

RESOLUTION NO. 15 -

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA,
AMENDING RESOLUTION NO. 14-63 BY ESTABLISHING NEW CLASSIFICATIONS
REPRESENTED BY THE COSTA MESA CITY EMPLOYEES ASSOCIATION.**

The City Council of the City of Costa Mesa does hereby resolve, determine and order as follows:

SECTION 1. The Costa Mesa City Council hereby amends Resolution 14-63 to establish the new job classifications of Court Liaison, Park Ranger, Principal Civil Engineer and Zoning Administrator.

SECTION 2. The following job classifications are hereby placed under the Basic Salary Administration Plan at the salary ranges and monthly rates of pay specified effective June 28, 2015. The monthly rate of pay may also be in increments between the monthly minimum and maximum pay step.

Class Code	Class Title	Salary Plan	Grade	Step							
				1	2	3	4	5	6	7	
0706	Court Liaison Officer <i>Tier 1</i>	CMC	854	\$4,579	\$4,808	\$5,049	\$5,301	\$5,566	\$5,844	\$6,137	Monthly
				\$54,948	\$57,696	\$60,588	\$63,612	\$66,792	\$70,128	\$73,644	Annual
				\$26.42	\$27.74	\$29.13	\$30.58	\$32.11	\$33.72	\$35.41	Hourly
5706	Court Liaison Officer <i>Tier 2</i>	CM2	854	\$4,153	\$4,361	\$4,579	\$4,808	\$5,049	\$5,301	\$5,566	Monthly
				\$49,839	\$52,331	\$54,948	\$57,696	\$60,588	\$63,612	\$66,792	Annual
				\$23.96	\$25.16	\$26.42	\$27.74	\$29.13	\$30.58	\$32.11	Hourly
0521	Park Ranger <i>Tier 1</i>	CMC	725	\$4,230	\$4,442	\$4,664	\$4,897	\$5,142	\$5,399	\$5,669	Monthly
				\$50,760	\$53,304	\$55,968	\$58,764	\$61,704	\$64,788	\$68,028	Annual
				\$24.40	\$25.63	\$26.91	\$28.25	\$29.67	\$31.15	\$32.71	Hourly
5521	Park Ranger <i>Tier 2</i>	CM2	725	\$3,837	\$4,029	\$4,230	\$4,442	\$4,664	\$4,897	\$5,142	Monthly
				\$46,044	\$48,348	\$50,760	\$53,304	\$55,968	\$58,764	\$61,704	Annual
				\$22.14	\$23.24	\$24.40	\$25.63	\$26.91	\$28.25	\$29.67	Hourly
0106	Principal Civil Engineer <i>Tier 1</i>	CMC	726	\$7,810	\$8,201	\$8,611	\$9,042	\$9,494	\$9,968	\$10,466	Monthly
				\$93,720	\$98,412	\$103,332	\$108,504	\$113,928	\$119,616	\$125,592	Annual
				\$45.06	\$47.31	\$49.68	\$52.17	\$54.77	\$57.51	\$60.38	Hourly
5106	Principal Civil Engineer <i>Tier 2</i>	CM2	726	\$7,084	\$7,438	\$7,810	\$8,201	\$8,611	\$9,042	\$9,494	Monthly
				\$85,008	\$89,256	\$93,720	\$98,412	\$103,332	\$108,504	\$113,928	Annual
				\$40.87	\$42.91	\$45.06	\$47.31	\$49.68	\$52.17	\$54.77	Hourly
0156	Zoning Administrator <i>Tier 1</i>	CMC	727	\$7,364	\$7,733	\$8,119	\$8,525	\$8,951	\$9,399	\$9,869	Monthly
				\$88,368	\$92,796	\$97,428	\$102,300	\$107,412	\$112,788	\$118,428	Annual
				\$42.48	\$44.61	\$46.84	\$49.18	\$51.64	\$54.23	\$56.94	Hourly
5156	Zoning Administrator <i>Tier 2</i>	CM2	727	\$6,679	\$7,013	\$7,364	\$7,733	\$8,119	\$8,525	\$8,951	Monthly
				\$80,148	\$84,156	\$88,368	\$92,796	\$97,428	\$102,300	\$107,412	Annual
				\$38.53	\$40.46	\$42.48	\$44.61	\$46.84	\$49.18	\$51.64	Hourly

SECTION 2. All parts of resolutions in conflict herewith are hereby rescinded.

PASSED AND ADOPTED this 23rd day of June, 2015.

