

March 17, 2026

# CLASSIFICATION STUDY FINAL REPORT

City of Manteca, California



**Gallagher**

Insurance | Risk Management | Consulting

March 17, 2026

Ms. Stephanie Van Steyn  
Director of Human Resources  
City of Manteca  
1001 W. Center Street  
Manteca, CA 95337

Dear Ms. Van Steyn:

Gallagher is pleased to present this Final Classification Study Report for all positions in the City of Manteca. This report documents the classification study process and provides recommendations for the classification plan, allocations of individual positions for all City employees, and class specifications.

This report incorporates a summary of the study's multi-step process, which included results of written Position Description Questionnaires, interviews with employees and management, and employee review and comments in the form of draft class descriptions and class allocation recommendations.

We would like to thank you for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with you and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,

*Mike Harary*

Mike Harary  
Project Manager

# Contents

Executive Summary .....	3
Background .....	3
Classification Study Goals.....	3
Classification Study Process .....	3
Classification Concepts.....	4
Positions vs. Classifications .....	4
The Relationship Between Classification and Compensation .....	4
The Purpose of Having a Classification Plan .....	4
Classification Descriptions.....	5
Fair Labor Standards Act.....	7
Classification Findings and Recommendations .....	8
Classification Structure and Allocation Factors.....	8
Classification Allocation Recommendations .....	12
Title Change.....	12
Reclassification .....	14
New Classifications .....	15
Conclusion .....	15

## List of tables

Table 1. Title Change Recommendations .....	132
Table 2. Reclassification Recommendations.....	144

## Appendices

Appendix I: Recommended Position Allocations

Appendix II: Class Concepts

# Executive Summary

## Background

In April 2025, the City of Manteca (City) contracted with Arthur J. Gallagher & Co. to conduct a Classification and Total Compensation study for all City classifications. All classification and compensation findings, recommendations, and options for implementations are in this report.

This classification review process was precipitated by:

- The concern of the City Council, management, and the employee groups that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows the City to recruit and retain a high-quality staff;
- To ensure class descriptions reflect current programs, responsibilities, and technologies;
- The desire to have a compensation plan that can meet the needs of the City; and
- The desire to ensure internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across the City.

The goal of the classification and compensation study is to assist the City in developing a competitive pay and benefit structure, which is based upon market data to ensure the plan is fiscally responsible, and meets the needs of the City with regards to recruitment and retention of qualified staff.

## Classification Study Goals

The goals and objectives of the classification portion of the study were to:

- Obtain detailed information regarding each position through a variety of techniques, including written Position Description Questionnaires (PDQs) and interviews with employees and management;
- Prepare an updated classification plan, including recommended class descriptions and position allocations which recognize the scope and level of the various classes and positions, and is perceived equitable by management and employees alike;
- Provide class descriptions and other documentation which includes information required for compliance with the Americans with Disabilities Act (ADA) and appropriate qualifications, including knowledge, skills, and other requirements that are job-related and meet other legal guidelines; and
- Provide sufficient documentation to allow the City to maintain the classification system on a regular basis.

## Classification Study Process

The classification study procedures were as follows:

- An initial meeting was held with City management to clarify study scope, objectives, processes, and deliverables.
- Orientation meetings were held to which all employees were invited, to meet consultant staff involved with the project, clarify study objectives and procedures, answer questions, and distribute the PDQs.
- After the PDQs were completed by employees and reviewed by management and consultant staff, interviews were conducted with all employees and management.
- Following the analysis of the classification information gathered, draft class concepts, specifications, and position allocations were developed for management and employee review.

- After resolution of issues, wherever possible, including additional contacts with employees and management to gain details and clarification, appropriate modifications were made to the draft specifications and allocations and this final report was prepared.

## Classification Concepts

### Positions vs. Classifications

“Position” and “Classification” are two terms often used interchangeably but have very different meanings. As used in this report:

- A position is an assigned group of duties and responsibilities performed by one person. A position can be full-time, part-time, regular or temporary, filled or vacant. Often the word “job” is used in place of the word “position.”
- A classification or class may contain only one position or may consist of several positions. When several positions are assigned to one class, the same title is appropriate for each position; the scope, level, duties, and responsibilities of each position assigned to the class are sufficiently similar (but not identical), the same core knowledge, skills, abilities, and other requirements are appropriate for all positions, and the same salary range is equitable for all positions in the class.

