

# South Bay Cities Council of Governments

**April 24, 2014**

**TO: SBCCOG Board of Directors**

**FROM: Steering Committee**

**SUBJECT: Updated Job Descriptions**

## BACKGROUND

The South Bay Cities Council of Governments has evolved from a primarily contract staffed organization to one with primarily employees. As this change has occurred, brief job descriptions were developed and approved by the Board. As part of the organizational review undertaken by David Biggs in his role as Interim Operations Manager, more comprehensive job descriptions have been developed for each position in a standard format similar to most other public agencies. These job descriptions include:

- Essential job functions
- Condensed qualifications
- Physical Requirements and Working Conditions (address ADA and possible future interactive process obligations)
- Exempt/Non-Exempt designation

In addition, the current number of position types and position titles has been reviewed and has been updated to provide for a more comprehensive framework. For example, it is recommended that there be more clarity for those positions where there is a job series and that two job series (one which had a series of just one classification) be combined into a single series in order to allow for more flexibility and a path for advancement for employees as they gain more experience and added responsibilities.

The changes proposed, and as reflected in the revised recommended job descriptions, are summarized as follows:

- Provide for a single Administrative Assistant classification to replace the Administrative Assistant, Programs and Operations and the Administrative Assistant, Communications
- Fold the Environmental Programs Analyst 1 (a single classification job series) into the three classification Environmental Services Analyst series
- Change the Environmental Programs Specialist I/II positions to Project Manager and Senior Project Manager which is a more descriptive title for the actual duties
- Replace the Accountant and Accounting Manager classifications with an Administrative Officer classification to reflect the actual duties of the position and the broader responsibilities

No changes to compensation or salary ranges are recommended at this time. The pay range for the Administrative Officer will be the same as for the Accounting Manager.

RECOMMENDATION

Recommend that the Board approve updated job descriptions for the following positions:

Administrative Assistant  
Environmental Services Analyst I  
Environmental Services Analyst II  
Environmental Services Analyst III  
Project Manager (formerly Environmental Services Specialist I)  
Senior Project Manager (formerly Environmental Services Specialist II)  
Administrative Officer (formerly Accountant & Accounting Manager)

Direct staff to continue to use former titles for billing purposes until contracts expire or change orders are approved.

Prepared by Kim Fuentes with assistance from David Biggs

Attachments:

1. Administrative Assistant
2. Environmental Services Analyst I
3. Environmental Services Analyst II
4. Environmental Services Analyst III
5. Project Manager
6. Senior Project Manager
7. Administrative Officer

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

**Job Summary**

Paraprofessional level position responsible for a diverse range of support tasks and operational assignments in furtherance of program delivery, communication and outreach, and administrative operations.

**Essential Job Functions, Duties, and Responsibilities**

Under direction of the Executive Director or designee, performs clerical assignments as requested and operates the Reception Desk; arranges meeting logistics and requirements including processing event registrations; undertakes data entry, reporting and database management; prepares meeting agendas and takes and prepares meeting minutes; researches assigned topics or issues; creates process flow-charts and writes procedures; manages calendars and scheduling; orders office supplies and assists with office supply inventory; processes and distributes mail; prepares letters and routine correspondence; and maintains schedules; coordinates check-out process for equipment; and works with volunteers and interns on administrative support tasks.

Performs a variety of accounting clerical duties including reconciling receipts to monthly statements, assisting in preparing for annual audit; and, providing support to Administrative Officer. Coordinates office space and information technology related matters.

Supports communication efforts including maintaining, enhancing, and updating website; responds to requests from internal parties and with concurrence of Supervisor, external parties; manages social media presence; composes and sends e-blasts; creates and disseminates newsletter(s); coordinates media related efforts working with public affairs staff; supports technology operations including video conferencing and copy machine; and performs graphic design work utilizing software such as Adobe and Microsoft products. Participates in the development and implementation of a communications plan.

Serves as lead for assigned events, programs or activities, and performs other work duties as assigned.

**Classification**

The position is exempt under the Fair Labor Standards Act.

**Qualifications**

Requires one (1) to five (5) years related experience; proficiency in MS Office and browser- based research, strong written and verbal communication skills required; experience with social media highly desirable. College level course work in a related field, college degree, or an equivalent combination of training and experience required. Ability to function independently and as part of a team. Must possess a valid California Driver's License.

