first determining the prerequisites or requirements associated with eligibility, including how employees will be asked to demonstrate appropriate levels of proficiency in order to qualify for the additional compensation. This obviously should include clear measurements or methods employees can use to verify fluency and adhere to the City's typical budgeting and collective bargaining process with respect to total compensation costs.

Recommendations Development

- The City's existing pay ranges for non-sworn benchmark positions have a range spread (distance from minimum to maximum) ranging from 46% to 82%. The market average across those same benchmark positions is 36% to 43%, while the market average across all benchmark positions is 27% to 83%. Significant variations in range spreads can mean that, even if the midpoints were market competitive (from 95% to 105% of market), range minimums or maximums may be higher or lower than equivalent jobs in other organizations.
- Typically, benchmark positions would be aligned by both the results of the proprietary Segal Evaluator™ job evaluation system and market value to create proposed pay ranges for non-sworn positions (with the average market midpoint corresponding to the proposed range midpoint). The goal would be to ensure smooth midpoint progressions (i.e. the difference between midpoints of successive grades), which may steadily increase in higher pay grades (where there are more prevalent differences in the market value of benchmark jobs). In strategically designing pay structures using this methodology, an agency can make informed decisions on how many pay ranges are needed, what the range spread and midpoint progression of those ranges should be, and where jobs should most appropriately be placed given the balance of internal equity and market competitiveness.
- The City, however, decided to maintain the existing pay structures, so the following methodology was used to determine changes.
 - Jobs were grouped based on the analysis and evaluation of content included in the Position Description Questionnaires (PDQs) completed by employees and reviewed by different levels of management throughout the City. This analysis was facilitated by Segal's proprietary job evaluation methodology, Segal Evaluator™, which imposes a consistent, quantifiable process of establishing relative value among positions. Based on the objective analysis and scoring of defined criteria, (all of which are common to jobs at the City of Oklahoma City), Segal Evaluator™ created an internal hierarchy that was then combined with market comparisons.
 - Market data for benchmark positions was then reconciled with the internal placement of jobs.
 - For jobs where the Segal Evaluator™ grade and market-competitive grades were different but within the competitive range (95% to 105% of market), the Segal Evaluator™ grade was used.
 - For jobs where the Segal Evaluator™ grade was not within the competitive range, the market-competitive grade was used (however the City still retains Segal Evaluator™ alignment to reflect its own views of internal equity, which is important given the next placement criteria).
 - For all non-sworn, non-benchmark positions, Segal Evaluator™ was used to determine placement provided the updated range would not exceed a 5% difference from the old range. Were it to exceed 5%, the existing grade was maintained.
 - The midpoints for benchmark positions increased by as much as 28% or decreased by as much as 36% to align more closely with market. Discrepancies are not uncommon, as the market often moves at a different pace for different job families and functions.

- Overall, the proposed midpoint as an average of market midpoint is 102% (for all non public-safety jobs, well within the defined corridor of competitiveness from 95%-105% of market). This resulted in strong alignment between the market value collected and approved by the City and the revised pay grade placement.

This excludes sworn police and fire positions, whose ranges were determined by using either the existing range minimum or maximum or the average market range minimum or maximum, whichever is higher.

Salary Structure Development

In developing a pay plan that aligns with the needs of the City, several considerations should be addressed, including the overall objectives and priorities of the classification and compensation program, characteristics of the current workforce, which peer organizations should be used (those specified in the existing CBAs or those selected by the City for this study), the organization's target competitive position, the supply and demand of labor, the administrative capabilities for maintaining multiple compensation structures, financial resources, and the role of performance or time-in-position in the salary determination process.

Implementation

The City must still decide how to implement Segal's recommendations, including soliciting departmental feedback, negotiations with unions, and funding from the City Council. To assist with these decisions, Segal has provided the City a proprietary file (inclusive of the trademarked Segal Evaluator™ methodology) that enables the City to change its competitive position relative to market (i.e. 100%, 90%, etc.), final pay range, and allocation of employees to each job title. The model would then place employees on the closest corresponding step. Employees above their range maximum would be frozen (i.e. red-lined, red-circled, etc.), as Segal does not recommend that the City decrease any employee's actual base salary as a result of this study.

It is intended that this file will assist the City in calculating its implementation cost and that other decisions regarding how and when recommendations go into effect will be handled in accordance with the City's typical labor negotiations and budgeting processes.

Ongoing Administration

Segal has reviewed and provided feedback above concerning the City's current pay plan design and how the decision to maintain the existing structures influenced job placement during this study. Segal's observations should be reviewed by the City and considered with the following in continued maintenance of the classification and compensation program:

Pay range minimums: It is recommended that employees always be brought to the minimum of their pay grade when a pay structure is adjusted.

Pay range maximums: It is recommended no employee be given an increase that would raise their salary above the maximum of the pay grade. Furthermore, employees who accept voluntary demotions should be limited to the maximum of the new pay grade in which they have been placed.

Pay range spreads: The City's current range spreads for positions with more than a single grade are as follows: AFSCME/GEN, EXEC, and MNG (21-22%); AUD (25%); and MUN (29%). The market range spreads for benchmark jobs falling within those plans, however, are: AFSCME/GEN (32%); EXEC (57%); MNG (40%); and MUN (41%). In subsequent reviews of its classification and compensation program, the City should consider the development of pay structures that more closely mirror market range spreads.

Pay range midpoints: As discussed in this report, compensation best practices would suggest that proposed pay structures should blend market range midpoints to ensure a smooth progression between grades. The City's current pay grades do not do so. For example, Within the Executive plan, the midpoint progressions are: E1 – E2 (4%); E2-E3 (9%); E3-E4 and E4-E5 (5%); E5-E6 (16%) and E6-E7 (5%). The Auditor plan has a similarly disparate midpoint progression (9%, 28%, 21%, 13%, 23%). Future consideration should be given to more strategically designing pay plans to eliminate these inconsistencies.

Market structure movement: During its budgeting process, the City should consider adjustments appropriate to move the new salary ranges relative to market. This decision should take into account available funds, current economic trends, budget constraints, etc. Keeping in mind the dynamic nature of the market, the City's compensation philosophy should establish a strategy to maintain its desired competitive position and develop a framework toward achieving that goal.

Individual salary adjustments: A policy on individual salary adjustments resulting from structure adjustments is required. It is recommended employees be eligible to receive an increase equal to the structure adjustment in order to remain at their relative position within their pay range. Failure to provide movement within the pay range could lead to internal pay compression as new employees would be hired in at varying rates that may be equivalent to tenured employees. This policy does not cover special salary treatment to adjust salaries for external market and internal individual employee pay inequities.

Market Movement: The market is dynamic. Therefore, once a competitive position is achieved, the City should conduct salary surveys on a regular basis to assess its relative position to the market. Reliable labor market information can be used by an organization for a variety of purposes including pricing jobs, determining competitive position, identifying trends, measuring market movement, diagnosing compensation challenges, monitoring internal equity, and defending current pay practices.

Market data collection can be accomplished by several means. However, it is important that methodologies balance consistency with the flexibility to respond to changes in the competitive environment as well as the City's internal capacity for managing the classification and compensation program. Listed below are suggestions on how to collect and analyze market data.

Various factors such as cost, time, reliability, confidentiality, and availability of published surveys influence decisions regarding data collection. The City should have a minimum set of standards for determining acceptable survey practices, and to guide the selection and use of both custom peer agencies and published survey material. To ensure reliable and defensible data, the City should focus on the accuracy and completeness of the survey data over accessibility and convenience.

Guidelines should be defined and documented regarding sample size, participant or survey peer group definition, classification-matching procedures, and procedures for data analysis.

Appendix A - Job Summaries

Benchmark Job Title	Summary
Administrative Assistant	<p>Provides administrative support and coordinates office activities, including answering incoming calls, assisting visitors, and processing documents. May assist with limited human resources activities, including payroll and leave scheduling. Prepares correspondence and generates reports. Responsible for purchasing and maintaining office supply inventory. May participate in annual budget preparations, verification of contracts, invoices, reports, expenditures and coordinates travel for staff. May perform basic research, tabulates, and verifies data for accuracy and completeness.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 1 to 3 years' experience in office and administrative support in clerical activities related to documentation, customer services, human resources and finance.</p>
Administrative Coordinator	<p>Provides assistance to department staff and performs a variety of administrative management activities in support of the department's functions and goals. May coordinate schedules, assist in meeting/event planning, or be assigned responsibility for specific processes or programs. Coordinates recommendations for program, policy, and procedural changes based on assessments of previous decisions. Develops goals and objectives. Develops reports. May manage budget and purchasing, contracts, invoice processing and vendor relationships.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 3 to 5 years' experience in general professional-level administrative support.</p>
Administrative Services Supervisor II	<p>Supervises general administrative services such as purchasing, financial management, budget planning, contract administration, payroll, and special projects as assigned. Supervises staff to ensure quality, consistency, and compliance with applicable procedures, policies and state/federal laws.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in finance, accounting, human resources, business management, or related field and 3 to 5 years' experience in governmental accounting; demonstrated knowledge of standard management, human resources, budgeting, and financial principles, procedures, and practices; and supervisory experience required. Demonstrated knowledge of Microsoft Access and Microsoft Excel required.</p>