The description of a position often appears as a working desk manual, going into detail regarding work process steps, while a class description emphasizes the general scope and level of responsibilities, plus the knowledge, skills, abilities, and other requirements for successful performance

When positions are classified, the focus is on assigned job duties and the job-related requirements for successful performance, not on individual employee capabilities or amount of work performed. Positions are thus evaluated and classified on the basis of such factors as knowledge, skills, and abilities required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization), and the impact of the position on the organization and working conditions.

### The Relationship Between Classification and Compensation

Classification and the description of the work and the requirements to perform the work are separate and distinct from determining the worth of that work in the labor market and to the organization. While recommending the appropriate compensation for the work of a class depends upon an understanding of what that work is and what it requires (as noted above), compensation levels are often influenced by two factors:

- The external labor market; and
- Internal relationships within the organization.

### The Purpose of Having a Classification Plan

A position classification plan provides an appropriate basis for making a variety of human resources decisions such as the:

- Development of job-related recruitment and selection procedures;
- Clear and objective appraisal of employee performance;
- Development of training plans and succession planning;
- Design of an equitable and competitive salary structure;
- Organizational development and the management of change; and
- Provision of an equitable basis for discipline and other employee actions.

In addition to providing this basis for various human resources management and process decisions, a position classification plan can also effectively support systems of administrative and fiscal control. Grouping of positions into an orderly classification system supports planning, budget analysis and preparation, and various other administrative functions.

Within a position classification plan, job classifications can either be broad (containing a number of positions) or narrow (emphasizing individual job characteristics). Broad job classifications are indicated when:

- Employees can be hired with a broad spectrum of knowledge, skill, and/or academic preparation and can readily learn the details of the City, the department, and the position on-the-job; or
- There is a need for flexibility of the assignment within a department or an organization due to changing programs, technologies, or workload.

Individualized job classifications are indicated when:

- There is an immediate need to recruit for specialty knowledge and skills;
- There is a minimum of time or capability for on-the-job training; or
- There is an organizational need to provide for specific job recognition and to highlight the differences between jobs.

Most classification plans are a combination of these two sets of factors and we have chosen the middle ground in this study as being most practicable in the City's changing environment and service delivery expectations, as well as being in line with the City's strategic plan. This approach resulted in recommendations to retitle classifications to more accurately reflect current responsibilities or use more contemporary titles (e.g., "Facilities Maintenance Engineer" to "Facilities Technician"), or to reclassify certain individuals into existing or entirely new classifications that more accurately reflect current responsibilities (e.g., "Administrative Assistant III" to "Deputy City Clerk"). Detailed allocation recommendations are found in Appendix I of the report.

## Classification Descriptions

In developing the new and revised classification descriptions for all positions, the basic concepts outlined in the previous pages were utilized. The recommended class descriptions have been provided to the Human Resources Director separately from this report.

As mentioned earlier, the class descriptions are based upon the information from the written PDQs completed by each employee, the individual job audit interviews (if required), and from information provided by employees and managers during the review processes. These descriptions provide:

- A written summary documenting the work performed and/or proposed by the incumbents of these classifications;
- Distinctions among the classes; and
- Documentation of requirements and qualifications to assist in the recruitment and selection process.

Just as there is a difference between a position and a class, there is also a difference between a position description and a class description. A position description, often known as a "desk manual", generally lists each duty an employee performs and may also have information about how to perform that duty. A class description normally reflects several positions and is a summary document that does not list each duty performed by every employee. The class description, which is intended to be broader, more general and informational, is intended to indicate the general scope and level of responsibility and requirements of the class, not detail-specific position responsibilities.

The sections of each class description are as follows:

**Title:** This should be brief and descriptive of the class and consistent with other titles in the classification plan and the occupational area.

- The title of a classification is normally used for organization, classification, and compensation purposes within the City. Often working titles are used within a department to differentiate an individual. All positions have a similar level of scope and responsibility; however, the working titles may give assurance to a member of the public that they are dealing with an appropriate individual. Working titles should be authorized by Human Resources to ensure consistency within the City and across departmental lines.

