



City of La Puente AGENDA REPORT

To: Mayor and City Council

For meeting of: May 16, 2022

From: Bob Lindsey, City Manager

By: Troy O. Grunklee, CPA, Director of Administrative Services
Alex Merkel Medina, Finance Manager
Martha Torres, Management Analyst

SUBJECT: CONSIDERATION AND APPROVAL OF THE FISCAL YEAR 2022-2023 RECOMMENDED BUDGET AND RESOLUTION ADOPTING THE CITY'S ANNUAL BUDGET, A RESOLUTION ADOPTING OF THE CITY'S GANN APPROPRIATION LIMIT AND ESTABLISHING CONTROLS ON CHANGES IN APPROPRIATIONS FOR THE VARIOUS FUNDS, ADOPTION OF RESOLUTIONS TO RESCIND RESOLUTIONS NO. 22-5714 AND 22-5684 AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM AND ESTABLISHING AUTHORIZED PART-TIME AND FULL-TIME POSITIONS AND RATES FOR CITY EMPLOYEES, AND APPROVAL OF A JOB DESCRIPTION FOR THE ASSOCIATE PLANNER POSITION

BACKGROUND

Preparations for the Fiscal Year 2022-2023 Budget and Capital Improvement Program commenced in February of 2022. All City programs were subject to extensive review, and revenue and expenditure assumptions were developed. Administrative Services staff conducted this process in conjunction with the City Manager's Office and department-level directors. Community input was considered in the compilation of this budget.

An initial draft budget was distributed to the City Council on April 26, 2022. Subsequent conferences took place with individual Councilmembers.

DISCUSSION

The FY 2022-2023 recommended Budget and Capital Improvement Program represents a robust plan of action for the La Puente community, prioritizing areas such as public safety, park improvements, street construction, and recreational opportunities.

Revenues

- General Fund revenues are budgeted at \$18,460,000 – an increase of 5% from the prior fiscal year budget.

- Property Tax is expected to experience 6% growth in FY 22/23 over the previous budget for a total of \$7.278 million.
- Sales & Use Tax and Sales & Use Tax-Measure LP are expected to decline by a combined \$137,000 from current year estimates due to the closure of a prominent automotive dealer within city limits; however, these revenue sources are forecasted to increase from prior year budgeted amounts by 6% and 19%, respectively.
- Intergovernmental revenue is set to experience a 45% reduction from FY 21/22 budget, due to the completion of the Youth Reinvestment Grant from the Board of State and Community Corrections in conjunction with the Boys & Girls Club.
- Recreation Programs and Senior Center Programs revenues are forecasted to attain moderate increases from current year estimated actuals, owing to the planned expansion of services and activities at City facilities within the next fiscal year.

Expenditures

Operating expenditures in the General Fund are set equal to revenues at \$18,460,000, creating a balanced budget. The following represents a summary of noteworthy operating expenditures in the new fiscal year:

- Human Resources – contribution of \$100,000 to the City’s Section 115 Trust is a long-term investment in the agency’s fiscal health.
- Transfers to Other Funds – increased budget is slated to fund debt service costs for the 2022A issuance financing the energy efficiency project.
- Planning/Zoning - \$150,000 is budgeted for expenses related to re-zoning for the state-mandated Housing Element.
- Community Promotions – special events (\$66,800 increase) and social media technology (\$47,800 increase). These categories will provide for the expansion of social media and communications activities, as well as help defray the cost of inflation in hosting events such as the Christmas Parade, Dia de los Muertos, and Easter Egg Hunt.
- Code Enforcement – increases are proposed for the purpose contracting with Willdan Engineering for consulting services, as well as increasing staffing levels for private security to include weekend hours.

Personnel

The proposed budget for FY 22/23 includes funding for (1) Associate Planner position. This replaces the Assistant Planner position within the Development Services Department and encompasses a wider range of professional duties. The job description is attached to this report for the approval of the City Council.