Benchmark Job Title	Summary
Executive Assistant	<p>Provides executive-level administrative and clerical support to department leadership. Performs various tasks to support departmental objectives, which may include the coordination of meetings and travel arrangements; assistance with purchasing and/or payroll functions, and support for various phases of programs and/or other administrative functions.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 5 to 7 years' experience in providing administrative support within an executive-level office.</p>
Airfield Maintenance Assistant Superintendent	<p>Provides general direction to supervisors responsible for supervising a workforce performing specialized tasks related to the repair, maintenance and improvement of airport airways, runways, and taxiways. Coordinates work assignments, and oversees and inspects projects for compliance with safety practices and FAA guidelines. Processes work orders, tracks expenditures, compiles reports, and manages employee files.</p> <p>MINIMUM QUALIFICATIONS: 6 months+ training beyond High School and 7 to 9 years' experience in airport maintenance Required Certification: Class A Driver's License and Air Brake endorsement.</p>
Airfield Operations Technician	<p>Specializes in providing support for all activities, both routine and emergency, critical for the safe operation of the Airport. Ensures compliance with FAA and TSA regulations. Conducts airfield inspections and anticipates weather impact on assets and operations. Represents Airport management in after-hours situations. Maintains written, verbal, and photographic records. Establishes and maintains effective and positive working relationships employees, public officials, consultants, contractors, and the public.</p> <p>MINIMUM QUALIFICATIONS: 6 months+ training beyond High School and 1 to 3 years' experience in airport operations.</p>
Aviation Manager	<p>Manages, administers, and coordinates end-to-end operations of Department's two General Aviation Airports. Manages supervisory Airport staff. Develops long range strategic plans, budgets, and financial forecasts in a highly regulated environment. Manages capital planning projects and the development of infrastructure and facilities. Interacts and coordinates with federal, state, local agencies, and stakeholders. Establishes and maintains effective and positive working relationships employees, public officials, consultants, contractors, and the public.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in aviation management, business administration, or related field. and 5 to 7 years' experience in aviation management, airport operations, safety, and security.</p>

Benchmark Job Title**Summary**

Chief Diversity Officer

Administers the development, implementation, and operation of the City's inclusion and strategic diversity plan and programs. Develops partnerships with diverse organizations, community groups and City leadership to guide the City's inclusion strategy and initiatives. Provides strategic guidance to leadership in regards to inclusion, diversity, and equity in the workplace. Develops policies and procedures. Ensures strategic alignment with the City's goals and objectives. Develops and measures initiatives aimed at promoting diversity and cultural competence in the City. Collaborates with Human Resources and department leaders to develop strategic hiring and retention efforts to attract and retain a highly talented diverse workforce. Develops reports including organizational inclusion and diversity benchmark data. Participates on community boards and committees to advance citywide equity. May supervise staff.

MINIMUM QUALIFICATIONS: Bachelor's Degree in public administration, human resources, business, or related field and 5 to 7 years' experience in local government, executive leadership, finance, and budgeting.

General Services Director

Provides daily oversight and management of the General Services Department. Provides direction to the staff of Administration, Building Management, and Fleet Services' Divisions. Responds to inquiries and requests for services from the City Manager's Office, other City department directors, and citizens. Ensures City-owned buildings are compliant with the American with Disabilities Amendment Act.

MINIMUM QUALIFICATIONS: Bachelor's Degree in engineering, construction, or related field and 7 to 9 years' experience in local government executive leadership, finance, and budgeting.

Assistant City Clerk

Serves as Acting City Clerk during the City Clerk's absence or inability to serve. Manages and oversees staff activities and overall department operations. Compiles agenda items to be presented to Mayor and Council. Assists with organizing City elections, prepares department fiscal budget, and five-year forecast. Provides leadership and guidance to on the Agenda Management System.

MINIMUM QUALIFICATIONS: Bachelor's Degree in management, public administration or a related field and 7 to 9 years' experience in municipal government, bids management and records request systems.

Benchmark Job Title	Summary
Victim Services Supervisor	<p>Supervises the Victim Services unit assisting and advocating for crime victims. Identify agencies and funding that provides assistance to crime victims. Generates reports for internal and grant purposes and prepares various grant documents. Interprets and explains Federal funding policies and regulations. Analyzes and makes recommendations on the basis of research data.</p> <p>MINIMUM QUALIFICATIONS: Associate's Degree or 2 Years of College and 3 to 5 years' experience in victim advocacy, social services, grant management and federal funding. Proficient in translating and interpreting Spanish to and from English.</p>
Chief Probation Officer	<p>Supervises Probation Services staff activities for rehabilitation planning and supervising probationer conduct. Communicates with community agencies, criminal justice entities, law enforcement representatives, and citizens to provide or obtain information concerning probationer's cases or probation services. Reviews client files to be placed into court data system for grammatical errors, court terminology, and potential probation violations to ensure accurate outcomes of probation cases. Prepares reports in compliance with laws, rules, and regulations governing the field of probation services and the rehabilitation of probationers.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in in sociology, criminal justice, or related field and 3 to 5 years' experience in court procedures and processes; applying laws, rules and regulations governing the field of probation services and the rehabilitation of probationers. Experience in substance abuse identification, treatment and intervention, and established counseling techniques. Supervisory experience required.</p>
Probation Officer	<p>Provides specialized case management, rehabilitation planning, and supervision of client conduct. Interviews client and creates a detailed individualized probation plan. Provides client assessments. Explains probation plan details and provides compliance updates to court personnel, clients, parents, and attorneys. Conducts client background history checks. Prepares client pre-arraignment documents. Educates clients on pleas, rights, possible outcomes, and court rules. Prepares client case files for final review by the probation program according to court processes and procedures.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in in sociology, criminal justice, or related field required. and 1 to 3 years' experience in court procedures and processes; applying laws, rules and regulations governing the field of probation services and the rehabilitation of probationers. Experience in substance abuse identification, treatment and intervention, and established counseling techniques.</p>

Benchmark Job Title	Summary
Code Enforcement Superintendent	<p>Administers and coordinates activities involving code compliance within the public sector, with full responsibility for the Code Enforcement Division. Serves as a technical advisor; recommending amendments to codes and ordinances; responding to request and inquiries; preparing and presenting reports; interpreting ordinances and regulations; researching issues; and coordinating activities with contractors, staff and property owners.</p> <p>MINIMUM QUALIFICATIONS: 6 months+ training beyond High School and 9+ years' experience in enforcement of municipal code, supervising subordinate staff Required Certification: State Certified Code Enforcement Certification.</p>
Construction-Engineering Project Manager	<p>Plans for and designs construction and engineering projects; supervising and coordinating staff, contractors, architects, and consultants for the construction, maintenance, and improvement of the City engineering and construction projects. Manages materials purchasing, performs cost analysis and maintains associated records. Ensures contracts are administered and monitored to maintain compliance with the terms of agreements. Assists in the preparation and assessment of budgets for projects.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in engineering, construction, or related field and 5 to 7 years' experience in in engineering or architecture, contract administration and procurement.</p>
Court Administrator	<p>Provides leadership, direction, and general administrative oversight of the Court. Oversees employees and is responsible for the development, maintenance, and operation of the Court. Oversees all non-judicial functions of the Court and assists Presiding Judges. Serves as a member of the City's senior management team. Collaborates with the Executive and other City departments on strategy and policy to ensure that the City's mission and core values are incorporated into operational activities and services. Oversees the management of the day-to-day administration, budget, capital projects, courthouse maintenance, personnel and labor relations, customer service activities, and contract security staff. Provides oversight to ensure compliance with regulations.</p> <p>MINIMUM QUALIFICATIONS: Graduate Degree in criminal justice, business administration, public administration or a related field and 9+ years' experience in criminal and legal justice and senior management experience.</p>
Municipal Court Clerk	<p>Assists in scheduling, updating, and preparing dockets for various courts. Prepares files and tickets to ensure each case appears on the final docket. Completes notation of bonds of defendants released from jail by updating the courts electronic record system. Communicates with the public regarding court appearances and resolving payment issues. Informs defendants of upcoming court dates, missed court dates, and their available options. Processes credit card payments and issues continuances. Ensures cases are updated correctly after a court session.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 1 to 3 years' experience in customer and court services.</p>

Benchmark Job Title	Summary
Customer Service Supervisor	<p>Supervises operational, administrative, and technical staff of a Customer Service unit. Provides technical guidance and training and communicates changes to in processes, operating systems and ordinances, to ensure coordination across unit. Monitors and evaluates performance. Responds to customer inquiries, review escalated requests and manages special projects.</p> <p>MINIMUM QUALIFICATIONS: Associate's Degree or 2 Years of College and 5 to 7 years' experience in customer service and supervision.</p>
Utilities Customer Service Representative	<p>Assists and provides customer service and oversees account records. Assists customers to manage their water and trash issues and concerns. Assists customers to open a new service, end an existing service, and transfer a service. Develops customer installment plans, answers billing questions, and creates work orders. Researches and resolves billing and payment issues. Researches and evaluates customer account information and property information to assess current issues. Identifies potential solutions for current customer issues</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 1 to 3 years' experience in customer service and administrative support.</p>
Civil Engineer II	<p>Analyzes, evaluates, designs, and executes engineering projects. Develops design specifications and establishes project requirements and identifies and oversees short and long-term construction projects. Mentors lower-level professional and technical staff, reviews construction plans to ensure compliance with regulations. Processes detailed information, including contracts.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in engineering, construction, or related field and 3 to 5 years' experience in civil engineering. Required Certification: Professional Engineer's License must be issued by the State.</p>
Civil Engineer IV	<p>Supervises the Bridge and Drainage Division staff. Manages drainage complaints, FEMA floodplain and insurance issues, and bridge maintenance, repair, and replacement projects. Reviews General Obligation Bond projects with bridge or drainage related structures. Provides determinations on public versus private ownership for drainage channel maintenance and repair responsibility. Conducts public outreach regarding drainage and bridge issues. Prepare project lists and cost estimates for future capital projects.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in engineering, construction, or related field and 9+ years' experience in drainage design, hydraulic analysis, field inspection of construction projects, management of multiple engineering personnel, cost estimating, and plan production and preparation. Required Certification: Registration as a Professional Engineer, Certified Floodplain Manager.</p>