**Definition:** This provides a capsule description of the job and should give an indication of the type of supervision received the scope and level of the work and any unusual or unique factors. The phrase “performs related work as required” is not meant to unfairly expand the scope of the work performed, but to acknowledge that jobs change and that not all duties are included in the class specification.

**Supervision Received and Exercised:** This section specifies which class or classes provide supervision to the class being described and the type and level of work direction or supervision provided to this class. The section also specifies what type and level of work direction or supervision the class provides to other classes. This assists the reader in defining where the class “fits” in the organization and alludes to possible career advancement opportunities.

**Class Characteristics:** This can be considered the “editorial” section of the specification, slightly expanding the Definition, clarifying the most important aspects of the class and distinguishing this class from the next higher-level in a class series or from a similar class in a different occupational series.

**Examples of Typical Job Functions:** This section provides a list of the major and typical duties, intended to define the scope and level of the class and to support the Qualifications, including Knowledge and Abilities. This list is meant to be illustrative only. The description is a summary document therefore duties may differ depending upon program requirements, technology, and organizational needs.

**Qualifications:** This element of the description has several sections:

- A listing of the job-related knowledge and skills required to successfully perform the work. They must be related to the duties and responsibilities of the work and capable of being validated under the Equal Employment Opportunity Commission’s Uniform Guidelines on Selection Procedures. Knowledge (intellectual comprehension) and Abilities (acquired proficiency) should be sufficiently detailed to provide the basis for selection of qualified employees.
- A listing of educational and experience requirements that outline minimum and alternative ways of gaining the knowledge and abilities required for entrance into the selection process. These elements are used as the basic screening technique for job applicants.
- Licenses and/or certifications identify those specifically required in order to perform the work. These licenses/ certifications are often required by an agency higher than the City (i.e., the State) and can therefore be appropriately included as requirements.

**Physical Demands:** This section identifies the basic physical abilities required for performance of the work. These are not presented in great detail (although they are more specifically covered for documentation purposes in the PDQs) but are designed to indicate the type of pre-employment physical examination (lifting requirements and other unusual characteristics are included, such as “finger dexterity needed to access, enter, and retrieve data using a computer keyboard”) and to provide an initial basis for determining reasonable accommodation for ADA purposes.

**Working Conditions:** These can describe certain outside influences and circumstances under which a job is performed; they give employees or job applicants an idea of certain risks involved in the job and what type of protective gear may be necessary to perform the job. Examples are loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and other job conditions.

## Fair Labor Standards Act

One of the major components of the job analysis and classification review is the determination of each classification's appropriate Fair Labor Standards Act (FLSA) status, i.e., exempt vs. non-exempt from the FLSA overtime rules and regulations.

As we review position description questionnaires and notes from the interviews, we analyze each classification's essential functions to determine its FLSA status. There are three levels for the determination of the appropriate FLSA status that are utilized and on which we base our recommendations. Below are the steps used for the determination of Exempt FLSA status.

**Salary Basis Test:** The incumbents in a classification are paid at least \$684 per week (\$35,568 per year), not subject to reduction due to variations in quantity/quality of work performed.

**Exemption Applicability:** The incumbents in a classification perform any of the following types of jobs:

- **Executive:** Employee whose primary duty is to manage the business or a recognized department/entity and who customarily directs the work of two or more employees. This also includes individuals who hire, fire, or make recommendations that carry particular weight regarding employment status. Examples: executive, director, owner, manager, supervisor.
- **Administrative:** Employee whose primary activities are performing office work or non-manual work on matters of significance relating to the management or business operations of the firm or its customers and which require the exercise of discretion and independent judgment. Examples: coordinator, administrator, analyst, accountant.
- **Professional:** Employee who primarily performs work requiring advanced knowledge/education and which includes consistent exercise of discretion and independent judgment. The advanced knowledge must be in a field of science or learning acquired in a prolonged course of specialized intellectual instruction. Examples: attorney, physician, statistician, architect, biologist, pharmacist, engineer, teacher.
- **Computer professional:** Employee who primarily performs work as a computer systems analyst, programmer, software engineer or similarly skilled work in the computer field performing a) application of systems analysis techniques and procedures, including consulting with users to determine hardware, software, or system functional specifications; b) design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specification; or c) design, documentation, testing, creation or modification of computer programs based on and related to user or system design specifications; or a combination of the duties described above, the performance of which requires the same level of skills. Examples: system analyst, database analyst, network architect, software engineer, programmer.