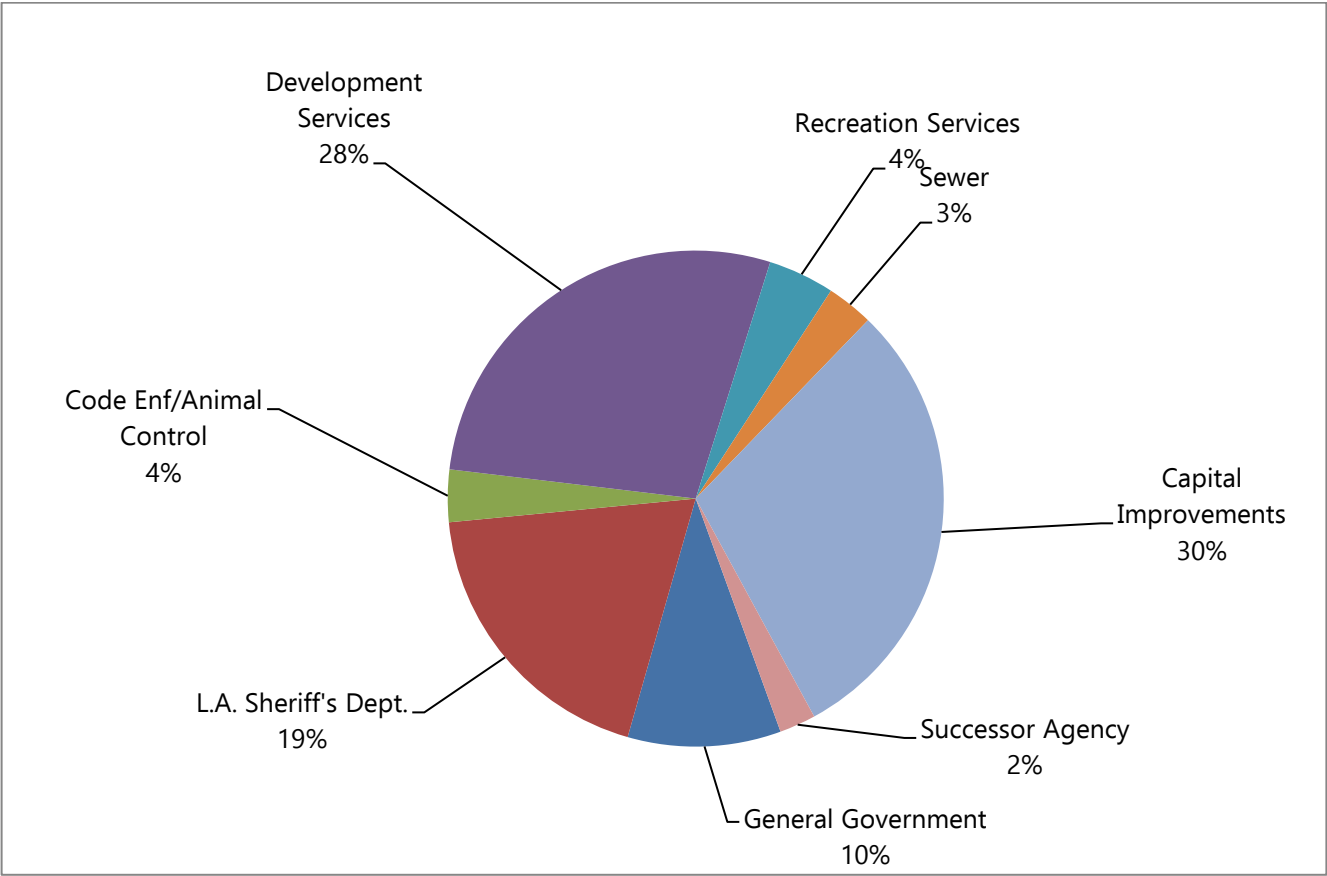
Fund Balance

Staff estimates that the General Fund will have a total fund balance of \$25,259,000 at the end of FY 21/22, an increase of \$333,100 from July 01, 2021. Fund balance at the terminus of FY 22/23 is projected to be \$24,619,000 - a decrease of \$640,000 due entirely to capital improvements.

Citywide Budget Analysis

The agency-wide revenue budget across all funds is \$40,419,200. An item of note within this budget is the second and final allocation of American Rescue Plan Act (ARPA) fund in the amount of \$4,738,200.

The total expenditure budget for all City funds, including special revenue funds, is \$44,987,800. The graph on the following page displays each functional area of the City government based on its percentage of the total budget.