Benchmark Job Title	Summary
Engineering Assistant I	<p>Assists with construction projects at various stages of development. Enters information into databases using different software systems and issues permits and work orders for various projects. Communicates and coordinates site factors, project designs, and construction statuses. Provides information to Drafters, Computer Graphics Operators, Construction Inspectors, and/or other non-technical engineering support staff.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 1 to 3 years' experience in administrative, construction, or engineering project support.</p>
GIS Supervisor	<p>Supervises staff and designs, analyzes, and maintains the City's GIS applications and databases. Coordinates GIS related projects and provides training and support for City users. Oversees the general mapping and digital data development functions for support to engineers, cartographers, mapping specialists, City departments, and other agencies. Provides supervision and reviews projects assigned to subordinate staff. Ensures quality control policies are strictly observed.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in Geography, GIS, or related field and 3 to 5 years' experience in Geographic Information Systems (GIS) software.</p>
Environmental Chemist II	<p>Directs the technical and administrative operations of the laboratory. Maintains the instrumental analysis laboratory by using best laboratory quality management practices. Accurately reports drinking water and wastewater analysis results in compliance with internal quality assurance requirements and state and federal regulations. Oversees laboratory safety and accreditation requirements. Trains, manages, and coaches direct reports.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in Chemistry, Biochemistry, Environmental Science, or related field and 3 to 5 years' experience in conducting complex instrumental analysis and reviewing large amounts of data, Laboratory Information Management Software, instrument software, laboratory quality management systems, and supervising direct reports. Required Certification: Class A Water Laboratory Certification and Class A Wastewater Laboratory Certification.</p>

Benchmark Job Title**Summary****Environmental Technician II**

Implements environmental sampling programs required by State and Federal environmental protection standards and permits. Enforces state and federal codes, municipal ordinances, and environmental protection programs to ensure compliance with the City's Storm Water Quality Municipal Separate Storm Sewer System permit. Coordinates floatable monitoring and debris barrier maintenance. Conducts field inspections, assesses environmental conditions, enforces environmental codes and regulations, and provides remediation recommendations that comply with state and federal regulations to ensure minimal environmental impact.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Chemistry, Biochemistry, Environmental Science, or related field and 3 to 5 years' experience in water sampling, biological collections, data interpretation, water quality meters, and analytical chemistry laboratory equipment. Experience enforcing environmental codes, water quality regulations, and remediation guidance. Required Certification: Confined Space Rescue Certification (OSHA 29 CFR 1910.146, Respiratory Clearance/Medical Surveillance, Respiratory Fit Testing); Code Enforcement Officer; Federal Emergency Management Agency Incident Command Certifications (IS-00100.c, IS-00200.c, IS-300, IS-400, IS-00554, IS-00556, IS-00558); and 40 Hour Hazardous Waste Operations and Emergency Response Certification (HAZWOPER) (OSHA 29 CFR 1910.120).

Hazardous Waste Technician

Collects hazardous waste products from City Residents and separates the waste products into different hazard classes. Prepares the waste products for shipment according to Department of Transportation (DOT) Regulations and Environmental Protection Agency (EPA) Regulations, or prepares waste to be recycled or distributed through the reuse room. Responds to spills and other releases of hazardous or non-hazardous materials which may impact the storm sewer system or receiving waters.

MINIMUM QUALIFICATIONS: Associate's Degree or 2 Years of College and 1 to 3 years' experience in chemical handling, personal protective equipment, and hazard communications.

Household Hazardous Waste Facility Supervisor

Supervises and administers City's Regional Household Hazardous Waste Collection Program and Facility. Oversees off-site programs such as neighborhood household hazardous waste collection events, home-bound collection, disaster collections, and special collections for tires, ammunition, pharmaceuticals and computers. Responds to emergencies and coordinates on-call staff as needed. Supervises and directs the work of direct reports.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Chemistry, Biochemistry, Environmental Science, or related field and 5 to 7 years' experience in hazardous materials safe handling and transportation.

Benchmark Job Title	Summary
Safety Analyst	<p>Coordinates with and provides direction to other departmental staff on a daily basis to achieve goals set forth by the Risk Management division to achieve compliance with applicable laws and regulations. Consults with departments across City and provides support through projects, programs, and initiatives set forth by the Risk Management Division for the purpose of protecting the employees and property of the City. Projects, programs, and initiatives include the injury and Illness program, new Employee safety orientation training and development, Origami Risk (Integrated Insurance, Risk, Safety, and Compliance Solutions) reporting system incident/investigation/corrective action regulatory review, online computer-based training platforms, learning management system and custom created safety training content, and ergonomic assessments.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in Environmental, Health, and Safety or closely related field. and 1 to 3 years' experience in applying knowledge of safe work practices, procedures, and techniques.</p>
Building Heat and Air Mechanic	<p>Services, monitors, and maintains HVAC systems in city facilities. Troubleshoots and repairs chillers, pumps, boilers, cooling towers, air compressors, dryers and control valves. Develops and implements preventative maintenance. Assists with emergency and inclement weather operations.</p> <p>MINIMUM QUALIFICATIONS: 6 months+ training beyond High School and 3 to 5 years' experience in HVAC maintenance and repair. Required Certification: State Mechanical Journeyman or HVAC Contractor License.</p>
Building Inspector II	<p>Performs building and building related inspections and investigations to ensure compliance with applicable codes and ordinances. Enforces adopted building, zoning, and property maintenance codes. Utilizes the City's computer and GIS system to look up addresses and permits, locate streets, obtain contractor contact information. Resolves customer service complaints and completes status checks. Researches, prepares, and maintains documents. Serves as lead inspector and assigns workload and trains staff. Performs quality control inspections.</p> <p>MINIMUM QUALIFICATIONS: 6 months+ training beyond High School and 5 to 7 years' experience in general building construction or building inspection. Required Certification: State Building Inspector License and National Certification Building Inspector.</p>

Benchmark Job Title	Summary
Building Maintenance Mechanic	<p>Ensures safe operating conditions in city buildings. Monitor and maintain environmental and climate control equipment, energy management devices, elevators, high and low voltage electrical equipment, fire suppression systems and devices, plumbing, and security and access control devices. Makes minor repairs, coordinates major repairs, and reports unsafe conditions. Provides technical assistance to contractors and internal customers. Uses computer based applications for work orders, reports, inventory control, communication, and expenditure documentation. Responds to building and weather emergencies.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 1 to 3 years' experience in general building maintenance, HVAC systems, and Building Automation Systems. Required Certification: Boiler Operator License.</p>
Building Operations Supervisor	<p>Supervises the building operations and maintenance of a commercial services airport terminal and approximately 10 other facilities. Supervises, prioritizes, and distributes assignments to technical staff. Performs inspections of work assignments for the Airport and ensures their efficient and safe completion. Purchases items and equipment for projects in accordance with guidelines and policies. Remains on call 24/7 to respond to emergencies. Establishes and maintains effective and positive working relationships employees, public officials, consultants, contractors, and the public. other facilities.</p> <p>MINIMUM QUALIFICATIONS: Associate's Degree or 2 Years of College and 5 to 7 years' experience in airport, building maintenance, and supervision.</p>
Building Service Worker	<p>Performs a variety of basic interior and exterior building maintenance work. Cleans and removes debris from building floor and grounds. Operates a variety of maintenance vehicles, including sweepers. Assists with snow removal and deicing operations.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and less than 1 year experience in general interior and exterior maintenance tasks.</p>
Chief Building Inspector	<p>Provides oversight and management of the Building Inspection Department and maintains responsibility for enforcing all sections of building codes. Ensures contractors and property owners are in compliance with existing building codes and ordinances, and serves as an expert resource to contractors, citizens, and City Code inspectors by explaining, clarifying and making final interpretations of codes, regulations and guidelines when violations occur. Addresses, investigates and resolves complaints received by the department. Educates and trains building inspectors, contractors and other stakeholders in the building industry.</p> <p>MINIMUM QUALIFICATIONS: 6 months+ training beyond High School and 9+ years' experience in building code knowledge and management experience Required Certification: Unlimited Building Inspector License.</p>

Benchmark Job Title	Summary
Facilities and Plant Mechanic II	<p>Maintains and repairs facilities, machinery, and equipment on city property. Utilizes a computerized work order system to track work and inventory. Performs inspections and completes scheduled preventative maintenance. Makes repairs to various building systems, including plumbing. Uses technology to evaluate equipment performance. Assists with training and leading employees.</p> <p>MINIMUM QUALIFICATIONS: 6 months+ training beyond High School and 3 to 5 years' experience in facility maintenance, electrical, and plumbing work. Required Certification: Water Environment Association Certified Maintenance Technologist Level 2 Certification, Department of Environmental Quality Class C Water Operator License, Confined Space Certification, Certified Rigger Level 2 Certification.</p>
Grounds Maintenance Specialist II	<p>Performs turf maintenance. Applies turf chemicals according to standard operating procedures. Operates light trucks and assorted power equipment. Performs equipment maintenance. Provides year round grounds maintenance. In the absence of supervisor, performs as lead-worker with the responsibility for other employees, and equipment to effectively complete projects. Completes work orders.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 3 to 5 years' experience in landscape maintenance. Experience safely applying turf chemicals. Experience operating assorted lawn and power equipment. Required Certification: State Department of Agriculture Chemical Applicator License (Category #3A).</p>
Mechanic I	<p>Troubleshoots, diagnoses, and services heavy machinery and equipment. Orders and installs parts and supplies to fix equipment and machinery. Repairs small equipment. Assists with special projects when necessary.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 1 to 3 years' experience in equipment maintenance and repair. Required Certification: Class A Commercial Driver's License.</p>
Mechanic II	<p>Performs diagnostics, repairs and preventative maintenance on city equipment. Services small engines, automobiles, trucks, heavy trucks, heavy equipment, fire trucks, and airport equipment. Trains and leads Mechanics.</p> <p>MINIMUM QUALIFICATIONS: 6 months+ training beyond High School and 3 to 5 years' experience in automotive or heavy equipment repair. Required Certification: Automotive Service Excellence Certified Master Mechanic, Class A Commercial Driver's License.</p>