**Job Analysis:** A thorough job analysis of the job duties must be performed to determine exemption status. An exempt position must pass both the salary basis and duties tests. The job analysis should include:

- Review of the minimum qualifications established for the job;
- Review of prior class descriptions, questionnaires, and related documentation;
- Confirmation of duty accuracy with management; and
- Review and analysis of workflow, organizational relationships, policies, and other available organizational data.

Non-exempt classifications work within detailed and well-defined sets of rules and regulations, policies, procedures, and practices that must be followed when making decisions. Although the knowledge base required to perform the work may be significant, the framework within which incumbents work is fairly restrictive and finite. (Please note that FLSA does not allow for the consideration of workload and scheduling when it comes to exemption status).

Finally, often a classification performs both non-exempt and exempt duties, so we analyze time spent on each type of duties. If a classification performs mostly non-exempt duties (i.e. more than 50% of their time), then the classification would be considered non-exempt.

# Classification Findings and Recommendations

## Classification Structure and Allocation Factors

The proposed classification plan provides the City with a systematic classification structure based on the interrelationship between duties performed, the nature and level of responsibilities, and other work-related requirements of the jobs.

A classification plan is not a stable, unchanging entity. Classification plans may be updated and revised by conducting classification studies that are organizational wide (review of the all classifications and positions) or position-specific. The methodology used for both types of studies is the same, as outlined above.

For either type of study, when identifying appropriate placement of new and/or realigned positions within the classification structure, there are general allocation factors to consider. By analyzing these factors, the City will be able to change and grow the organization while maintaining the classification plan.

### 1. Type and Level of Knowledge and Skill Required

This factor defines the level of job knowledge and skill, including those attained by formal education, technical training, on-the job experience, and required certification or professional registration. The varying levels are as follows:

#### A. The entry-level into any occupational field

This entry-level knowledge may be attained by obtaining a high school diploma, completing specific technical course work, or obtaining a four-year or advanced college or university degree. Little to no experience is required.

#### B. The experienced or journey-level (fully competent-level) in any occupational field

This knowledge and skill level recognizes a class that is expected to perform the day-to-day functions of the work independently, but with guidelines (written or oral) and supervisory assistance available. This level of knowledge is sufficient to provide on-the-job instruction to a fellow employee or an assistant when functioning in a lead capacity. Certifications may be required for demonstrating possession of the required knowledge and skills.

#### C. The advanced level in any occupational field

This knowledge and skill level is applied in situations where an employee is required to perform or deal with virtually any job situation that may be encountered. Guidelines may be limited and creative problem solving may be involved. Supervisory knowledge and skills are considered in a separate factor and should not influence any assessment of this factor.

### 2. Supervisory/Management Responsibility

This factor defines the staff and/or program management responsibility, including short and long-range planning, budget development and administration, resource allocation, policy and procedure development, and supervision and direction of staff.

#### A. No ongoing direction of staff

The employee is responsible for the performance of their own work and may provide side-by-side instruction to a co-worker.

#### B. Lead direction of staff or program coordination

The employee plans, assigns, directs, and reviews the work of staff performing similar work to that performed by the employee on a day-to-day basis. Training in work procedures is normally involved. If staff direction is not

involved, the employee must have responsibility for independently coordinating one or more programs or projects on a regular basis.

### **C. Full first-line supervisor**

The employee performs the supervisory duties listed above, and, in addition, makes effective recommendation and/or carries out selection, performance evaluation, and disciplinary procedures. If staff supervision is not involved, the employee must have programmatic responsibility, including development and implementing goals, objectives, policies and procedures, and budget development and administration.