Capital Improvement Program (CIP)

The FY 22/23 Capital Improvement Program (CIP) contains plans for significant upgrades to public facilities throughout the community. Total CIP expenditure appropriations are budgeted at \$13,429,200. Some key projects are listed below:

- Council Chamber Renovation - \$1,000,000 (American Rescue Plan Act)
- Park Improvement Projects - \$5,046,600 (Grant Funds)
- Local Streets Pavement Resurfacing - \$2,678,500 (Bond Funds and RMRA Funds)
- Energy Efficiency Project - \$607,100 (Bond Funds)

FISCAL IMPACT

The City Budget is an authorization for appropriations of public funds for the 2022-2023 fiscal year. General fund revenues and operating expenditures total \$18,460,000. General Fund Capital Improvements (CIP) total \$640,000 financed by a corresponding decrease in fund balance. Total revenues are appropriated at \$40,419,200 and total expenditures are appropriated at \$44,987,800.

RECOMMENDATION

It is recommended that the City Council: (1) approve the FY 2022-2023 Recommended Budget effective July 1, 2022; (2) direct the City Manager to make any necessary changes to the recommended budget for incorporation into the final budget; (3) adopt Resolution No. 22-xxxx adopting the City's Fiscal Year 2022-2023 annual budget; (4) adopt Resolution No. 22-xxxx adopting the City's Gann Appropriation Limit for FY 2022-2023 and establishing controls on changes in appropriations for the various funds; (5) adopt Resolutions No. 22-xxxx and No. 22-xxxx rescinding resolutions No. 22-5714 and No. 22-5684 amending the comprehensive personnel system and establishing authorized part-time and full-time positions and rates for City employees; and (6) approve the job description for the Associate Planner position.

ATTACHMENTS

Attachment "A":	FY 2022-2023 Recommended Budget
Attachment "B":	Resolution No. 22-xxxx Adopting Budget
Attachment "C":	Resolution No. 22-xxxx Adopting GANN
Attachment "D":	Resolution No. 22-xxxx Part-Time Salaries
Attachment "E":	Resolution No. 22-xxxx Full-Time Salaries
Attachment "F":	Job Description for Associate Planner

RESOLUTION NO. 22-xxxx

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LA PUENTE, CALIFORNIA, APPROVING THE
RECOMMENDED BUDGET AND CAPITAL
IMPROVEMENT PROGRAM FOR FISCAL YEAR 2022-
2023**

WHEREAS, in accordance with Section 2.08.060 of the La Puente Municipal Code, the City Manager has prepared and submitted to the City Council the Fiscal Year 2022-2023 Recommended Budget and Capital Improvement Program; and

WHEREAS, the City Council, as the legislative body of the City, has reviewed and accepted the Recommended Budget and Capital Improvement Program; and

WHEREAS, the City Council has determined that it is necessary for the efficient management of the City that certain sums of revenue of the City be appropriated to the various departments and activities of the City.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE
HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:**

Section 1. That certain document on file in the office of the City Clerk of the City of La Puente marked and designated "Adopted Budget FY 2022-2023" has been prepared and submitted by the City Manager, and accepted by the City Council, and is hereby adopted.

Section 2. That the amounts designated, on file in the City Clerk's office and incorporated herein by reference are hereby appropriated from the revenue and unappropriated fund balance of the City of La Puente to the department, fund or activity of the City for which they are designated, and such appropriation shall be neither increased nor decreased except as provided herein.

Section 3. That the legal level of budgetary control shall be at the fund level and total appropriations for each fund may only be increased or decreased by the City Council by passage of a resolution amending the budget.

Section 4. That the following controls are hereby placed on the use and transfer of budget funds:

A. No expenditure of funds shall be authorized unless sufficient funds have been appropriated by the City Council or City Manager as described below:

i. The City Manager may authorize all transfers of funds from account to account within any department.

ii. The City Manager may authorize transfers of funds between departments within the same fund.

iii. The City Manager may delegate to Department Heads the authority to make budget transfers within their own departments.

iv. The City Manager may authorize budget adjustments involving offsetting revenues and expenditures; the City Manager may authorize increases or decreases in an appropriation for a specific purpose where the appropriation is offset by unbudgeted revenue, which is designated for said specific purpose.

B. The City Manager may authorize the expenditure of funds for purchasing and contracts in conformance with Section 2.20 (Purchasing) of the La Puente Municipal Code.

C. The City Manager may authorize change orders on public works contracts in amounts not to exceed ten percent (10%) of contract amounts if sufficient appropriated funds are available.