Benchmark Job Title	Summary
Accounting Supervisor	<p>Supervises accounting staff and oversees daily operations to ensure that objectives that are set forth by City management and Council are met. Applies governmental accounting principles to maintain accurate records of municipal accounts, monitors revenues and expenditures, and prepares periodic financial statements and complies with various reporting requirements that are enacted from a local, state, and federal level</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in finance, accounting, business, or related field required and 3 to 5 years' experience in GAAP Accounting, GASB Accounting, financial statement preparation. Progressive experience in accounts payable, financial forecasting, and budgeting required. Demonstrated proficiency in Microsoft Excel required.</p>
Assistant Finance of Director	<p>Directs the daily financial activities and functions for the Finance department including internal and external financial recording and reporting functions. Ensures financial operations are in compliance with governmental rules and regulations. Provides guidance as needed to managers in financial reporting objectives and standards to ensure accurate and compliant financial reporting is produced. Manages the City's investment program. Acts as an advisor to management on regulations and other matters that may impact the City's financial activities. Manages professional staff.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in finance, accounting, business, or related field required and 7 to 9 years' experience in governmental administration and management; applying State statutes related to municipal finance; management experience including leading, training, and motivating professional staff.</p>
Auditor	<p>Specializes in the efficiency and effectiveness of various operations and programs. Analyzes the adequacy and effectiveness of controls established by management to ensure program and operational activities are accurate and in compliance with established guidelines. Investigates suspected and/or alleged fraudulent activity and ethical misconduct. Performs clerical and administrative duties, including departmental purchasing, office technical support, process bi-weekly payroll, and assist with annual budget preparation</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in finance, accounting, business, or related field and 3 to 5 years' experience in applying generally accepted government auditing and accounting standards, principles, procedures, and practices. Knowledge of various policies, procedures and laws related to purchasing, payroll and municipal budgetary requirements. Experience utilizing Microsoft Office Suite software, e.g., Excel, Access; compiling, analyzing, and working accurately with large quantities of data.</p>

Benchmark Job Title	Summary
Budget Manager	<p>Manages and coordinates the preparation, implementation, and reporting of the City's revenue, expenditure, and capital budgets. Organizes and plans the implementation of complex programs under strict deadlines and requirements, e.g., the leading for results performance management, and the energy management programs for the City. Provides leadership in the Finance Department including coordinating the Department's training programs and computer systems oversight. Manages professional staff.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in finance, accounting, business, or related field required and 7 to 9 years' experience in municipal budgeting and performance management; applying State statutes related to municipal finance, e.g., energy and tariff program, grant guidelines; management experience including leading, training and motivating professional staff; developing plans and strategies, presenting before City leadership and Council.</p>
Buyer	<p>Responsible for the preparation, creation, and the evaluation of complex technical specifications for bids and professional services according to City purchasing guidelines. Researches and analyzes contractual information to ensure purchase amounts are within contractual terms and budgeted amounts. Monitors, approves, and audits purchasing card transactions. Makes contract award and purchasing recommendations and processes change orders. Identifies problems, finds solutions, trains, and provides technical assistance to City Departments</p> <p>MINIMUM QUALIFICATIONS: Associate's Degree or 2 Years of College and 1 to 3 years' experience in procurement and contract administration.</p>
Contract Coordinator	<p>Prepares contracts and reviews numerous construction documents for Contractors, Consultants, Engineers and Architects. Conducts research and reviews plans and specifications for conformance with City Standards. Ensures contractors are pre-qualified to bid projects and in compliance with required guidelines and regulations. Uploads and maintains construction documents, generates packets, and awards or rejects bids as directed for Contractors in the Electronic Bidding System. Maintains spreadsheets to track numerous projects and monitor funding, compliance, and project completion. Coordinates communication among project stakeholders, assists with special assignments and other tasks required to maintain overall office operations. Performs specialized clerical and administrative tasks as needed.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 3 to 5 years' experience in a construction management environment, reading and interpreting construction plans, specifications, contracts.</p>

Benchmark Job Title	Summary
Economic Development Program Administrator	<p>Administers the City's tax increment financing programs, general obligation limited tax bonds funded projects, and the strategic investment program for job creation to promote growth and development in the City. Develops and oversees processes to fulfill commitments of Trust-related debt financings. Manages other economic developmental related projects as assigned. Collaborates with other City departments, state agencies, and community groups in implementing economic and community development programs. Oversees management of staff.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in finance, accounting, business, or related field and 5 to 7 years' experience in evaluating complex real estate projects.</p>
Finance Director	<p>Directs the finance department including budgets, accounting and accounts payable programs, procurement and claims processing, risk management, treasury, debt management, and economic development. Oversees the strategic direction of the finance department and ensures that proper financial controls are in place in compliance with applicable laws and regulations. Serves as a Trustee on various City and State trusts.</p> <p>MINIMUM QUALIFICATIONS: Graduate Degree in finance, accounting, business, or related field and 9+ years' experience in governmental administration and management; budget management, public accounting, public administration, and implementing GFOA best practices; Executive level management experience including negotiations, leading, training, and motivating professional staff.</p>
Financial Planning Supervisor	<p>Supervises long-term financial planning processes to ensure revenue adequacy through adequate and timely rate adjustments, and financial analysis of capital funding. Monitors monthly cash flows, performs monthly allocations, assists in cost of service and rate making, performs capital planning and budgeting, and oversees performance management measures. Prepares, analyzes, and monitors annual budgets. Supervises staff</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in finance, accounting, business, or related field and 3 to 5 years' experience in financial planning, debt management, and budgeting.</p>
Inventory Technician I	<p>Performs work of a specialized nature involving skills related to material handling, inventory management and facility maintenance to support the operation of a large supply room, warehouse or yard which services a department. Receives inventory and may prepare purchasing requisitions to maintain stock availability and appropriate inventory levels. Organizes and maintains inventory storage areas. Performs accurate accounting of inventory; including receiving, processing, recording, and distributing supplies and materials. Operates and maintains material handling equipment.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 1 to 3 years' experience in inventory control in a warehouse environment Required Certification: Forklift certification.</p>

Benchmark Job Title	Summary
Management and Budget Analyst II	<p>Specializes in developing and monitor of budgets according to standard policies and procedures. Creates and analyzes revenue projections, reconciles data, researches, and evaluates budget proposals to identify alternative funding sources. Maintains databases, compiles data, and generates financial reports. Completes special projects to assist with long-term financial planning, policy development, and to support performance management initiative. Assists in guiding departments through the strategic business plan and performance reporting process. Provides technical assistance and training to staff and serves as a project team leader.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in finance, accounting, business, or related field required and 1 to 3 years' experience in municipal finance; budget preparation and development. Ability to compile and analyze data and perform complex financial calculations. Demonstrated knowledge of utilizing Microsoft Office Suite software, e.g., Excel, Access required.</p>
Municipal Accountant I	<p>Maintains accurate records of municipal accounts using a computerized municipal accounting system. Monitors expenditures and revenues, creates accounting entries, reconciles accounts, and prepares periodic financial statements, supporting schedules, exhibits, and financial reports. May provide additional support in related areas, such as purchasing, and payroll.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in finance, accounting, business, or related field and 1 to 3 years' experience in governmental accounting.</p>
Municipal Accountant II	<p>Performs complex data analysis, maintains detailed records of accounts using a computerized accounting system. Monitors expenditures and revenues, creates accounting entries, reconciles accounts, and prepares periodic financial statements, supporting schedules, exhibits, and financial reports. Prepares and submits tax reports and responds to audit requests. May provide additional support in related areas, e.g., asset management, capital projects, purchasing, and payroll. May provide technical assistance and/or training to clerical and professional personnel.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in finance, accounting, business, or related field and 3 to 5 years' experience in governmental accounting.</p>
Payroll Coordinator	<p>Coordinates various duties including, calculating, entering, and balancing all compensation, call back, stay over, uniform allowance, and mileage in KRONOS for different divisions within the Department. Verifies employee time cards in KRONOS to ensure time and hours are entered correctly and processes payroll. Responds to employee inquiries related to pay calculations and conducts research to resolve errors.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in human resources, labor relations, public administration, or related field and 1 to 3 years' experience in human resources, payroll, or business administration.</p>