Stephen M. Mensinger, Mayor

ATTEST:

APPROVED AS TO FORM:

Brenda Green, City Clerk

Thomas Duarte, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF COSTA MESA)

I, Brenda Green, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 15- _____ and was duly passed and adopted by the City Council of the City of Costa Mesa at a Special Meeting held on the 23rd day of June, 2015, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 24th day of June, 2015.

BRENDA GREEN, CITY CLERK

(SEAL)

DESCRIPTION:

Under general supervision, serves as the court liaison between the Police Department and the District Attorney's Office and court functions; performs a variety of responsible, sensitive, non-sworn specialized and clerical tasks; relieves sworn staff of duties related to the filing of criminal cases.

CLASS CHARACTERISTICS:

The Court Liaison Officer is a single class position with no supervisory duties, the incumbent works independently with little or no supervision, and reports directly to the Detectives Police Sergeant.

ESSENTIAL FUNCTIONS:

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed

Provides support and investigative assistance and serves as court liaison between the Police Department and the Court.

Obtains forms and paperwork from sworn officers for filing of complaints with the District Attorney's Office; ensures criminal complaints are electronically filed in a timely manner with the District Attorney's Office; log cases filed at the District Attorney's Office and refused cases.

Reviews misdemeanor and felony case paperwork for accuracy and completion.

Presents and files felony and misdemeanor cases with the District Attorney's Office and responds to related questions.

Submits electronic subpoenas, warrants, court packages and in-custody case files to the court and the District Attorney's Office, as needed; obtains reports, documents and evidence, as required, and provides to the District Attorney's Office.

Responds to court/discovery requests on pending criminal cases; obtains requested items from Police Department personnel to include video and audio tapes of crime scenes/interviews, 911 tapes and related evidence.

Returns complaint request to the appropriate department, division, and officer for cases requiring further investigation.

Locates and schedules police officers for appearance in court as needed; notifies of "on call" status for police officers to testify; researches and locates other professional and authoritative persons to testify when requested.

Answers incoming telephone calls to the Court Liaison Office; interacts with the general public, Police Department personnel; District Attorney's Office personnel, and court judges and personnel.

Obtains computer lab results for D.U.I./drug cases.

Receives bail monies and issues receipts; processes bail bonds for local arrest and/or warrants involving large sums of money; processes check requests for cash bails; delivers bail money/bonds to court.

Monitors and enters subpoenas into computer.

Prepares statistical reports.

Performs related duties as required.

QUALIFICATIONS GUIDELINES:

A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:

EDUCATION, TRAINING AND/OR EXPERIENCE:

High school graduation or its equivalent.

Two years of related experience in a law enforcement agency.

LICENSE AND/OR CERTIFICATE:

Valid Class C California Driver's License. Revocation of license during employment may result in disciplinary action or reassignment.

REQUISITE KNOWLEDGE AND SKILL LEVELS:

Knowledge of court processing procedures.

Knowledge of the basic civil and criminal statutes.

Knowledge of related legal requirements pertaining to arrestees.

Knowledge of the principles and practices used in dealing with the public.

Considerable knowledge of the modern office practices, methods, and computer equipment.

Knowledge of correct English usage, grammar and punctuation.

Knowledge of the principles and procedures of record keeping.

Knowledge of billing and collection procedures.

Knowledge of safe driving principles and practices.

Skill in operating modern office equipment.

Skill in operating a motor vehicle safely.

REQUISITE ABILITIES:

Ability to learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Ability to perform basic mathematical calculations and prepare and maintain accurate and complete financial records.

Ability to prepare and maintain accurate and complete records.

Ability to type at a corrected rate of 40 words per minute.

Ability to interact effectively and sensitively with individuals from diverse backgrounds.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION:

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:

Please contact Human Resources for a summary of the essential tasks and environmental factors for this classification.

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

DESCRIPTION:

Under minimal supervision, perform a variety of complex non-sworn support duties in the Police Department; patrols land, monitors city facilities and community parks and other designated areas in order to promote and maintain order and security; to enforce state, local laws and municipal codes within parks; and to perform related duties as required.

CLASS CHARACTERISTICS

An incumbent in this class proactively patrols, monitors and oversees community parks, facilities and other designated areas to promote safe and enjoyable visitations by the public and to maintain order and security. Incumbents must exercise considerable judgment, tact and responsiveness in distinguishing between circumstances in which counseling and warning will serve to maintain order and those in which the powers of ejection, detention or arrest must be applied. Incumbents are assigned shift responsibility and may include weekends, evenings and holidays. Work may be on an on-call basis. An incumbent works under the supervision of a Police Sergeant and work is reviewed through conferences and results obtained.