Section 6. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

Section 7. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED this 16th day of May, 2022, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

Charlie Klinakis, Mayor

ATTEST:

Sheryl Garcia, City Clerk

RESOLUTION NO. 22-xxxx

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LA PUENTE, CALIFORNIA, ADOPTING THE CITY'S
FISCAL YEAR 2022-2023 GANN APPROPRIATION LIMIT,
AND ESTABLISHING CONTROLS ON CHANGES IN
APPROPRIATIONS FOR THE VARIOUS FUNDS**

WHEREAS, the appropriations limit for the fiscal year 2021-2022 was \$109,193,502; and

WHEREAS, the City of La Puente has complied with all the provisions of Article XIII B of the California Constitution in determining the appropriations limit for Fiscal Year 2022-2023.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE
DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

Section 1. That the City of La Puente's Appropriation Limit (Exhibit A) in fiscal year 2022-2023 shall be \$117,317,499. The proceeds of taxes are \$16,304,200 and are below the appropriation limit. There is no excess of taxes over the appropriation limit.

PASSED, APPROVED and ADOPTED this 16th day of May, 2022, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

Charlie Klinakis, Mayor

ATTEST:

Sheryl Garcia, City Clerk

CITY OF LA PUENTE
Gann Appropriations Limit
Fiscal Year 2022-2023
EXHIBIT "A"

FY 2021-2022	Appropriations Limit, as adjusted	\$	109,193,502
	Change in state Per Capita Income (cost of living factor)	%	7.5500
	Change in City of La Puente population	%	(0.10)
	Calculation of factor	(1.0755 x .9990) =	1.0744
FY 2022-2023	Appropriations Limit	= \$	<u>117,317,499</u>
FY 2022-2023	Proceed of Taxes	\$	<u>(16,304,200)</u>
FY 2022-2023	Amount Under Appropriations Limit	\$	<u>101,013,299</u>

The establishment of the appropriations limit for the following fiscal year is required by each agency per Article XIII B of the California Constitution-Gann Initiative. The City can select the larger of the percentage growth of the City or County for growth. Also, the City can select the larger of the percentage increase in the State's per capita income or the increase in the City's new construction nonresidential assessed valuation can be utilized for inflation. The following are the rates provided by Department of Finance, County Assessor Office and HdL Coren & Cone.

Change in Population Growth (Dept. of Finance)

City of La Puente	-0.10%
County of Los Angeles	-0.71%
Change in State's Per Capita Income	7.55%
Change in City's new construction nonresidential assessed valuation	4.86%

EXHIBIT A

CITY OF LA PUENTE
Proceeds of Taxes
Fiscal Year 2022-2023

<u>Proceeds of Taxes</u>	<u>Budget</u>
Sales & Use Tax	\$ 7,328,000
Franchise Tax	1,155,000
Transient Occupancy Tax	265,000
Property Transfer Tax	80,000
Business License Tax	90,000
Property Tax	7,278,000
Landscape Maintenance	9,000
Interest Earnings on Tax Proceeds	<u>99,200</u>
Total Proceeds of Taxes	<u>\$ 16,304,200</u>

RESOLUTION NO. 22-xxxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, RESCINDING RESOLUTION NO. 22-5684, AND AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM AND ESTABLISHING AUTHORIZED PART-TIME POSITIONS AND HOURLY RATES FOR CITY EMPLOYEES

WHEREAS, the City Council wishes to amend and establish part-time positions and hourly rates for City employees for the 2022-2023 Fiscal year, effective July 1, 2022.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

SECTION 1. The above recitals are true and correct and are incorporated herein by reference.

SECTION 2. Effective July 1, 2022, Resolution 22-5684 is hereby rescinded.

SECTION 3. Hourly part-time employees shall be compensated at a rate fixed per the following schedule:

Classified Positions (Part-Time) Non-Exempt	Hourly Rates Steps A - E
Management Intern	15.05 – 18.29
Community Services Leader	15.05 – 18.29
Office Assistant	15.80 – 19.21
Community Service Specialist	16.59 – 20.17
Parking Control Specialist	18.29 – 22.23
Maintenance Assistant	19.21 – 23.35
Office Specialist	20.17 – 24.51
Maintenance Worker	22.23 – 27.03
Code Enforcement Officer	25.74 – 31.29
Assistant City Engineer	48.53 – 58.99

SECTION 4. The activity level of part-time positions must fall within the amount appropriated by the City Council set each fiscal year.

