INTRODUCTION

The City of Fillmore is requesting proposals for consulting services to conduct a City-wide Classification & Compensation Study as described herein. Salaries are regularly adjusted by the Consumer Price Index (CPI) as well as periodic salary comparisons with the cities of Santa Paula, Ojai, and Port Hueneme. Specifications exist for all current City classifications.

The City of Fillmore is an established municipality within Ventura County, founded in 1888 and incorporated on July 10, 1914. The City is governed by a five-person Council with the position of Mayor and Mayor Pro-Tempore elected by the Council every two years. The population is approximately 15,600 residents. Fillmore’s economy is still largely driven by agriculture.

The City is comprised of the following departments: Community Development Department (Building and Safety, Code Enforcement, Housing, and Planning), Finance, Public Works (Engineering and Maintenance), Fire Department, and Administration (City Manager, Human Resources, Deputy City Clerk, Recreation and Facilities). Overall, the City has 46 full-time and 47 part-time employees in 54 classifications including management, supervisory, professional, technical and general classifications. Police services are contracted through the Ventura County Sheriff’s Office and the City has a contract City Attorney.

PURPOSE AND OBJECTIVES

The purpose of the Classification & Compensation Study is to address changes in City operations and staffing over the last several years, which may have affected the type, scope and level of work being performed.

The objective is to have a credible Classification & Compensation Plan that recognizes these changes; ensures positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills and abilities are classified together; provides salaries commensurate with assigned duties; clearly outlines promotional opportunities and provides recognizable compensation growth; provides justifiable pay differential between individual classes; and maintains currency with relevant labor markets. In addition, the City seeks recommendations on staff alignments, reporting relationships and organizational structure.

SCOPE OF WORK

The project shall include, but is not limited to the following activities:

A. Classification Plan

1. Consultant to meet with staff to discuss study and agree on methodology and Position Description Questionnaire (PDQ) to be used.

2. Consultant to meet with Department Heads and mid-management staff to explain study and processes to be used.
3. Consultant to meet with employees in at least three work locations to explain the study, methodology and PDQ.

4. Employees to complete PDQs; supervisors, managers and/or directors review and comment (not change). Copies of the completed PDQs will be returned to employees following supervisor, manager and/or department director review and comment.

5. Consultant to conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based upon classification.

6. Consultant to compare PDQ, interview and job audit results to existing job descriptions.

7. Consultant to update and/or create class specifications as needed to uniformly reflect distinguishing characteristics, essential job functions, minimum qualifications, working conditions, license requirements, regulatory requirements, standby/call-out responsibilities, etc., for all classifications.

8. Consultant to identify management, supervisory, professional, technical, and general employees, including FLSA status (exempt/non-exempt).

9. Consultant to draft and submit proposed class specifications for review by City. Consultant will recommend, if appropriate, classification series and levels within the series (i.e. I/II, Senior/Lead, etc.). In addition, Consultant to review reporting/organizational structure and make suggestions.

10. Consultant to present proposed class specifications to employees and supervisors for review, and receive and incorporate input prior to classification determination.

11. Consultant to finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classifications.

12. Consultant to identify career ladders/promotional opportunities for each classification.

B. Compensation Survey

1. Consultant to survey the cities of Port Hueneme, Ojai, Carpenteria, and Santa Paula.

2. Consultant to conduct salary survey by comparing monthly maximum base salary for each existing classification (see Attachment A). Included in the survey will be the benefit structure for the selected agencies.

3. Consultant to recommend appropriate salary range for each existing or proposed position based the Classification Plan and on the compensation survey results, and internal relationships and equity.

4. In addition to Number 3 above, Consultant to recommend salary range for each position based on median and mean salary of the comparable cities. In addition, consultant to prepare new salary step plan using existing City of Fillmore salary/step plan.
C. Study Conclusion

1. Consultant to prepare written report of recommendations, including discussion of methods, techniques and data used to develop the Classification & Compensation Plan.

2. Consultant to provide instructional information to allow City staff to conduct individual salary audits and adjustments consistent with study methods until the next formal study is conducted.

3. Consultant to attend meetings, if requested, throughout the process with employees, the City Manager and/or the City Council to explain methodology, survey results and recommendations. The consultant should budget for two Council meetings and four meetings with employees, not including the three kick-off meetings with employees.

PROPOSAL FORMAT

Each proposal should be organized to clearly address the following requirements, as a minimum:

A. Agents and Address

List the address, telephone and FAX numbers of the office from which the services are to be provided, and designate the person to serve as project manager. Resumes summarizing the qualifications and experience of the individuals who will be conducting the study must be provided.