**Physical Requirements and Working Conditions**

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: 4/1/14

## SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

### JOB DESCRIPTION

#### ENVIRONMENTAL SERVICES ANALYST I

##### **Job Summary**

Technician level position responsible for the basic implementation of programs, activities, events, workshops, and training related to the environment, water, energy, and transportation.

##### **Essential Job Functions, Duties, and Responsibilities**

Coordinates and plans general level programs, projects, field work, workshops, and outreach; develops reports related to program implementation, tracking, monitoring, and invoicing; undertakes general office support as needed including answering general inquiries; attends meetings, workshops, and off-site events; assists in the coordination of the volunteer program and volunteers.

Assists the lead for assigned events, programs, or activities including energy related programs such as utility partnerships, transportation related programs such as Measure R, and water related initiatives, such as water energy nexus; supports Call for Projects process; assists in the preparation and responds to request for proposals for contract services; coordinates contracts including issuing task orders; posts content to web site; and supports communication efforts regarding assigned programs, projects, and events.

Develops and maintains knowledge of programs and activities. Demonstrates critical thinking and the use of discretion in communicating with others. Performs other work as assigned.

##### **Classification**

The position is exempt under the Fair Labor Standards Act.

##### **Qualifications**

Requires at least one (1) year professional experience in an environmental, water, energy, or transportation related field. Experience with marketing, outreach, and public speaking highly desirable. Strong written and verbal communications skills, proficiency in browser-based web research, and knowledge of environmental programs, transportation programs and/or transportation demand management strategies, volunteer programs preferred. Ability to function independently and as part of a team required. Must possess a valid California Driver's License.

##### **Physical Requirements and Working Conditions**

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

ENVIRONMENTAL SERVICES ANALYST II

**Job Summary**

Journey level position responsible for the implementation of the best approach for programs, activities, events, workshops, and training and events related to the environment, water, energy and transportation.

**Essential Job Functions, Duties, and Responsibilities**

Coordinates and plans advanced level programs, projects, field work, workshops, and outreach; develops reports related to program implementation, tracking, monitoring, and invoicing; undertakes marketing, public relations, speaking, and training duties; undertakes general office support as needed; and attends meetings, workshops and off-site events. May coordinate volunteer program and volunteers or supervise volunteers including scheduling. Works with interns.

Serves as lead for assigned events, programs or activities including energy related programs, transportation related programs such as Measure R, and water related initiatives; supports Call for Projects process; and, prepares and responds to request for proposals for contract services; coordinates contracts including issuing task orders; posts content to web site; and supports communication efforts regarding assigned programs, projects, and events.

Engages with partners in support of program activities. Develops materials for workshops, training and presentations. May serve as the lead for the Outreach Team.

Able to convey complete information on programs and activities, demonstrate critical thinking and the use of discretion in communicating with others required. Performs other work as assigned.

This classification is distinguished from the Environmental Services Analyst I by its additional requirement for broad knowledge of operating procedures of the programs they support and the requirement to apply judgment and make decisions for the functions/processes for which they are accountable.

**Classification**

The position is exempt under the Fair Labor Standards Act.

**Qualifications**

Bachelor's Degree required five (5) years or more professional experience in an environmental, energy, or transportation related field. Experience with contract and project management, strong written and verbal communication skills required. Proficiency in browser-based web research and Microsoft Office Suite required. Experience with graphic programs desirable. Knowledge of environmental programs, transportation demand management strategies desired. An ability to function independently and as part

of a team as well as experience working with volunteers required. Must possess a valid California Driver's License.

**Physical Requirements and Working Conditions**

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: 04/14/14

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

ENVIRONMENTAL SERVICES ANALYST III

**Job Summary**

Senior level position responsible for the development of strategies, standards, and processes for implementation of programs, activities, events, workshops, and training related to the environment, water, energy, and transportation.

**Essential Job Functions, Duties, and Responsibilities**

Develops and implements programs, projects, field work, workshops, and outreach; develops reports related to program implementation, tracking, monitoring, and invoicing; and attends meetings, workshops and off-site events. May supervise and schedule volunteers, interns, and staff.