### **D. Manager**

The employee is considered management, often supervising through subordinate levels of supervision. In addition to the responsibilities outlined above, responsibilities include allocating staff and budget resources among competing demands and performing significant program and service delivery planning and evaluation. This level normally reports to the Department Head.

### **E. Department Head**

The employee provides administrative direction and oversight for all functions and activities of the assigned department, typically managing department operations through subordinate levels of management. In addition to allocating staff and budget resources, responsibilities include setting departmental policy and directing strategic plans and initiatives to align departmental operations and activities with City-wide strategic goals established by Executive Management and/or the City Council.

### **F. Executive Management**

The employee has total administrative responsibility for the City and reports to the City Council.

## **3. Supervision Received**

### **A. Direct Supervision**

Direct supervision is usually received by entry-level employees and trainees, i.e., employees who are new to the organization and/or position they are filling. Initially under close supervision, incumbents learn to apply concepts and work procedures and methods in assigned area of responsibility to resolve problems of moderate scope and complexity. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

### **B. General Supervision**

General supervision is usually received by the experienced and journey-level employees, i.e., employees who have been in a position for a period of time and have had the opportunity to be trained and learn most, if not all, duties and responsibilities of the assigned classification. Incumbents are cross-trained to perform the full range of technical work in all of the areas of assignment.

At the experienced-level, positions exercise some independent discretion and judgment in selecting and applying work procedures and methods. Assignments and objectives are set for the employee and established work methods are followed. Incumbents have some flexibility in the selection of steps and timing of work processes.

Journey-level positions receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned projects, programs, and team(s).

Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements, and the methodology used in arriving at the end results are not reviewed in detail.

### **C. General Direction**

General direction is usually received by senior level or management positions. Work assignments are typically given as broad, conceptual ideas and directives and incumbents are accountable for overall results and responsible for developing guidelines, action plans, and methods to produce deliverables on time and within budget.

### **D. Administrative and Policy Direction**

Administrative direction is usually received by executive management classifications. The incumbent is accountable for accomplishing City-wide planning and operational goals and objectives within legal and general policy and regulatory guidelines. The incumbent is responsible for the efficient and economical performance of the organization's operations.

## **4. Problem Solving**

This factor involves analyzing, evaluating, reasoning, and creative thinking requirements. In a work environment, not only the breadth and variety of problems are considered, but also guidelines such as supervision, policies, procedures, laws, regulations, and standards available to the employee.

### **A. Structured problem solving**

Employees learn to apply concepts and work procedures and methods in assigned area of responsibility and to resolve problems and issues that are specific, less complex, and/or repetitive. Exceptions or changes in procedures are explained in detail as they arise.

### **B. Independent, guided problem solving**

Work situations require making independent decisions among a variety of alternatives; however, policies, procedures, standards, and regulations and/or management are available to guide the employee towards problem resolution.

### **C. Application of discriminating choices**

Work situations require independent judgment and decision-making authority when identifying, evaluating, adapting, and applying appropriate concepts, guidelines, references, laws, regulations, policies, and procedures to resolve diverse and complex problems and issues.

### **D. Creative, evaluative, or critical thinking**

The work involves a high-level of problem-solving requiring analysis of unique issues or increasingly complex problems without precedent and/or structure and formulating, presenting, and implementing strategies and recommendations for resolution.

## **5. Authority for Making Decisions and Taking Action**

This factor describes the degree to which employees have the freedom to take action within their job. The variety and frequency of action and decisions, the availability of policies, procedures, laws, and supervisory or managerial guidance, and the consequence or impact of such decisions are considered within this factor.

### **A. Direct, limited work responsibility**

The employee is responsible for the successful performance of their own work with little latitude for discretion or decision-making. Work is usually supervised while in progress and fits an established structure or pattern. Direct supervision is readily available.

### **B. Decision-making within guidelines**

The employee is responsible for the successful performance of their own work, but able to prioritize and determine methods of work performance within general guidelines. Supervision is available, although the

employee is expected to perform independently on a day-to-day basis. Emergency or unusual situations may occur but are handled within procedures and rules. Impact of decisions is normally limited to the work unit, project, or program to which they are assigned.