Benchmark Job Title	Summary
Payroll Specialist I	<p>Prepares and processes payroll and associated information for the assigned division according to guidelines. Maintains staffing and payroll records within the HRIS and payroll systems. Performs basic reconciliation and auditing processes during each pay cycle. Responds to pay-related inquiries. Researches and resolves errors or omissions. Prepares and submits reports and forms required by IRS or other regulatory bodies. Performs additional administrative support functions, e.g., human resources generalist tasks, gathers information, compiles statistical data, prepares purchase orders, and maintains office files.</p> <p>MINIMUM QUALIFICATIONS: Associate's Degree or 2 Years of College and 3 to 5 years' experience in payroll or accounting.</p>
Property Technician	<p>Provides specialized administrative support for property project management and coordination. Maintains accurate work records and processes information pertinent to the acquisition, utilization, contracting, sale, and/or proper disposal of property. Utilizes maps, legal descriptions, contracts, etc., to determine property ownership. Responds to questions and complaints from all contacts and entities.</p> <p>MINIMUM QUALIFICATIONS: Associate's Degree or 2 Years of College and 1 to 3 years' experience in legal and land research, title research, City codes, and regulations.</p>
Battalion Chief	<p>Provides vision, leadership and supervision to the Training and Special Operations work sections of the Operations Division. Assumes administrative duties of the Deputy Chief of Operations in his absence. Develops and monitors the Operations Division budget, assists in monitoring the effectiveness of departmental/divisional goals and objectives and evaluates personnel training needs.</p>
Deputy Fire Chief	<p>Functions as part of a Command Staff responsible for the overall direction, guidance and management of the Fire Department. Assists in formulating, developing and implementing various policies, procedures and programs that have department wide impact. Manages Fire Suppression, Emergency Medical Services, Special Operations and Training work sections. Oversees and supervises the operations of a division, assists in developing and monitoring the departmental budget and establishes program priorities.</p>
Fire Captain	<p>Operates in compliance with orders of the Incident Commander and is responsible for the appropriate level of safety for the entire Fire Company on every emergency response. Monitors the physical and mental well-being of personnel, prevents damage to all property of the Fire Department during emergency responses and provides the maximum service to the public in the protection of life and property.</p>
Fire Chief	<p>Recruits, trains and assigns personnel, analyzes fire service needs, availability of resources, best practices and other factors when developing department programs and prepares and monitors the departmental budget. Formulates long-term and short-term departmental goals, objectives and strategies, including fire and injury response plans, educating the public in fire and injury prevention techniques, inspecting and enforcing city and state fire codes, investigating arson activities, etc.</p>

Benchmark Job Title	Summary
Fire Fighter	Operates within the Incident Command System in compliance with the orders of the Company Officer. Performs all assigned duties during emergency operations in accordance with all existing mandated policies and procedures not limited to performing firefighting, rescue, first aid, ventilation, forcible entry, salvage, overhaul, site inspections, emergency medical, public fire education hazardous materials, dispatching and other assigned tasks.
Fire Lieutenant	<p>Maintains unity of command and complete tactical operations in the safest, most efficient way possible. Operates equipment in a safe and efficient manner while enroute to, during on-scene operations and while returning to quarters in accordance with all existing policies and procedures.</p> <p>MINIMUM QUALIFICATIONS: Must have completed one (1) years as a Fire Sergeant to be eligible for promotion to Fire Lieutenant.</p>
Fire Sergeant-Apparatus Driver	Maintains unity of command and complete tactical operations in the safest, most efficient way possible. Operates equipment in a safe and efficient manner while enroute to, during on-scene operations and while returning to quarters in accordance with all existing policies and procedures.
Fleet Maintenance Supervisor	<p>Supervises and schedules preventative maintenance cycles and repair services for varied fleet equipment and vehicles. Analyzes and develops procedures to add value to services provided throughout divisions. Prioritizes and coordinates maintenance and repair workflow. Performs quality control inspections on completed repairs. Supervises employees.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 5 to 7 years' experience in fleet operations, maintenance, and management. Required Certification: ASE Master Mechanic Certification, Alternative Technician license, Class A Commercial Driver's License.</p>
Assistant Director of Human Resources	<p>Assists the Human Resources Director in the Department's HR administration and management responsibilities. Manages a team of human resources personnel. Administers, interprets, applies, and advises City Departments on personnel policies, CBA's, employment-related laws and regulations, classification and compensation systems, investigations, conflict resolution, and performance management procedures.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in human resources, labor relations, public administration, or related field and 7 to 9 years' experience in human resources, benefits, employee leaves, HRIS, job analysis, compensation, talent acquisition, performance management, training, employee/labor relations, purchasing, payroll, and management.</p>

Benchmark Job Title	Summary
Human Resources Coordinator	<p>Coordinates human resource initiatives for the Department. Coordinates projects and events with employees, supervisors, and managers for various functional areas of human resources. Provides quality reviews, maintains records/databases, analyzes data, and performs complex calculations. Responds to internal and external customer inquiries and ensures compliance with human resource standards. Provides coordination support for complex projects or requests for research, including, but not limited to, benefits, employee leaves, HRIS, job analysis, compensation, talent acquisition, performance management, employee/labor relations, purchasing, and payroll.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in human resources, labor relations, public administration, or related field and 3 to 5 years' experience in human resources, benefits, employee leaves, HRIS, job analysis, compensation, talent acquisition, performance management, training, employee/labor relations, purchasing, or payroll.</p>
Human Resources Supervisor	<p>Supervises administrative and human resources staff in the Department. Administers and provides advice on Human Resources policies. Provides information to employees concerning various functional areas of human resources. Mentors, trains, and develops staff. Assigns complex and non-complex projects or requests for research including, but not limited to, benefits, employee leaves, HRIS, job analysis, compensation, talent acquisition, performance management, employee/labor relations, purchasing, and payroll. Monitors all projects assigned for quality and completion.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in human resources, labor relations, public administration, or related field (HR) and 5 to 7 years' experience in human resources, benefits, employee leaves, HRIS, job analysis, compensation, talent acquisition, performance management, training, employee/labor relations, purchasing, payroll, and supervision.</p>
Occupational Health Manager	<p>Manages employees and administers post job-offer and incumbent medical evaluations for City departments, state, and other local agencies to employ and maintain a safe and healthy workforce. Ensures the Occupational Health Clinic is operating in accordance with the needs of the City and that charges from invoices/billing are appropriately assigned and paid.</p> <p>MINIMUM QUALIFICATIONS: Graduate Degree in an accredited physician assistant medical program and 7 to 9 years' experience in occupational medicine, internal medicine, primary care, and management. Required Certification: Certification by the National Committee on the Certification of Physician Assistants and licensure to practice as a Physician Assistant by the State Medical Board required.</p>

Benchmark Job Title	Summary
Applications Specialist	<p>Provides specialized support to the Department. Performs research and analysis. Develops software applications to support business requirements. Provides technical support to end-users and maintains device inventory for systems applications.</p> <p>MINIMUM QUALIFICATIONS: Associate's Degree or 2 Years of College and 3 to 5 years' experience in computer programming, system administration, and database application.</p>
Business Systems Manager	<p>Manages and provides technical leadership for professional and technical staff. Applies business processes, industry best practices, and technological expertise to support organizational goals while building effective teams. Ensures consistent, timely, and quality results for stakeholders..</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in information technology, computer science, public administration, or related field and 5 to 7 years' experience in managing information technology staff and developing, implementing, and monitoring information systems policies and controls to ensure data security, integrity, and compliance.</p>
Information Technology Director	<p>Directs, leads, and oversees the activities and operations of the Information Technology Department. Develops, implements, and monitors the execution of the corporate IT strategy. Oversees employee development, training, and mentoring of Information Technology personnel. Provides executive briefings to City Leadership on IT strategies, innovation, projects, and ongoing operations. Establishes and maintains effective and positive working relationships employees, public officials, consultants, contractors, and the public.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in information technology, computer science, public administration, or related field and 9+ years' experience in managing information technology staff and developing, implementing, and monitoring information systems policies and controls to ensure data security, integrity, and compliance.</p>
Network Administrator	<p>Provides specialized support to the Department. Designs, develops, and maintains applications and/or systems to be utilized by departments within the City. Performs technical analyses of business application requirements. Prepares logic flow charts and layout diagrams. Evaluates computer hardware and software specifications. Acts as a technical liaison between the Department, internal customers, and external vendors..</p> <p>MINIMUM QUALIFICATIONS: Associate's Degree or 2 Years of College and 3 to 5 years' experience in computer programming, system administration, and database applications.</p>

Benchmark Job Title	Summary
System Support Specialist I	<p>Assists employees experiencing computer hardware and software issues by repairing or replacing computer systems and deploying applications. Installs and upgrades software and troubleshoots operating systems as needed. Supports the technology needs for remote staff locations and mobile teams, and annually accounts for and verifies technology equipment. Escalates support, if needed, to various sections within the Information Technology Department.</p> <p>MINIMUM QUALIFICATIONS: Associate's Degree or 2 Years of College and 3 to 5 years' experience in technical information systems and various computer hardware and software.</p>
Carpenter	<p>Builds and repairs structures on city property. Performs finish work and renovations on offices, including Sheetrocking, installing doors, windows, flooring, and cabinetry. Builds forms for new concrete sidewalks and roadways. Oversees and assists other maintenance crews with everyday tasks and inclement weather operations.</p> <p>MINIMUM QUALIFICATIONS: 6 months+ training beyond High School and 3 to 5 years' experience in general and finish carpentry. Required Certification: Class B Commercial Driver's License.</p>
Construction Equipment Operator II	<p>Operates various light and heavy construction or maintenance equipment to perform maintenance, construction and repairs within assigned department or division. Hauls, loads and unloads equipment; assists in equipment maintenance. May assist other departments or divisions with special projects and performs related work, as assigned. Observes safety protocols and procedures at all times. Serves as crew leader when supervisor is not on site at the project.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 3 to 5 years' experience in equipment operation, basic construction, and land management. Required Certification: Class A Commercial Driver's License.</p>
Electrician	<p>Maintains and inspects various electrical systems, lighting and power supplies, guide signs, etc. in accordance with industry and government standards. Maintains or repairs back-up generator systems and runway guidance systems, and repairs faulty electrical systems throughout facilities and structures.</p> <p>MINIMUM QUALIFICATIONS: 6 months+ training beyond High School and 5 to 7 years' experience in performing electrical work, troubleshooting electrical issues. Required Certification: Journeyman's electrical license.</p>