Serves as lead for assigned events, programs or activities which may include energy related programs, transportation related programs such as Measure R, and water related initiatives, and Call for Projects process Prepares and responds to request for proposals for contract services; coordinates contracts including issuing task orders; posts content to web site; and supports communication efforts regarding assigned programs, projects, and events.

May serve as the Public Information Officer. Undertakes public affairs, community and public relations, media relations activities. Develops communication strategies and marketing plans. Carries out speaking and training engagements. Prepares and distributes press releases and articles.

Engages with partners in support of program activities. Develops and maintains relationships with member agencies, chambers of commerce, resident groups, and environmentally focused groups.

Monitors and reports on regional and State regulatory requirements and trends, research and case law related to program offerings.

Able to articulate key elements of all programs and activities, demonstrates critical thinking and the use of discretion in communicating with others required. Performs other work as assigned.

The Environmental Services Analyst III is distinguished from the Environmental Service Analyst II by its additional responsibility for exercising greater autonomy and decision-making and coordinating programs having a wider scope and greater impact and exposure. The position is also responsible for the management of educational, operational, or service programs.

**Classification**

The position is exempt under the Fair Labor Standards Act.

**Qualifications**



Bachelor's Degree required plus five (5) years or more professional experience in an environmental, energy or transportation related field or in marketing, communications, outreach, and public relations/public affairs. Experience in grant-funded programs, government agencies, or not-for-profits in the environmental, energy or transportation fields are highly desirable. Excellent verbal and written communications skills required. Experience in event-planning, writing press releases, and public speaking, and proficiency in browser-based web research, and Microsoft Office Suite required. Experience with graphic programs desirable. Knowledge of environmental programs, transportation demand management strategies, desirable. An ability to function independently and as part of a team including working with volunteers required. Must possess a valid California Driver's License.

**Physical Requirements and Working Conditions**

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: 04/14/2014

## SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

### JOB DESCRIPTION

#### PROJECT Manager

##### **Job Summary**

Advanced Journey level position responsible for the development of strategies, standards, and processes for implementation of projects, activities, and events related to the environment, water, energy, and transportation. Also engages with partners and program customers.

##### **Essential Job Functions, Duties, and Responsibilities**

Manages projects, contracts, and grants; responsible for project planning, implementation, and reporting; prepares grants applications; prepares and responds to request for proposals (RFP) and request for quotes (RFQ); coordinates with partners; serves as lead for assigned events, projects, or activities; and serves on committees, taskforces, and technical advisory committees.

Performs a variety of project management and other support-related duties. Serves as lead on a variety of projects and initiatives such as climate action, greenhouse gas analysis, municipal energy efficiency reduction strategies, water conservation, alternate fuel vehicles, and transportation; collects and analyzes data using excel spread sheets and web based tools and incorporated data in plans and strategies; works with contractors; assists and advises South Bay cities in developing plans, projects, and strategies; helps develop South Bay sub region plans, projects, and strategies. Responds to project related inquiries and attends committee, City Council, commission or public workshops and related meetings. Develops project management and quality control systems. Monitors and follows legislation and regulations related to assigned areas. Prepares, website content, newsletters, and publications as requested.

Able to articulate key elements of all programs and activities, demonstrate critical thinking and the use of discretion in communicating with others required. Performs other work as assigned.

##### **Classification**

The position is exempt under the Fair Labor Standards Act.

##### **Qualifications**

Requires at least three (3) of professional experience in the public sector, grant-funded programs or not-for-profits in the environmental, energy or transportation fields. Strong contract management and project management skills as well as excellent verbal and written communications skills required. Knowledge of energy principles including demand-side management, renewable energy, climate change, and energy policy desired. An ability to function independently and as part of a team. Proficiency in browser-based web research, and Microsoft Office Suite required. Working knowledge of ICLEI GHG

software a plus. Bachelor's Degree with major course work in energy, environment, public policy or a related field required. Must possess a valid California Driver's License.

**Physical Requirements and Working Conditions**

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: 04/14/2014

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

Senior PROJECT Manager

**Job Summary**

Senior level position responsible for the development of strategies, standards, and processes for implementation of programs, activities, and events related to the environment, water, energy, and transportation, engages with partners and program customers, and has knowledge of basic employee performance management standards and practices.