### **C. Independent action with focus on work achieved**

The employee receives assignments in terms of long-term objectives, rather than day-to-day or weekly timeframes. Broad policies and procedures are provided, but the employee has latitude for choosing techniques and deploying staff and material resources. Impact of decisions may have significant program or City-wide service delivery and/or budgetary impact.

### **D. Decisions made within general policy or elected official guidance**

The employee is subject only to the policy guidance of elected officials and/or broad regulatory or legal constraints. The ultimate authority for achieving the goals and objectives of the City are with this employee.

## **6. Interaction with Others**

This factor includes the nature and purpose of contacts with others, from simple exchanges of factual information to the negotiation of difficult issues. It also considers with whom the contacts are made, from co-workers and the public to elected or appointed public officials.

### **A. Exchange of factual information**

The employee is expected to use ordinary business courtesy to exchange factual information with co-workers and the public. Strained situations may occasionally occur, but the responsibilities are normally not confrontational.

### **B. Interpretation and explanation of policies and procedures**

The employee is required to interpret policies and procedures, apply and explain them, and influence the public or others to abide by them. Problems may need to be defined and clarified and individuals contacted may be upset or unreasonable. Contacts may also be made with individuals at all levels throughout the City.

### **C. Influencing individuals or groups**

The employee is required to interpret laws, policies, and procedures to individuals who may be confrontational or to deal with members of professional, business, community, or other groups or regulatory agencies as a representative of the City.

### **D. Negotiation with organizations from a position of authority**

The employee often deals with the City Council, elected officials, government agencies, and other outside agencies, and the public to advance and represent the priorities and interests of the City, provide policy direction, and/or negotiate solutions to difficult problems.

## **7. Working Conditions/Physical Demands**

This factor includes specific physical, situational, and other factors that influence the employee's working situation.

### **A. Normal office or similar setting**

The work is performed in a normal office or similar setting during regular office hours (occasional overtime may be required but compensated for). Responsibilities include meeting standard deadlines, using office and related equipment, lifting materials weighing up to 25 pounds, and communicating with others in a generally non-stressful manner.

### **B. Varied working conditions with some physical or emotional demands**

The work is normally performed indoors, but may have some exposure to noise, heat, weather, or other uncomfortable conditions. Stand-by, call back, or regular overtime may be required. The employee may have to meet frequent deadlines, work extended hours, and maintain attention to detail at a computer or other machinery, deal with difficult people, or regularly perform moderate physical activity.

### **C. Difficult working conditions and/or physical demands**

The work has distinct and regular difficult demands. Shift work (24-7 or rotating) may be required; there may be exposure to hazardous materials or conditions; the employee may be subject to regular emergency callback and extended shifts; and/or the work may require extraordinary physical demands.

Based on the above factors, in the maintenance of the classification plan when an employee is assigned an additional duty or responsibility and requests a change in classification, it is reasonable to ask:

- What additional knowledge and skills are required to perform the duty?
- How does one gain this additional knowledge and skills – through extended training, through a short-term seminar, through on-the-job experience?
- Does this duty or responsibility require new or additional supervisory responsibilities?
- Is there a greater variety of or are there more complex problems that need to be solved as a result of the new duty?
- Does the employee have to make a greater variety of or more difficult decisions as a result of this new duty?
- Are the impacts of decisions greater because of this new duty (effects on staff, budget, City-wide activities, and/or relations with other agencies)?
- Are guidelines, policies, and/or procedures provided to the employee for the performance of this new duty?
- Is the employee interacting with internal and external stakeholders others more frequently or for a different purpose as a result of this new assignment?
- Have the working or physical conditions of the job changed as a result of this new assignment?

The analysis of the factors outlined above, as well as the answers to these questions, were used to determine recommended classifications for all City employees. The factors above will also help to guide the placement of specific positions to the existing classification structure and/or revision of the entire classification structure in the future.

## **Classification Allocation Recommendations**

All class descriptions were created and/or updated in order to ensure the format is consistent, and the duties and responsibilities are current and properly reflect the required knowledge, abilities, and skills.

When evaluating the allocation of positions, the focus is on assigned job duties and the job-related requirements for successful performance, not on individual employee capabilities or amount of work performed. Positions are evaluated and classified on the basis of such factors as knowledge and skill required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization), the impact of the position on the organization, and working conditions.