ESSENTIAL FUNCTIONS:

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.

Conducts proactive patrols of city parks, recreation facilities and designated areas on foot, bicycle and/or by city vehicle to protect property against vandalism, illegal entry, theft, fire and other dangers; observes activity and determines if correction or intervention is required

Operates portable communication devices such as a mobile personal computer and a two-way radio while conducting patrols to communicate with dispatchers and other police personnel.

Performs enforcement of municipal codes regarding the use of parks, recreation facilities and designated areas to maintain order for the protection and safety of visitors, patrons and employees.

Maintains order and enforces park rules and other laws by taking actions ranging from mediating, counseling, warning, issuing citations, or detaining persons whose behavior harasses or endangers others, disturbs the peace, or threatens damage to property.

Maintains a high visibility rate at community parks, recreation facilities and other designated areas.

Provides information and assistance to the public, regarding park use and permit requirements, resolves customer and/or park use disputes, answers questions, directs persons to specific facilities and events, and searches for lost children.

Responds to calls for services from the Police Dispatch unit not requiring a sworn officer.

Arrests individuals whose behavior harasses, or endangers others, disturbs the peace, or threatens damage to property; detains individuals until suspect can be transported by a police officer.

Utilizes physical restraints such as handcuffs, pepper spray or telescopic impact weapons (baton) when necessary.

Maintains logs, activities and written reports of incidents, accidents or other occurrences. Reports hazardous or unusual conditions or malfunctions observed.

Serves as a liaison with the Police and Fire Departments and calls sworn law enforcement officials whenever arrests should be made or assistance is needed.

May exercise technical and functional supervision over lower level staff and volunteers. Assist in training new employees.

MARGINAL FUNCTIONS:

May provide emergency first-aid or CPR as necessary.

May direct and reroute vehicular and pedestrian traffic due to accidents, special events, and signal outages.

QUALIFICATIONS GUIDELINES:

A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:

EDUCATION, TRAINING AND/OR EXPERIENCE:

Two years of law enforcement, code enforcement or police support oriented public contact experience.

Possession of an Associate Degree in criminal justice, criminology or related field, or any combination of education and experience that provides the required job specific knowledge, skills and abilities.

LICENSE AND/OR CERTIFICATE:

Valid Class C California Driver's License. Revocation of license during employment may result in disciplinary action or reassignment.

Possession of or ability to obtain the following: First Aid and CPR certification; certification of chemical weaponry training and a current (less than two years) tuberculosis clearance certificate by date of hire.

REQUISITE KNOWLEDGE AND SKILL LEVELS:

Knowledge of City goals and objectives for promoting and maintaining positive public relations;

Knowledge of municipal codes pertaining to community parks and facilities.

REQUISITE ABILITIES:

Ability to develop and maintain cooperative and cordial relationships with those contacted during the course of work;

Ability to work with individuals from diverse ethnic backgrounds;

Ability to analyze situations quickly and objectively; deter undesirable activities by personal presence and persuasion;

Ability to cope with negative and abusive situations and attitudes;

Ability to enforce municipal codes pertaining to community parks and facilities;

Ability to patrol and check parks effectively, work safely, react quickly and calmly under emergency conditions;

Ability to follow written and oral directions; maintain records and write required reports clearly and concisely; and properly and safely use two-way radio;

Ability to work on evenings, weekends and holidays for long periods of time and/or on rotating shifts.

SUPPLEMENTAL INFORMATION:

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, twist, climb, and lift 50 lbs.; exposure to outdoors, vibration, pitch and glare from a computer monitor, confining work space, and mechanical hazards; ability to travel to different sites and locations; availability for shift work.

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

DESCRIPTION:

Under minimal direction of the City Engineer, performs a broad range of highly complex and professional civil engineering and administrative responsibilities in support of the City Engineer.

CLASS CHARACTERISTICS:

An incumbent in this class exercises independent judgment and discretion in establishing work plans and priorities; to accomplish the Engineering Division's goals and objectives; responsible for ensuring activities are consistent with City policy

ESSENTIAL FUNCTIONS:

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.

Reviews engineering plans, specifications, and documents; reviews and approves grading and encroachment permits; checks computations and specified materials for accuracy and compliance with regulations and laws.

