

Capitola City Council

Agenda Report



Meeting: November 22, 2022

From: Public Works Department

Subject: Environmental Projects Manager Job Description

Recommended Action: Approve changes to the Environmental Projects Manager job description.

Background: The City Council approves job descriptions for all City job classifications. Any job description changes to classifications in employee groups also need to be reviewed by the appropriate employee group.

In anticipation of the upcoming vacancy of the Environmental Projects Manager position in December, staff evaluated the responsibilities of this classification within the Public Works Department to best meet current and future needs of the City.

Discussion: The Environmental Projects Manager is a professional public service role in the Public Works Department that plans, organizes, and manages a variety of environmental programs to ensure City's compliance with Federal, State, and local environmental laws and regulations. The attached job description, last updated in 2014, is proposed to be update to reflect the essential functions and duties in relation to current practices and programs and in consideration of the recently updated Development Services Technician job description.

The Environmental Projects Manager classification is included in the Mid-Management bargaining unit and the proposed changes have been reviewed by the bargaining unit.

Fiscal Impact: Revision of the job description will have no fiscal impact.

Attachments:

1. Amended Environmental Projects Manager Job Description - redlined
2. Amended Environmental Projects Manager Job Description - clean version

Report Prepared By: Jessica Kahn, Public Works Director

Reviewed By: Julia Moss, City Clerk

Approved By: Jamie Goldstein, City Manager