SECTION 5. If any provision, clause, section or part of this Resolution is found to be unconstitutional, illegal or invalid, such finding shall affect only such provision, sentence, clause, section or part, and shall not affect or impair any of the remaining parts.

SECTION 6. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED this 16th day of May 2022, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

Charlie Klinakis, Mayor

ATTEST:

Sheryl Garcia, City Clerk

RESOLUTION NO. 22-xxxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA, RESCINDING RESOLUTION NO. 22-5714, AND AMENDING THE COMPREHENSIVE PERSONNEL SYSTEM AND ESTABLISHING THE NUMBER OF AUTHORIZED FULL-TIME POSITIONS AND MONTHLY SALARY RANGES FOR CITY EMPLOYEES

WHEREAS, the City Council wishes to rescind Resolution 22-5714 and to establish the number of authorized full-time positions and monthly salary ranges for City employees for the 2022-2023 fiscal year, effective July 1, 2022.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

SECTION 1. Effective July 1, 2022, Resolution 22-5714 is hereby rescinded.

SECTION 2. Effective July 1, 2022, the salary ranges and position titles of Unclassified Exempt, Exempt At-Will, Classified Exempt authorized positions are as follows:

A. Unclassified Management Exempt Positions		Authorized Positions	Range	Monthly Salary Steps A - E
City Manager		1	Contract	19,376
B. Exempt At-Will		Authorized Positions	Range	Monthly Salary Steps A – F
Director of Administrative Services		1	A11	13,682 – 17,798
Director of Development Services		1	A10	13,031 – 16,950
Director of Community Services		1	A8	11,282 – 14,676
Assistant City Engineer		1	A4	8,448 – 10,989
City Clerk		1	A4	8,448 – 10,989
Finance Manager		1	A3	7,895 – 10,270

D. Classified Exempt Positions	Authorized Positions	Range	Monthly Salary Steps A – E
Senior Planner	1	E8	7,135 – 8,673
Maintenance Superintendent	1	E8	7,135 – 8,673
Code Enforcement Supervisor	1	E6	6,472 – 7,866
Communications/Information Technology Analyst	1	E6	6,472 – 7,866
Principal Accountant	1	E6	6,472 – 7,866
Associate Planner	1	E6	6,472 – 7,866
Community Engagement Supervisor	1	E5	6,163 – 7,492
Management Analyst	1	E5	6,163 – 7,492
Assistant Planner	1	E4	5,870 – 7,135
Maintenance Supervisor	1	E3	5,590 – 6,795
Management Assistant	1	E2	5,324 – 6,472

SECTION 4. Effective July 1, 2022, the salary ranges and position titles of Classified Non-Exempt authorized positions are as follows:

F. Classified, Non-Exempt Positions	Authorized Positions	Range	Monthly Salary Step A - E
Rehabilitation/Grants Specialist ^{NR*}	1	N22	5,702 – 6,931
Community Services Supervisor	1	N21	5,430 – 6,601
Community Services Coordinator	2	N20	5,172 – 6,287
Accounting Technician II	1	N20	5,172 – 6,287
Administrative Assistant	1	N19	4,926 – 5,987
Maintenance Lead	1	N19	4,926 – 5,987
Code Enforcement Officer	1	N19	4,926 – 5,987
Accounting Technician	1	N18	4,691 – 5,702
Park Maintenance Worker	2	N18	4,691 – 5,702
Community Outreach Program Coordinator	2	N18	4,691 – 5,702
Community Resource Technician	2	N18	4,691 – 5,702
Maintenance Worker	3	N17	4,468 – 5,430
Accounting Assistant	2	N16	4,255 – 5,172
Community Services Specialist	2	N15	4,052 – 4,926

**NR – Not Represented*

SECTION 6. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

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Charlie Klinakis, Mayor

ATTEST:

Sheryl Garcia, City Clerk



Associate Planner

Department/Division:	Development Services/Planning
Reports To:	Director of Development Services
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Classified Exempt
Date Prepared:	May 16, 2022