Prepares and processes Request for Proposals.

Assists in the selection and supervision of professional consultants for the development of plans, specifications, studies, and reports; manages and administers professional service contracts.

Administers project development for the City's Capital Improvement Program including construction, coordination and compliance to state and federal requirements.

Assists in the preparation and administration of budgetary and annual Capital Improvement Projects.

Reviews specifications and improvement plans, tract maps, and other engineering design work for composition and accuracy.

Represents the engineering division to other City departments, elected officials, and outside agencies; coordinates the engineering division's activities with other City departments and outside agencies and organizations.

Coordinates with the Planning Division staff on matters concerning compliance with the California Environmental Quality Act (CEQA) for all engineering/public works projects.

Prepares City Council agenda items on public works/engineering matters and attends meetings as required.

Directs engineering counter assistance; plans and records maintenance, storage and retrieval; issues street work permits; provides technical and policy information to the public developers, contractors and engineers.

Develops and maintains the City's Engineering and Public Works procedures manual.

Participates and attends professional group meetings; stays abreast of new trends and innovations in the engineering and maintenance fields.

Coordinates the review of planning applications and represents the Public Services Department at Planning Commission and Parks and Recreation meetings, as required.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Represents the City Engineer in her/his absence.

Establishes, maintains and fosters positive and harmonious working relationships with City staff, the general public and others contacted in the course of work.

Performs other related duties as assigned.

QUALIFICATIONS GUIDELINES:

A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:

EDUCATION, TRAINING AND/OR EXPERIENCE:

Four years of progressively responsible experience in the field of civil engineering, including three (3) years supervisory and administrative experience related to municipal public works design, park development and design, construction, administration and contracts.

Graduation from a four year accredited college or university with a major course work in civil engineering.

LICENSE AND/OR CERTIFICATE:

Possession of a valid Certificate of Registration as a Professional Civil Engineer from the State of California.

Possession of a valid Class C driver's license issued from the California Department of Motor Vehicles by date of appointment. Revocation of license during employment may result in disciplinary action or reassignment.

REQUISITE KNOWLEDGE AND SKILL LEVELS:

Extensive knowledge of the principles and practices of civil engineering, particularly as applicable to municipal public works.

Extensive knowledge of operating procedures and policies related to the assigned area of responsibility.

Extensive knowledge of the investigation, design, and construction of general public works projects.

Thorough knowledge of modern approved practices in subdivision control, including their relation to municipal planning and zoning.

Thorough knowledge of and skill in applying the principles and practices of budget development and administration.

Considerable knowledge of the principles and practices of administrative management, technique and control.

Excellent written and verbal communications skills

REQUISITE ABILITIES:

Ability to exercise independent judgment and initiative

Ability to plan and supervise the work of technical and professional personnel in a manner conducive to full performance and high morale.

Ability to assist in directing the development of timely division goals, policies and strategic plans and reorganizations.

Ability to assist in the selection and supervision of consultant professional engineers; supervise the development of plans, specifications, studies and reports; the preparation and maintenance of engineering records, and to read and write concise technical reports.

Ability to establish and maintain effective working relationships with employees, City officials, City

commission and committee members, officials of other government agencies, and the public.

Ability to make clear and effective oral presentations before councils, commissions, committees, public groups and organizations.

Ability to respond and resolve difficult and sensitive citizen inquires and complaints.

SUPPLEMENTAL INFORMATION:

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:

Please contact Human Resources for a summary of the essential tasks and environmental factors for this classification.

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

DESCRIPTION:

Under administrative direction from the Assistant Development Services Director, plans, organizes, directs, reviews and coordinates the work of the Planning Division and Housing and Community Development Division (HCD); presents and justifies planning recommendations to management, governing bodies and community groups; plans and coordinates the implementation of approved physical development and conservation of land resources; and performs other work as required.

CLASS CHARACTERISTICS:

An incumbent in the position independently works within guidelines established by law, regulations, codes, City policy and City management. Formal supervision is exercised over professional, technical and clerical staff. The incumbent represents the Development Services Department before the City Council, Planning Commission, Chief Executive Officer, community groups, other City staff and the public. In addition to the specific responsibilities related to zoning administrator, this position is also distinguished from the classification of Principal Planner by its responsibilities for applying specialized knowledge, skills and abilities in administering, monitoring and evaluating Housing and Community Development (HCD) activities, plans and programs. Work is assigned and evaluated by the Assistant Development Services Director through conference and reports.