B. Statement of Methods and Procedures

Provide a statement describing the Scope of Work as you understand it, and describe the approach, means, methods and procedures to be employed to gather the data, analyze findings and develop recommendations as requested. Provide a sample Position Description Questionnaire (PDQ).

C. Structure and Content of Work Product

Describe the way in which the work product will be structured and presented upon completion. Include computer and software compatibility information.

D. Work Schedule

Provide a timeline indicating tasks required and the start/completion dates for each. It is expected the work will commence as soon as possible after March 9, 2010, and be completed on or before June 30, 2010.

E. References

All proposals should include names, addresses, telephone numbers, and contact persons at five (5) other public jurisdictions for which comparable services have recently been rendered.

F. Fee

The fee proposal shall be SEALED in a separate envelope, which will not be opened until after other factors have been considered. The fee should include:

1. A total cost estimate and not to exceed amount for the work described under Scope of Work;
2. A rate schedule for computing any extra work not specified in the contracted Scope of Work, including hourly rates for all positions plus unit costs for incidental expenses; and

3. Amount to be deducted from total cost estimate because consultant is conducting (or has conducted in the past six months) salary surveys of comparable jurisdictions/positions, the data from which can be shared rather than independently gathered.

SUBMITTAL

Seven (7) identical copies of the proposal shall be addressed to the City as follows:

    City Clerk
    City of Fillmore
    250 Central Avenue
    Fillmore, CA 93015
    CLASS & COMP PROPOSAL

and received by the City by 5 P.M. on Friday, January 8, 2010. Although proposals may be opened and reviewed prior to the closing date, they will not be disclosed to competing firms or the public until after contract award. Such award will not necessarily be based on the lowest maximum fee proposed. The City reserves the right to reject any or all proposals and waive any informality as may occur in the proposal process.

AWARD CRITERIA

Proposals will be evaluated on various criteria including but not limited to:

• Approach to the performance of the study and satisfaction of City requirements.
• Demonstrated professional skills and credentials of staff to be assigned to the study.
• Proposal quality and references.
• Demonstrated understanding and success at working with employees who may not have participated in this type of process.
• Demonstrated ability to communicate well with a variety of people who may have different educational levels and work experience.
• Ability to perform the work within the stated timeframe.
• Overall cost and fees to be charged.

It is anticipated up to three firms will be selected for interview at the City office the week of March 1, 2010. The interview panel will consist of City staff and Human Resources/Labor Relations staff from other agencies.

CORRESPONDENCE REGARDING THE RFP

All questions or requests for information should be submitted to the City Clerk via FAX at 805-524-5707

Telephone communication with City staff is not encouraged. It is an explicit provision of this Request for Proposal that any oral communication is not binding on the City’s proposal process or award of the contract.
<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>DEPARTMENT</th>
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<tbody>
<tr>
<td>City Manager</td>
<td>Administration</td>
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<tr>
<td>Deputy City Clerk</td>
<td>Administration</td>
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<td>Deputy City Manager</td>
<td>Administration</td>
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<td>Human Resources Officer</td>
<td>Administration</td>
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<td>Building Inspector</td>
<td>Building/Safety</td>
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<td>Building Official</td>
<td>Building/Safety</td>
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<td>Building Technician</td>
<td>Building/Safety</td>
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<td>Code Enforcement Officer</td>
<td>Building/Safety</td>
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<td>Aquatics/Parks Facilities Maintenance Operator</td>
<td>Facilities</td>
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<td>Assistant Senior Center Director</td>
<td>Facilities</td>
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<td>Bartender</td>
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<td>Crossing Guard</td>
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<td>Facilities Custodian</td>
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<td>Life Guard I</td>
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<td>Life Guard II</td>
<td>Facilities</td>
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<td>Nutrition Site Coordinator</td>
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<td>Office Aide/Cashier</td>
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<td>Pool Manager</td>
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<td>Recreation Seasonal PT</td>
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<td>Senior Center Nutrition Coordinator</td>
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<td>Supervisor Community Services</td>
<td>Facilities</td>
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<td>Theater Cashier</td>
<td>Facilities</td>
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<td>Theater Concession</td>
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<td>Theater Manager</td>
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<td>Theater Usher</td>
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<td>Accounting Supervisor</td>
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<td>Assistant Finance Director</td>
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<td>Confidential Accounting Technician</td>
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<td>Fiscal Assistant I</td>
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<td>Fiscal Assistant II</td>
<td>Finance</td>
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<td>Fiscal Assistant III</td>
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<td>Supervisor Accounting</td>
<td>Finance</td>
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<td>Disaster Coordinator</td>
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<td>Emergency Medial Technician</td>
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<td>Fire Captain</td>
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<td>Fire Chief</td>
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<td>Fire Fighter</td>
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<td>Paramedic</td>
<td>Fire Department</td>
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<td>Assistant Planner</td>
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<td>Planning Technician</td>
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<td>CLASSIFICATION</td>
<td>DEPARTMENT</td>
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<td>----------------------------------------</td>
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<tr>
<td>Administrative Clerk PW</td>
<td>Public Works</td>
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<td>City Engineer</td>
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<td>Construction Engineer</td>
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<tr>
<td>Construction Engineer</td>
<td>Public Works</td>
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<td>Director Public Works</td>
<td>Public Works</td>
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<tr>
<td>Part Time Grant (Temporary)</td>
<td>Public Works</td>
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<tr>
<td>Project Engineer</td>
<td>Public Works</td>
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<td>PW Entry Maintainer</td>
<td>Public Works</td>
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<td>PW Intermediate Maintainer</td>
<td>Public Works</td>
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<tr>
<td>PW Senior Maintainer</td>
<td>Public Works</td>
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<td>Supervisor Public Works</td>
<td>Public Works</td>
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CITY OF FILLMORE