Benchmark Job Title	Summary
Maintenance Crew Chief	<p>Serves as the lead and in the absence of the supervisor, supervises work crews assigned to maintain, build and repair City areas and/or facilities & property. Ensures the safety of assigned crew by enforcing the use of PPE and adherence to safety protocols.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 1 to 3 years' experience in the use of power tools, operating heavy equipment, landscaping, pesticides, and hand tools Required Certification: Department of Agriculture Pesticide for Right of Way; Department of Agriculture Pesticide for Aquatics; Department Environmental Quality Class D Water Operator, Class A Commercial Driver's license.</p>
Skilled Trades Worker	<p>Oversees welding, masonry, carpentry, and plumbing projects. Serves as team leader, quality assurance inspector, and trainer for maintenance and construction operations. Conducts heavy equipment operations utilizing specialty mowers and construction equipment. Assists mechanics with lift operations. Responds to hazardous situations and emergencies.</p> <p>MINIMUM QUALIFICATIONS: 6 months+ training beyond High School and 1 to 3 years' experience in operating and maintaining heavy equipment and leading a team of skilled workers. Required Certification: Class A Commercial Driver's License.</p>
Welder	<p>Makes repairs to city property by welding, brazing or fabricating new parts. Welds steel, stainless steel, brass and aluminum. Makes repairs to machinery. Fabricates tools as needed. Completes special projects as assigned. Operates heavy machinery.</p> <p>MINIMUM QUALIFICATIONS: 6 months+ training beyond High School and 3 to 5 years' experience in structural fabrication, ironworking and pipefitting, and pipe welding. Required Certification: Licensed Welder.</p>

Benchmark Job Title**Summary**

Laboratory Manager

Manages the daily operations of the city's environmental laboratory. Oversees the improvement of water quality in the drinking water distribution system by coordinating activities for water quality monitoring and water main flushing. Ensures public health and protection through the coordination of daily testing, sampling, and monitoring of distribution water main lines. Provides reliable, accurate, timely and compliant laboratory analysis that supports both drinking water treatment plants, the wastewater program and the industrial pre-treatment testing program. Ensures continuous operation of both drinking water treatment plants, to provide safe drinking water to the residents of the City and its surrounding communities.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Biology, Chemistry, Biochemistry, Microbiology, Environmental Sciences or a related field and 5 to 7 years' experience in analyzing large amounts of data, supervising the analysis of multiple laboratory disciplines, experience with instrumentation, wet chemistry and microbiology analysis, experience with a LIMS software system, experience understanding and working within regulatory programs to include the Safe Drinking Water Act. Supervisory experience required. Required Certification: Department of Environmental Quality A Drinking Water Lab Operator Certification and Department of Environmental Quality A Wastewater Lab Operator Certification.

Legal Assistant

Provides legal assistance to City legal staff. Answers the phone, assists callers with their concerns and needs, and greets visitors. Prepares and mails forms to citizens. Processes citations. Prepares dockets. Conducts research. Scans files into the database. Maintains attendance logs and prepares maintenance work orders.

MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 1 to 3 years' experience in customer service and administrative support.

Municipal Attorney I

Provides legal services and guidance to the City to ensure that all City operations are performed in a manner consistent with legal requirements. Prepares answers to petitions, conducts discovery, deposes witnesses, prepares motions, and responses to motions. Presents arguments at hearings, conducts trials, and manages appeals. Evaluates expungements and determines the best litigation and trial strategy to defend the City against a lawsuit. A

MINIMUM QUALIFICATIONS: Graduate Degree in Juris Doctorate/Law and 1 to 3 years' experience in municipal, civil, and criminal law. Required Certification: Valid licensure to practice law in the State through the Bar Association and Certification to practice law in federal courts are required.

Benchmark Job Title	Summary
Municipal Attorney II	<p>Represents the City in lawsuits in State and Federal courts. Processes claims and expungements and conducts Litigation. Oversees the collection of funds owed to the City and represents the City in any resulting litigation. Communicates with insurance companies, public, and tortfeasors to review liability for damages, checks and reviews payment plans and settlements.</p> <p>MINIMUM QUALIFICATIONS: Graduate Degree in Juris Doctorate/Law and 5 to 7 years' experience in municipal, civil, and criminal law. Required Certification: Valid licensure to practice law in the State through the Bar Association and Certification to practice law in federal courts are required.</p>
Paralegal	<p>Provides legal assistance to the staff attorneys in the Municipal Counselor's Office. Conducts legal research, prepares various cases for trial and arbitration, organizes case files, documents, and develops trial notebooks. Prepares responses to document discovery requests and drafts pleadings and legal memoranda. Analyzes depositions and other civil matters and performs a large variety of routine work which otherwise would require an attorney's time.</p> <p>MINIMUM QUALIFICATIONS: Associate's Degree or 2 Years of College and 3 to 5 years' experience in law office research and litigation.</p>
Aquatics Operations Coordinator	<p>Coordinates aquatic programming including curriculum development, registration process, program instruction, staff development, and program evaluation. Oversees operations of all aquatics facilities, custodial and facility maintenance, and inventory maintenance. Conducts employee and oversees trainings in advanced certifications to ensure employees maintain proper certification requirements. Maintains files, records, and prepares reports.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 3 to 5 years' experience in recreation industry, instructing American Red Cross water safety trainings, or related area. Required Certification: American Red Cross Lifeguard Instructor Certification (or Equivalent), American Red Cross Water Safety Instructor Certification (or Equivalent), Certified Pool Operator Certification (or Equivalent).</p>

Benchmark Job Title**Summary****Arts and Cultural Affairs Supervisor**

Supervises the City's public art collection. Manages the work of artists in contract with the City. Coordinates arts and culture programs and projects, educates, engages, and promotes the City's position on arts and culture and in technical areas of practice. Designs planning studies, conducts research to identify trends, best practices, formal and informal collection of data, and develops policies, programs, and services. Maintains communication channels with elected and appointed officials, City departments, citizens' groups, stakeholders, and private sector professionals. Represents the City in Arts & Cultural Affairs matters. Oversees, coordinates, and supervises the functions associated with the Arts Commission's activities and official public meeting proceedings. Provides technical assistance to applicants in navigating the public review and permitting process. Prepares specialized reports or documents based on in-depth knowledge and research. Prepares unit budget. Supervises staff.

MINIMUM QUALIFICATIONS: Bachelor's Degree in public administration, architecture, or related degree and 5 to 7 years' experience in project and program planning, marketing, and communications. Experience in directing the care of assets.

Assistant Director of Parks and Recreation

Plans and directs the Parks and Recreation department Strategic Business Plan. Implements City policies and creates, directs, and implements department policies. Establishes goals, priorities, objectives, and long-range planning for the department. Leads and directs professional, technical, and skilled labor personnel. Plans and oversees the capital infrastructure improvement programs. Establishes and maintains partnerships in the community, engages community leaders, and manages various City appointed committees and commissions. Develops, implements, and monitors the Departments annual budget.

MINIMUM QUALIFICATIONS: Bachelor's Degree in parks & recreation management, public administration, or related field and 5 to 7 years' experience in senior operations management; evaluating current systems and recommending system improvements.

Recreation Manager

Manages recreation programming and the operations of recreation facilities, athletic complexes, aquatic facilities, senior activity centers, and offsite special events. Assigns, prioritizes, and monitors work projects and activities. Prepares budgets for the recreation division including program and operational budgets. Forecasts revenue and expenditures and analyzes data to maintain accurate financials. Approves purchasing of goods and services for the division. Maintains accurate financial records and ensure compliance of all cash handling operations for the division. Develops content, both written and verbal, that professionally represents the City. Assists in the development of presentations, trainings, and workshops. Interacts with City Council, City Manager, committees, contractors, and general public to exchange information and to interpret departmental policies, procedures, and human resources. Supervises staff.

MINIMUM QUALIFICATIONS: Bachelor's Degree in recreation management, organizational development, or related field and 5 to 7 years' experience in organizational leadership. Experience in successful public program planning for multiple generations and cultures, and experience in business planning and revenue development.