GENERAL PURPOSE

Under general supervision of the Director of Development Services or Senior Planner, performs journey-level professional planning and land use work by interpreting and implementation of the Zoning Ordinance and General Plan; administers planning projects; and performs other special projects and related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the journey-level classification in the professional planning and administration series. The Associate Planner is distinguished from the Assistant Planner by the performance of planning tasks requiring a higher degree of knowledge related to the areas of current and advanced planning including routine zoning administration, general plan administration, plan checking, entitlement processing and other special projects. This classification is distinguished from the Senior Planner by the lower level of responsibility assumed and the lesser complexity of duties assigned. In addition, the Associate Planner provides principal planning support to the public counter.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Provides counter support to address zoning, planning, and site development questions; discusses basic modifications that might be needed to meet City requirements and other types of regulatory and design standards.
2. Works with architects, builders, contractors, developers, engineers, and the general public to explain City development policies and standards.
3. Collects development information and prepares development activity reports.

ESSENTIAL FUNCTIONS (continued)

4. Compiles and analyzes information, develops and presents recommendations on various development permits and applications and prepares appropriate reports; inspects properties and structures for compliance with the current zoning codes, approved construction plans and other City regulations.
5. Assists with Economic Development projects, perform various research assignments related to Economic Development.
6. Writes Requests for Proposals (RFPs) and reviews development proposals and site and elevation plans with developers to identify requirements; reviews building plans, parcel maps, and subdivision proposals for smaller scale projects for conformance with State and local regulations and obtains data for recommendations.
7. Researches, analyzes, interprets and summarizes statistical and demographic information including social, economic, population and land use data and trends; prepare written reports on the General Plan and other planning matters.
8. Prepares and presents reports to the City Council, the Planning Commission or other City committees or external commissions, boards, and/or community groups. Conducts field inspections of planning sites to determine special conditions.
9. Takes the lead in maintaining the Development Services Department's web pages.
10. Analyzes and administers GIS applications to support City Departments and Divisions.
11. Receives, schedules, and maintains Planning Commission agenda items, logs and files reports.
12. Observes, identifies and helps to resolve problems related to planning counter operations in cooperation with other City staff.
13. May assist with compiling data for land use studies and related field investigations and assembling data for planning studies.
14. Provides excellent customer service to both City staff and the public.
15. Perform other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

Municipal Code, Zoning Code, California Environmental Quality Act, and Subdivision Map Act; land use, physical design, and architectural design standards; economic, environmental, and/or social concepts in the planning process; principles of urban planning and development; site planning, landscaping, and architectural design practices; report preparation and presentation methods; research methods; terminology, symbols, methods, techniques and instruments used in geo-based information systems; customer service practices.

Ability to:

Understand, explain, and interpret local development standards, regulations, and requirements; read and check architectural and building plans for conformance with land use, architectural and zoning regulations; manage projects; perform professional planning work with minimum supervision; interpret maps, site and building plans and specifications, graphs, and statistical data; evaluate situations, identify problems, provide solutions and implement selected recommendations; prepare clear maps, graphs, and illustrations; make effective presentations; analyze problems, identify alternate solutions and project consequences of proposed actions and implement recommendations in support of City or Department goals; operate modern office equipment and computer hardware; use word processing, spreadsheet, graphics, and mapping software; prepare clear and concise technical documents, reports, correspondence and other written materials; communicate effectively both orally and in writing; provide customer with accurate information on building, planning, and zoning codes and City and Department policies and procedures; establish and maintain effective working relationships with staff, management, developers, contractors, officials, general public, and other parties.

Education/Training/Experience:

A Bachelor's Degree in Public Administration, Urban Planning, Urban Studies, Geography or a closely related field is required. Two years of progressively responsible professional planning experience is required. Municipal government experience is desirable.

Licenses, Certificates; Special Requirements:

Possession of a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Ability to work extended hours to attend City functions and meetings.

In accordance with California Government Code Section 3100, City of La Puente employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, and performing counter functions, the employee is frequently required to sit, stand, and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally bends, stoops, lifts, and carries records and documents, typically weighing less than 20 pounds.

Sensory demands include the ability to see within normal range, and talk, and hear, and use electronic touch keypads.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; meet project deadlines given interruptions; and interact appropriately with staff, management, developers, contractors, architects, the general public, and others in the course of work.

WORK ENVIRONMENT

The employee frequently works in an office environment with controlled temperature settings. The noise level is moderate, typically below 70 decibels.

The employee occasionally works in a field environment and is required to drive in traffic to various project and meeting sites and may encounter dust, debris, and variable weather conditions.