DEPUTY CITY CLERK

$3,004-3,581/month

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under the general supervision of the City Manager, the Deputy City Clerk provides secretarial services and support to the City Council and the City Manager; assists in maintaining official city records including taking and transcribing minutes of City Council and such other meetings as may be assigned; assists in conducting municipal elections; and performs a variety of other administrative duties for the City Council, elected City Clerk and City Manager.

DISTINGUISHING CHARACTERISTICS

The Deputy City Clerk position is a mid-management, confidential position and serves as a member of the City Manager Department staff. This position is considered an “At Will” position.

SUPERVISION RECEIVED/EXERCISED

General supervision is provided by City Manager.

ESSENTIAL FUNCTIONS

1. Required to attend all regular, special, and joint City Council meetings and act as the recording secretary at such meetings. In addition, must act as recording secretary for City Council workshops.

2. Prior to City Council meetings (and such other commission, board or committee meetings as may be assigned) assists in scheduling agenda items, processes notices of public meetings and/or hearings, finalize minutes of previous meetings, coordinate final agenda packet preparation and distribution, and respond to citizen inquiries.

3. During City Council (and other meetings as assigned) act as recording secretary and perform such other duties as may be needed to assist the City Council and/or other commissions, boards or committees as assigned in the conduct of meetings.

4. Following City Council (and other meetings as assigned) may attest, publish and post ordinances, resolutions or other notices; prepare and distribute minutes of meetings; execute/acknowledge contracts; certify documents; and coordinate recording of documents.
5. City Clerk duties shall include keeping minutes of City Council meetings with a comprehensive general index (Gov't Code 40806), keeping a book of Ordinances with certification and publication (Govt Code 40806), custodian of all official City records (Govt Code 40808), custodian of the City Seal (Govt Code 40811), empowered to administer oaths or affirmations and to take and certify affidavits and depositions (Govt Code 40814), and perform other duties as prescribed by ordinance (Govt Code 40812).

6. Assist in the planning and conducting of municipal elections.

7. Maintain files related to Fair Political Practices Commission and local conflict of interest statements and files.

8. Inform the City Council of meetings and related City business.

9. Assist the City Council and general public with City related inquiries.

10. Develop and implement special programs as assigned by the City Manager.

11. Responsible for the oversight / administration of the Community Development Block Grant.

12. Perform other duties as required.

**WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when proving phone service and communicating in person. The need to lift, drag, and push files, computer reports, or other materials weighing up to 25 pounds also is required.

**MINIMUM QUALIFICATIONS**

Education and / or Experience:

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Four years of increasingly responsible secretarial and office management experience. Prefer public agency experience. Equivalent of the completion of the twelfth grade.

Must be bondable according to standard requirements.

Possession of, or ability to obtain, a valid California driver’s license.