Benchmark Job Title	Summary
Associate Planner	<p>Prepares maps, plans, and charts. Performs research, data analysis, document design, and technical support. Assists in the development review process. Prepares and maintains accurate information on pending projects. Prepares technical reports and assists with public meetings.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in planning, development, construction, or related field and 1 to 3 years' experience in zoning, planning, and urban design, including regulatory processes.</p>
Development Services Administrator	<p>Provides oversight of the administration of the Development Center Division of the Development Services Department. Provides professional and technical support to the City Manager, Mayor, Council, and Boards and Commissions. Reviews applications related to land use and improvements. Reviews building plans for compliance with relevant codes and ordinances. Provides operational direction for private development regulations. Creates and maintains professional and community relationships. Participates in the strategic planning process. Develops policies and procedures. Develops annual budget recommendations. Supervises staff.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in in public administration, political science, business, or related field and 7 to 9 years' experience in interpreting and applying City codes and ordinances and working with other governmental agencies.</p>
Planner I	<p>Reviews and evaluates technical project plans in compliance with applicable development regulations and design guidelines. Prepares agendas, notices, and minutes in accordance with legal specifications. Provides guidance to applicants through the review and permitting process. Conducts on-site project field surveys, reviews applications, assesses project compliance with applicable code provisions, prepares application invoices, and utilizes project tracking software to monitor application process. Prepares technical reports in compliance with planning principles, procedures, and methodologies. Assists in community engagement efforts.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in planning, development, construction, or related field and 3 to 5 years' experience in zoning, planning, and urban design, including regulatory processes. Experience utilizing geographic information systems (GIS).</p>
Planning Director	<p>Directs and manages all activities of the Planning Department, including strategic planning, development of department goals and objectives, program and project oversight, budgets, administration, quality assurance, compliance, and human resources. Represents the City in situations dealing with City Planning initiatives. .</p> <p>MINIMUM QUALIFICATIONS: Graduate Degree in planning, development, construction, or related field and 9+ years' experience in urban planning and development.</p>

Benchmark Job Title	Summary
Plans Examiner	<p>Reviews and evaluates commercial permit applications, plans, and specifications for compliance with City building codes and zoning ordinances. Assists the public with technical code information and permit processes. Writes technical reports as needed. Advises and trains staff.</p> <p>MINIMUM QUALIFICATIONS: 6 months+ training beyond High School and 3 to 5 years' experience in construction related field Required Certification: International Code Council certification as a Building Commercial Plans Examiner.</p>
Crime Scene Investigator	<p>Responds to violent crime scenes and conduct investigations. Examines and processes crime scenes and deceased persons for physical and trace evidence and collection of fingerprints. Processes evidence utilizing fingerprint powders, various chemical processes, DNA collection, and advanced photography methods. Produces reports, sketches, and evidence logs to reflect the investigation of previously processed crime scenes. Maintains and preserves appropriate chain of custody of crime scene evidence. Provides training to new CSI personnel as part of the investigative training program. Completes detailed technical reports, maintains accurate records and logs of collected evidence, and daily activities. Provides expert witness testimony in municipal, district, and federal courtroom proceedings.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in forensic science, chemistry, biology, or related field required. and 1 to 3 years' experience in in crime scene investigations.</p>
Deputy Police Chief	<p>Performs administrative duties related to public safety including but not limited to activities protecting life, property and the maintenance of public order. Ensures the constitutional rights and liberties of all persons.</p>
Police Captain	<p>Supervises assigned police training units including both proactive and reactive trainings which allows for simulated training that is dynamic and occurring in practical real time scenarios. Supervises subject matter experts who train in the areas of De-escalation Control & Defensive Tactics, Less Lethal platforms, Firearms and Firearms Safety, and Law Enforcement Drivers Training. Oversees development of training curriculum to ensure continual, effective, professional training is provided to police officers and recruits. Purchases required training items for assigned units.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in law enforcement, public administration, or related field and 5 to 7 years' experience in law enforcement obtaining the rank of Lieutenant, law enforcement training, and firearms safety. Experience utilizing law enforcement database systems. Supervisory experience required.</p>
Police Chief	<p>Directs and coordinates the activities of the Police Department. Supervises Bureaus encompassing operational, investigative and administrative functions. Prepares and monitors the departmental budget, formulates and implements departmental goals and objectives, monitors crime problems and directs changes in departmental policy and operations. Coordinates activities with government agencies in order to develop contingency plans in the event of various disasters.</p>

Benchmark Job Title	Summary
Police Lieutenant	Functions as first line supervisors throughout the police department and performs supervisory duties related to public safety including but not limited to activity of protecting life, property and the maintenance of public order. Ensures the constitutional rights and liberties of all persons.
Police Officer	Performs duties related to public safety including but not limited to activities protecting life and property, and the maintenance of public order. Ensuring the constitutional rights and liberties of all persons.
Police Records Supervisor	<p>Supervises an assigned shift for the Police Records Unit including payroll and personnel administration functions. Provides day to day supervision, schedules staff, and facilitates records management system operation training. May supervise reviews of expungement orders. Performs redaction and approves appropriate release of documents to law enforcement personnel and/or public online and/or in-person requests in accordance with the State's Open Records Act. Validates identity of requestor prior to the release of information and/or documents. Serves as the police records management system point of contact responding to requests for reports, troubleshooting the system, and/or providing information related to current investigations or archive access. Monitors dispatch logs, incident reports, significant incident postings and provides information and recommendations to investigators for major case incidents. Audits major cases and assists Crime Reporting staff with special reports to assist with incident validation and accurate statistical reporting.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 3 to 5 years' experience in law enforcement, records management, or related experience. Supervisory experience required.</p>
Police Sergeant	<p>Performs duties related to public safety including but not limited to activities protecting life and property, and the maintenance of public order. Ensuring the constitutional rights and liberties of all persons.</p> <p>MINIMUM QUALIFICATIONS: Must have completed five (5) years as a Police Officer to be eligible to test for advancement to Police Sergeant.</p>
Community Engagement Specialist	<p>Provides specialized community engagement by providing outreach events, presentations, and tours. Creates and executes marketing campaigns and strategies. Communicates via traditional and virtual platforms, such as the City's website, social media, newsletters, and other platforms. Develops content for news releases, brochures, pamphlets, and reports. Monitors social media, responds to requests for information, and resolves complaints.</p> <p>MINIMUM QUALIFICATIONS: Associate's Degree or 2 Years of College and 1 to 3 years' experience in social media, public speaking, communicating with tact and diplomacy. Experience in utilizing marketing research principles and practices. Experience in developing social media marketing strategies. Experience in creating effective and clear copy for both digital and print publications and platforms.</p>

Benchmark Job Title	Summary
Graphic Designer	<p>Designs and produces graphic art and visual materials for print and digital media that visually communicate the City's internal and external messaging goals. Ensures that layout and design are aligned with brand and production standards and follow best practices. Develops effective marketing and communication materials to support marketing efforts across the organization. Designs logos, social media and web graphics, newsletters, brochures, ads, flyers, signage, etc., and prepares files for prepress, print production and for the web. Maintains Web Presence. Collaborates on video productions in accordance with broadcasting standards for television, web, and film. Creates and edits written content.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in communications, marketing, or related field and 1 to 3 years' experience in creating graphic designs; using a variety of design and editing tools and software such as Adobe. Experience in creating effective and clear copy for both digital and print publications and platforms.</p>
Public Information and Marketing Director	<p>Directs the City's internal and external communication operations. Coordinates external communications strategies and campaigns with staff and outside agencies to ensure effective public messaging. Coordinates internal communications campaigns and provides oversight of the City's special events. Counsels management on effective communication strategies. Provides communications on multiple platforms in response to disasters. Oversees the City website, social media accounts, graphic design, digital media production, and media relations. Serves as City spokesperson. Responds to questions from newspaper, television, and online reporters. Supervises staff.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in public administration, political science, public relations, communication, business, or related field and 7 to 9 years' experience in local government executive leadership.</p>
Animal Shelter Supervisor	<p>Supervises staff, playgroup team, and the volunteer coordinator. Oversees the care and well-being of all animals in the shelter, manages kennel inventory, and space. Oversees maintenance and repairs of the shelter building and equipment. Performs administrative record keeping and data entry. Manages inventory surplus, works closely with vet staff and placement team, provides enrichment and socialization plans for animal well-being, and frequently evaluates animal behavior. Responds and addresses customer service complaints. Maintains logs, may assist with daily opening and closing of cash drawers, and recording daily deposits.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 1 to 3 years' experience in animal husbandry, veterinarian medicine, or related area. Experience in office administration.</p>

Benchmark Job Title	Summary
Animal Welfare Specialist	<p>Responds to calls and requests for service involving injured, sick, dangerous, and stray animals and other violations. Investigates reports of animal abuse and cruelty. Enforces ordinances and laws pertaining to animals and issues citations. Rescues animals in need, patrols an assigned geographical area, responds to public inquiries and complaints, and educates, counsels and exchanges information with the public concerning animal care and welfare. Provides assistance in support of the overall operations of the work unit. Maintains shelter equipment and facilities. Assists in handling and restraining animals during transport and examinations. Assists in the euthanasia of animals and body disposal. Completes reports and maintains case records and files.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 1 to 3 years' experience in law enforcement, animal husbandry. Experience working with animals of various sizes & temperament.</p>
911 Communications Manager	<p>Directs, manages, and supervises personnel and operations in the 911 Communications Unit. Ensures the services provided are effectively delivered, assigns work projects to staff, reviews productivity, and prepares employee evaluations. Oversees investigations into administrative and external complaints and policy violations. Prepares the unit's preliminary budget and objectives and submits and reviews bids for equipment, ensuring the unit is in line with federal, state, and local guidelines.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in law enforcement, public administration, or related field and 7 to 9 years' experience in managing and supervising public safety dispatch professional, technical, and clerical staff.</p>
Police Dispatcher	<p>Receives and relays critical information via a two-way radio, computer-aided dispatch system, and multi-line telephone system from callers to the officers. May contact other agencies as needed for additional support. Responds to non-emergency requests for information, may escalate to the appropriate personnel for resolution. Documents and maintains a written log of events and calls for service. May monitor closed-circuit cameras and security door lock systems. Completes standardized reports and forms. Maintains accurate records and files. Follows all processing procedures, adheres to policies, and maintains confidentiality. Establishes and maintains effective and positive working relationships with Judges, attorneys, employees, public officials, consultants, contractors, and the public.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 1 to 3 years' experience in emergency response or law enforcement field, or related experience. Experience operating two-way radios, computer aided dispatching systems, and multi-line telephone systems. Experience utilizing Microsoft Office Suite software, e.g., Word, Excel; and providing customer service in a professional setting.</p>