ESSENTIAL FUNCTIONS:

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.

Pursuant to Title 13, Article 3, Section 13-11 of the Costa Mesa Municipal Code; approves, conditionally approves, or denies specified discretionary planning applications; and forwards actions to the Planning Commission for review.

Reviews discretionary applications including preparing, editing, and reviewing of Planners' staff reports.

Participates and provides advisory comments in meetings with major developers and other applicants on complex entitlement projects, as well as in meetings related to City initiatives and Zoning Code amendments.

Prepares/presents staff reports for more complex development projects or Code amendments in the Planning Division on an as-needed basis.

Assists in planning activities of the Planning Division and in developing departmental policies on an as needed basis.

Supervises and participates in the preparation of a variety of comprehensive plans, complex research studies, statistics, and reports for written and verbal presentation to the Planning Commission and City Council.

Supervises, assigns, coordinates, trains and evaluates the work of assigned staff.

Performs a variety of planning and HCD management duties including budgeting, staffing, cost control, priority setting and scheduling including developing workload and performance measures.

Participates in the recruitment and selection process.

Prioritizes and assigns special tasks related to housing, planning/zoning, and code enforcement that may include investigation and follow up actions.

Assists Code Enforcement Officers with the more complex code interpretations, reports and field inspections

as required.

Assists in the training of planners on Zoning Code interpretation and public counter responsibilities.

Oversees consultant contracts in the Planning Division and HCD on an as needed basis.

Organizes and participates in meetings with developers, citizens' organizations, and public officials to coordinate and implement various planning and housing projects and programs.

Interprets and explains Planning proposals and decisions to employees, other departments, groups, applicants and the public.

Conducts field inspections to ensure compliance with appropriate codes, ordinances and regulations; and may interview property and business owners, residents and members of the public concerning planning/zoning and code enforcement matters.

Provides supportive assistance to the Building Official and Chief of Code Enforcement in the Code Enforcement Division on an as needed basis, including participating in field inspections, interpreting pertinent codes and regulations, investigating complaints related to possible violations, and performing technical office work related to code enforcement.

Investigates and reviews complaints of possible ordinance violations of the Municipal Code; International Property Maintenance Code; and represents the City in prosecution of violator's proceedings, as needed.

Performs other related work as required.

QUALIFICATIONS GUIDELINES:

A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:

EDUCATION, TRAINING AND/OR EXPERIENCE:

Graduation from an accredited four-year college or university with major course work in urban planning, public administration, or a related field.

Progressively responsible professional experience in urban planning preferably encompassing advanced and current planning and redevelopment activities. Previous supervisory experience is desirable.

LICENSE AND/OR CERTIFICATE:

Class C California Driver's License. Revocation of license during employment may result in disciplinary action or reassignment.

Certification by the American Institute of Certified Planners (AICP) is desirable.

REQUISITE KNOWLEDGE AND SKILL LEVELS:

Knowledge of the principles and practices of urban planning and redevelopment.

Knowledge of the laws and ordinances applicable to urban planning, community development, and zoning processes.

Knowledge of the principles of supervision, work organization, and personnel management.

Knowledge of management and budgetary principles and practices.

Knowledge of the principles and practices of municipal redevelopment and planning.

Knowledge of relevant Federal and State laws and regulations pertaining to and affecting California community redevelopment and development, including property acquisition, funding and financial methods, disposal, rehabilitation and relocation.

REQUISITE ABILITIES:

Ability to supervise and perform complex technical research on economic, engineering, transportation, zoning, housing, code enforcement, environmental impact, urban design and sociological problems as part of the planning process.

Ability to present technical information succinctly in an interesting manner, orally and in writing, to both large and small groups.

Ability to analyze and supervise the systematic compilation of technical and statistical data and to prepare complex reports.

Ability to establish and maintain effective working relationships with staff, city officials, representatives of other government agencies, community leaders, and the general public.

Ability to plan, organize and supervise the work of professional, technical and clerical personnel.

Ability to coordinate planning or redevelopment activities with other City sections, divisions, departments, land developers and other outside individuals.

Ability to comprehend and apply laws, regulations and policies related to municipal planning or housing.

Ability to analyze a variety of administrative problems in the section and make sound policy and procedural decisions as to their solution

SUPPLEMENTAL INFORMATION:**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:**

Please contact Human Resources for a summary of the essential tasks and environmental factors for this classification.

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.