Furthermore, it is necessary to: (i) identify the duties the incumbents are currently being required to perform; (ii) determine if those duties are captured in the current classification description; and (iii) identify the percentage of duties being performed, if any, which are outside of the current classification.

## **Title Change**

One change in the classification plan, as noted above, was the title change for 58 classifications, as reflected in Table #1.

**Table 1. Title Change Recommendations**

Current Classification Title	Proposed Classification Title
Administrative Analyst	Management Analyst
Assistant Finance Director	Assistant Director of Finance
Associate Engineer w/ P.E.	Associate Civil Engineer
Associate Engineer w/o P.E.	Associate Engineer
Custodian I/II	Custodian
Deputy Development Director: Planning	Deputy Director of Development Services - Planning
Deputy Director Development Services: Building	Deputy Director of Development Services - Building
Deputy Director Development Services: Economic	Deputy Director of Development Services - Economic
Deputy Director of Maintenance & Operations	Deputy Director of Public Works-Maintenance & Operations
Deputy Director Waste Management	Deputy Director of Public Works - Waste Management
Development Services Technician	Development Services Technician I/II
Director of Legislative Services	Director of Legislative Services/City Clerk
Environmental Compliance Inspector	Environmental Compliance Specialist
Executive Assistant Public Safety	Executive Assistant
Executive Assistant to City Manager	Senior Executive Assistant
Executive Assistant/Paralegal	Paralegal
Facilities Maintenance Engineer I/II	Facilities Technician I/II
Facilities Maintenance Manager	Facilities Manager
Finance Director	Director of Finance
Human Resources Analyst	Human Resources Analyst I/II
Human Resources Director	Director of Human Resources
Instrument Technician Electrician	Electrical/Instrumentation Technician I/II
IT Operations Manager	IT and Innovation Manager
IT Specialist	IT Technician
Laboratory Technician II	Laboratory Analyst I/II
Laboratory Technician III	Laboratory Analyst III
Lead Custodian	Senior Custodian
Lead IT Specialist	Senior IT Technician
Lead Laboratory Technician	Senior Laboratory Analyst
Lead Parks/Golf Maintenance Worker	Crew Leader
Lead Solid Waste Worker	Senior Solid Waste Worker
Lead Vehicle Equipment Technician	Senior Vehicle Equipment Technician
Maintenance Planner/Scheduler	CMMS Specialist
Parks/Golf Maintenance Manager	Parks and Golf Maintenance Manager
Parks/Golf Maintenance Technician	Parks/Golf Maintenance Technician I/II
Parks/Golf Maintenance Worker I/II	Golf Course Maintenance Worker I/II
Parks/Golf Maintenance Worker I/II	Parks Maintenance Worker I/II
Parks/Golf Maintenance Worker III	Parks Maintenance Worker III
Parts Inventory Specialist	Fleet Coordinator
Payroll Technician	Payroll Technician I/II

Current Classification Title	Proposed Classification Title
Police Records Clerk Supervisor	Police Records Supervisor
Public Works Director	Director of Public Works
Public Works Manager Transit	Transit Manager
Senior Engineer	Senior Civil Engineer
Senior Facilities Maintenance Engineer	Senior Facilities Technician
Senior Instrument Technician	Electrical/Instrumentation Technician II
Senior IT Systems Engineer	Systems Administrator
Senior Landscape Technician	Park Planning and Development Specialist
Street Maintenance Worker Lead	Senior Street Maintenance Equipment Operator
Urban Forestry Maintenance Technician	Urban Forestry Technician I/II
Utilities Mechanic	Mechanical Technician I/II
Wastewater Collections Worker Lead	Senior Collection System Technician
Wastewater Maintenance Worker I/II/III	Collection System Technician I/II/III
Wastewater Plant Maintenance Technician Lead	Senior Wastewater Plant Technician
Water Distribution Operator II	Water Distribution Technician I/II
Water Distribution Operator III	Water Distribution Technician III
Water Regulation Compliance Specialist I	Cross Connection Specialist I/II
Water Regulatory Coordinator	Water Quality Analyst

Title changes are recommended to reflect the level and scope more clearly being performed, to consolidate work into broader categories that could be used City-wide, and establish consistency with the labor market and industry standards. Any compensation recommendations (detailed in a separate report) are not dependent upon a new title, but upon the market value as defined by job scope, level and responsibilities, and the qualifications required for successful job performance. All recommended position allocations appear in Appendix I.