**Essential Job Functions, Duties, and Responsibilities**

Manages projects, contracts and grants; responsible for project planning, implementation, and reporting; prepares grants applications; prepares and responds to request for proposals (RFP) and request for quotes (RFQ); coordinates with partners; serves as lead for assigned events, projects, or activities; interacts with Board Members, government officials, professional and technical colleagues; and serves on committees, taskforces, and technical advisory committees. May recruit and supervise volunteers, interns, and staff.

Performs a variety of project management and other support-related duties. Manages and serves as primary contact on a variety of complex programs and initiatives such as climate action planning, greenhouse gas analysis, municipal energy efficiency reduction strategies, water conservation, alternative fuel vehicles, and transportation; collects and analyzes data using excel spread sheets and web based tools and incorporates data into plans and strategies; works with and manages contractors; develops and coordinates project related training; assists and advises South Bay cities in developing plans, projects, and strategies; helps develop South Bay sub region plans, projects, and strategies. Responds to project related inquiries and attends committee, City Council, commission or public workshops and related meetings. Develops project management and quality control systems. Monitors and follows legislation and regulations related to assigned areas. Prepares website content, newsletters, and publications as requested.

Able to articulate key elements of all programs and activities, demonstrate critical thinking and the use of discretion in communicating with others required. Performs other work as assigned.

The Senior Project Manager is distinguished from the Project Manager by their additional responsibility for managing and developing strategies for program development and enhancements. The Senior Project Manager is responsible for the management of complex educational, operational or service projects or multiple components of overall projects or services.

**Classification**

The position is exempt under the Fair Labor Standards Act.

**Qualifications**

Requires five (5) years or more professional experience in the public sector, grant-funded programs or non-for-profits in the environmental, energy or transportation fields requiring analytical decision-making skill. Strong contract management and project management skills as well as excellent verbal and written communications skills required. Knowledge of energy principles including demand-side management, renewable energy, climate change, and energy policy desired. An ability to function independently and as part of a team. Proficiency in browser-based web research, and Microsoft Office Suite required. Working knowledge of ICLEI GHG software a plus. Bachelor's Degree with major course work in energy, environment, public policy or a related field required. Must possess a valid California Driver's License.

### **Physical Requirements and Working Conditions**

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: 04/14/2014

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

ADMINISTRATIVE OFFICER

**Job Summary**

Managerial level position responsible for accounting, finance, administrative, and human resources functions with knowledge of standards and processes in these areas and an in-depth knowledge of employee performance management standards and practices.

**Essential Job Functions, Duties, and Responsibilities**

Performs budget reporting, monthly accounting, and payroll services; processes normal cash, billing/vendor invoicing, and receipting activities; undertakes accrual entries; coordinates internal and external audits; undertakes cost accounting to grants - direct and indirect costs; oversees grant expenditure activities and spend rate; prepares standard financial reports and progress reports; develops annual budget with Executive Director; provides quarterly financial reports to the Board of Directors.

Manages office space lease and facility requests; coordinates Information Technology needs and services; provides oversight of vendors (copier, internet, telephone, etc.), and purchasing including equipment (audio, visual, computer) and furniture purchases. Maintains inventory of office equipment and develops equipment replacement schedule.

Coordinates employee benefits, insurance, worker's compensation, and personnel records; manages insurance and liability programs; coordinates human resources activities; responsible for monitoring adherence to illness and injury prevention program.

Manages insurance and liability programs; manages programs, contracts and grants; monitors invoicing to Scope of Work requirements and reporting for grants; and assists in the preparation and the response to Request for Proposals and Scopes of Work

Supervises professional and/or technical staff. Able to articulate key elements of all programs and activities, demonstrates critical thinking and the use of discretion in communicating with others required. Performs other work as assigned.

**Classification**

The position is exempt under the Fair Labor Standards Act.

**Qualifications**

Bachelor's Degree required plus at least three (3) years or more professional experience in accounting, human resources management and general business in grant-funded programs, public agency or not-for-profit. Strong contract management skills and ability to function independently and as part of a team required. Excellent verbal and written communications skills required. Proficiency in Microsoft

Office Suite and accounting software required. College level course work in finance, accounting or business, or a related field.. Must possess a valid California Driver's License.

**Physical Requirements and Working Conditions**

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: 04.14.14