Benchmark Job Title	Summary
Public Safety Communications Specialist	<p>Provides specialized preparations and delivers communications between a public safety department and Dispatch. Coordinates the training of new and relief dispatchers as well as maintaining training of all incumbent dispatchers. Assists with dispatch as the third dispatcher when needed, e.g., large fires, high-rise, 3rd alarm, and weather events. Assists, as needed, dispatching emergency and non-emergency calls to field officers and other personnel via radio, telephone, data networks, etc.</p> <p>MINIMUM QUALIFICATIONS: 6 months+ training beyond High School and 5 to 7 years' experience in public safety dispatch operations. Required Certification: City Dispatcher training program.</p>
Director of Utilities	<p>Serves as the General Manager of the Water Utilities Trust with overall responsibility of the management of the water supply, water/wastewater treatment, water distribution, wastewater collection, customer service, administration, engineering, solid waste management, and fleet maintenance divisions. Develops and manages both the annual and the capital improvement program budgets. Maintains overall responsibility for directing programs; analyzes, develops and implements operational improvements to various divisional activities or services. Collaborates with elected/appointed officials, staff, governmental agencies, and the public on matters of major policy or procedure.</p> <p>MINIMUM QUALIFICATIONS: Graduate Degree in engineering, construction, or related field and 9+ years' experience in executive leadership role within municipal utilities with increasingly responsible and varied experience in managing large utilities operations.</p>
Meter Reader	<p>Works independently in a safe and efficient manner, in various weather conditions and varied terrain, to obtain accurate meter reads by walking or driving to each meter location. Performs maintenance to reader tiles, electronic registers, radio endpoints as needed and reports maintenance or repair issues. Uses a handheld computer device to input reads and special read codes.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 1 to 3 years' experience in a field services environment Required Certification: Valid Driver's license.</p>

Benchmark Job Title	Summary
Plant Manager	<p>Manages the maintenance and operation of a highly complex, computerized and automated surface water treatment plant; the flow and pressure operation of a highly complex, computerized and automated distribution system and pumping stations; the operation and maintenance of ozone generation; the Risk Management and Emergency Response programs; the emergency response and safe handling of dangerous chemicals used in water treatment; and the maintenance and operation of a computerized and automated de-watering facility. Manages and oversees the budget used to maintain and operate the surface water treatment plant. Serves as liaison to state and federal regulators for compliance of the drinking water processes, treatment problems, and pumping stations.</p> <p>MINIMUM QUALIFICATIONS: Associate's Degree or 2 Years of College and 5 to 7 years' experience in process management at a high hazard process facility. Required Certification: A level Water Operator and B Water Lab license.</p>
Plant Operator I	<p>Performs hands-on technical functions for the safe and efficient operation of a computerized and automated de-watering facility. Monitors, adjusts, and verifies the correct dosing of chemicals. Performs preventative maintenance on meters in the treatment process. Works to ensure the flow and production of safe drinking water from a highly complex, computerized and automated surface water treatment plant. Maintains flow/pressures in a highly complex, computerized and automated treated water distribution system, and ensures the safe handling of and response to dangerous chemicals.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and Less than 1 year experience in in water treatment operations. Required Certification: Department of Environmental Quality Class C Water Operator License.</p>
Plant Operator II	<p>Performs hands-on technical functions for the safe and efficient operation of a computerized and automated de-watering facility. Monitors, adjusts, and verifies the correct dosing of chemicals. Performs preventative maintenance on meters in the treatment process. Works to ensure the flow and production of safe drinking water from a highly complex, computerized and automated surface water treatment plant. Maintains flow/pressures in a highly complex, computerized and automated treated water distribution system, and ensures the safe handling of and response to dangerous chemicals. Provides direction to subordinate Plant Operators and Plant Operator Trainees.</p> <p>MINIMUM QUALIFICATIONS: 6 months+ training beyond High School and 1 to 3 years' experience in in water treatment operations. Required Certification: Department of Environmental Quality Class B Water Operator License, and Class C Water Lab License.</p>

Benchmark Job Title	Summary
Plant Shift Supervisor	<p>Supervises Plant Operators and oversees their work activities. Evaluates employees' performance, coordinates necessary training, and ensures compliance with all operating procedures, regulations, and safety practices. Performs scheduling of 12 hour shifts, in coordination with the other Utilities Shift Supervisors for the plant's 24/7 operation. Performs hands-on technical functions for the safe and efficient operation of a computerized and automated de-watering facility; responsible for the flow and production of safe drinking water of a highly complex, computerized and automated surface water treatment plant; and flow/pressures in a highly complex, computerized and automated treated water distribution system; and the safe handling and response of dangerous chemicals.</p> <p>MINIMUM QUALIFICATIONS: 6 months+ training beyond High School and 5 to 7 years' experience in process management at a high hazard process facility. Required Certification: Department of Environmental Quality Class B Water Operator License, and Class C Water Lab License and/or Department of Environmental Quality Class A license.</p>
Water Quality Technician II	<p>Receives, samples, and tests distribution drinking and wastewater specimens to ensure proper treatment chemistries are applied throughout the City's water distribution system, and provides instructions and assistance to less experienced technicians. Applies standard laboratory techniques and procedures to perform required tests and completes necessary documentation in compliance with federal, state, and local regulations and requirements. Adheres to strict city and state Department of Environmental Quality standard operating procedures and methods, licensing requirements, and educational and training regimens. Helps maintain the laboratory's certification status. Performs daily equipment checks, testing, and quarterly quality control measures which are mandatory for samples and tests to be reportable to local, state, and federal agencies/groups.</p> <p>MINIMUM QUALIFICATIONS: 6 months+ training beyond High School and 1 to 3 years' experience in general laboratory responsibilities. Required Certification: Class B water laboratory operator, Class B wastewater laboratory operator, Class C water laboratory operator and Class C wastewater laboratory operator.</p>
Assistant Director of Public Works	<p>Provides direct administrative and operational support to the Public Works Director/City Engineer. Manages personnel, budgets, and departmental functions including Engineering, Field Services, Project Management, Stormwater, Drainage Maintenance, and Traffic Management. Oversees the design and construction of capital improvement projects. Mentors and supervises staff. Responsible for the department in the absence of the Public Works Director/City Engineer.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in engineering, construction, or related field and 7 to 9 years' experience in civil engineering and management. Required Certification: Professional Engineer licensed by the State.</p>

Benchmark Job Title	Summary
Communications Dispatcher	<p>Receives information and dispatches instructions to field crews and other departmental personnel via two-way radio and telephone. Performs general clerical tasks. Sorts and files paperwork and reports according to record retention policy.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and less than 1 year experience in radio procedures and communications.</p>
Public Works Director	<p>Leads the Public Works Department and serves as the City Engineer. Provides executive leadership for the department. Reports to the City Manager and City Council on a regular basis. Oversees design and construction of facilities, and manages the General Obligation Bond and capital project initiatives. Coordinates division activities with local, state, and federal agencies. Manages the city's emergency response resources. Ensures public satisfaction and confidence in city services.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in engineering, construction, or related field and 9+ years' experience in executive leadership in civil engineering, construction management, and/or public administration. Required Certification: Licensed Professional Engineer, Certified Floodplain Administrator.</p>
Traffic Signs Technician	<p>Prints, cuts, and laminates signs for use as street markers or traffic signs. Oversees sign shop employees to ensure that sign fabrications are correct and are in compliance with Manual Uniform Traffic Control Devices Standards. Uses computer software to create templates.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and 1 to 3 years' experience in computer graphics and large format printer and plotter work.</p>
Municipal Code Enforcement Inspector I	<p>Performs investigation and enforcement of a variety codes, regulations, and standards, including but not limited to the following subject areas: public nuisances, oversee the initial nuisance abatement process, working with contractors, and other agencies, while ensuring adequate documentation. Provide excellent customer service and deescalate difficult situations, maintain a professional appearance, respond to and resolve difficult and sensitive citizen inquiries and complaints. Issue citations, collect and document evidence and provide expert testimony at hearings and trials. Follow department policy and procedures. Conduct new hire training, attend training and professional development.</p> <p>MINIMUM QUALIFICATIONS: High School diploma or G.E.D. equivalency and Less than 1 year experience in code enforcement in a municipality or public entity.</p>

Benchmark Job Title	Summary
Emergency Management Coordinator	<p>Coordinates reimbursement requests for submission to Federal Emergency Management Agency (FEMA) public assistance programs on behalf of City Departments after declared disasters based on Federal, State, and local Emergency Response and Recovery guidelines. Collaborates with departments on reimbursement packets for EMAC (Emergency Management Assistance Compact) with other States and Mutual Aid Compacts with other jurisdictions based on the nature of the disaster. Reviews and revises City emergency operation plans. Participates in planned events, and exercises. Acts as Support Unit Leader for planned and emergency events.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in public safety, emergency management, or related field and 3 to 5 years' experience in emergency management operations.</p>
City Treasurer	<p>Directs and manages the Treasury Division of the Finance Department providing guidance, setting objectives, evaluating performance and effectiveness, and oversight of strategic objectives within the Division. Manages City's investment portfolio. Researches, analyzes, and evaluates various sources of financial and economic data to determine the City's investment strategy. Manages the City's cash flow. Oversees and monitors various revenue programs including collection, enforcement, and reporting compliance. Oversees the collection, reporting, and distribution of the City's Hotel Tax. Oversees the City's banking relationships. Serves as trustee/committee member of various boards and trusts. Supervises professional staff.</p> <p>MINIMUM QUALIFICATIONS: Bachelor's Degree in finance, accounting, business, or related field and 9+ years' experience in governmental administration and management including leading, training, and motivating professional staff. Required Certification: Certified Public Accountant.</p>