Possession of, or ability to obtain, California Notary Public commission.
KNOWLEDGE/ABILITIES/SKILLS

Knowledge of:
♦ Laws, rules, regulations, practices, methods and procedures of a City Clerk’s office.
♦ Principles and practices of municipal government administration.
♦ Brown Act.
♦ Legal and administrative procedures relating to municipal record keeping and records management.
♦ Campaign disclosure requirements.

Ability to:
♦ Communicate clearly and concisely, both orally and in writing.
♦ Write reports and keep accurate records.
♦ Establish and maintain effective working relations with elected and appointed governmental officials, community groups, the general public and city staff.
♦ Understand and follow verbal and written directions.
♦ Work independently.
♦ Perform a variety of complex clerical tasks.
♦ Apply effective management principles to implement the policies of the City.
♦ Train, plan, direct and coordinate the work of assigned staff.
♦ Bilingual in English and Spanish preferred but not required.

Skill in:
♦ The operation of a typewriter or word processing equipment at a speed necessary for successful job performance (i.e. not less than 60 words per minute).
♦ The operation of computer applications – Word, Excel and Power Point.
CITY OF FILLMORE
FISCAL ASSISTANT II

SALARY: $16.84/hr. - $20.47/hr.

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION
Performs a variety of basic level accounting and clerical duties and activities associated with accounts payable, receivable, City payroll, purchasing, business licensing, parking citations, budget, utility billing, and the maintenance of the General Ledger; performs related duties as required.

DISTINGUISHING CHARACTERISTICS
The Fiscal Assistant II is responsible for performing the full array of basic clerical and accounting duties and responsibilities at an independent level.

SUPERVISION RECEIVED/EXERCISED
General direction is provided by the Accounting Supervisor. Supervisory responsibilities may include direct and indirect supervision of assigned staff.

ESSENTIAL FUNCTIONS
1. Performs a variety of basic level accounting duties and activities associated with accounts payable, receivable, City payroll, purchasing, business licensing, parking citations, budget, utility billing, and maintenance of General Ledger.

2. Demonstrate a full understanding of applicable policies, procedures and work methods associated with assigned duties.

3. Assists with the preparation of accounts payable and receivable, purchasing, and general ledger accounting activity for the City; prepares journal entries, accounts reconciliation, related schedules and reports; reviews receipts, transfers and budgetary activities for accuracy and legality.

4. Maintains petty cash and makes bank deposits; assists auditors with the annual and special audits providing them with necessary information and records.

5. May perform billing and collection activities for delinquent City accounts; responds to public inquires and mediates billing problems in accordance with City policy; coordinates with other City departments regarding required customer notification.

6. Responds to questions and concerns from the general public; provides information as is appropriate and receives information or complaints for follow-up by supervisor.

7. Maintains and makes minor repairs to a variety of office equipment or coordinates repair/maintenance services with contract maintenance personnel; researches office supplies vendors and determines with which vendor(s) to contact; maintains City-wide inventory of office supplies.
WORKING CONDITIONS
Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag, and push files, computer reports, or other materials weighing up to 25 pounds also is required.

MIMUNUM QUALIFICATIONS
Education and/or Experience
Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or GED certificate and a minimum of one year experience in accounting and clerical work.

KNOWLEDGE/ABILITIES/SKILL
Knowledge of:
- Basic knowledge of accounting methods and procedures related to the preparation and maintenance of accounts payable, purchasing, receivable, payroll, utility billings, business licensing, and the general ledger.
- Principles of accounting.
- Some knowledge of computerized accounting systems; governmental accounting and reporting requirements; business correspondence methods.
- Principles and practices of vocabulary, grammar, punctuation and spelling.

Ability to:
- Communicate clearly and concisely, both orally and in writing.
- Write reports and keep accurate records.
- Analyze fiscal and statistical data and draw logical conclusions.
- Understand, interpret and apply the fundamental principles of accounting and related policies and procedures.
- Reconcile differences within the record keeping system requiring an understanding of the relationship among accounting records and documents.
- Prepare manual and computerized financial reports, and maintain ledgers and journals.
- Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- Understanding and follow verbal and written directions.
- Work independently
- Perform mathematical computations.
- Possess the flexibility to assume duties and relieve other employees as required.
- Follow instructions
- Maintain accurate and neat fiscal records.
- Operate a variety of office equipment including a computer.
- Examine and verify financial documents and reports.
- Troubleshoot and make minor repairs to a variety of office equipment.

Skilled in:
- The operation of a typewriter or word processing equipment at a speed necessary for successful job performance (Type 40 wpm corrected speed).
- The operation of a 10-key adding machine by touch is preferred.