## Reclassification

Reclassification recommendations are made for positions that are working out of classification due to level and scope of work and/or job functions that have been added to or removed from those positions over time.

The study resulted in 34 incumbents, allocated to 25 classifications, to be reclassified, as noted in the table below. These recommendations are based on the individual positions studied. Not every incumbent in the current classification is recommended for a reclassification.

**Table 2. Reclassification Recommendations**

Current Classification Title	Proposed Classification Title
Accounting Technician	Senior Customer Services Representative
Administrative Assistant III	Deputy City Clerk
Administrative Assistant III	Administrative Specialist
Budget Analyst I	Budget Analyst II
Deputy Director Water Resources	Director of Utilities
Development Services Technician	Senior Development Services Technician
Golf Course Maintenance Supervisor	Golf Course Maintenance Superintendent
Human Resources Manager	Payroll Supervisor
Landscape Maintenance Supervisor	Landscape Maintenance Superintendent

Current Classification Title	Proposed Classification Title
Lead Street Maintenance Worker	Street Maintenance Supervisor
Management Analyst	Senior Management Analyst
Parks/Golf Maintenance Supervisor	Parks Maintenance Superintendent
Permit Center Manager	Permit Center Supervisor
Recreation Services Manager	Deputy Director of Recreation
Recreation Supervisor	Recreation Manager
Revenue Manager	Revenue and Billing Supervisor
Senior Budget Analyst	Budget Analyst II
Senior Payroll Technician	Payroll Technician II
Senior Plans Examiner	Plans Examiner
Wastewater Collection System Supervisor	Wastewater Collection System Superintendent
Wastewater Maintenance Supervisor	Wastewater Maintenance Superintendent
Wastewater Operations Supervisor	Wastewater Operations Superintendent
Wastewater Plant Maintenance Worker I	Mechanical Technician I
Water Distribution Supervisor	Water Distribution Superintendent
Water Treatment Operations Supervisor	Water Treatment Superintendent

## New Classifications

This class study resulted in 20 new classifications. New classifications are recommended to accommodate changes in organizational structure and responsibilities, to address career progression needs such as additional levels in a series, and to address anticipated future needs per request of the City.

## Conclusion

The revised classification descriptions serve as a general description of the work performed and provide a framework of the expectations of each position for the employee. Requests for the addition of new positions and classifications and/or reclassification of an existing position should follow established City policies and procedures. Any decisions related to the addition of new positions and classifications, reclassification of an existing position, and promotion of an existing position will depend on the needs and resources of the City and the availability of work, as well as the ability of existing positions to meet the qualifications of and perform the duties of the higher-level class.

Finally, as mentioned previously, a classification plan is not a static, unchanging entity. The classification plan should be reviewed on a regular, on-going basis and may be amended or revised as required.

It has been a pleasure working with City on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,

*Mike Harary*

Mike Harary  
Project Manager

**Arthur J. Gallagher & Co.**

# Appendix I

## Recommended Position Allocations



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# City of Manteca Allocation Listing September 2025 City Manager & City Atty

PDQ? Yes/No	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale
No	████	████	City Attorney	Assistant City Attorney	Assistant City Attorney	Deputy Director	No Change	No PDQ received. Allocate based on current JD.
Yes	████	████	City Manager	Assistant City Manager	Assistant City Manager	Assistant City Manager	No Change	Position is properly classified.
No	Vacant	Vacant	City Attorney	City Attorney	City Attorney	Department Head	No Change	No PDQ received. Allocate based on current JD.
No	████	████	City Manager	City Manager	City Manager	City Manager	No Change	No PDQ received. Allocate based on current JD.
No	Vacant	Vacant	City Manager	Deputy City Manager	Deputy City Manager	Professional	No Change	No PDQ received. Allocate based on current JD.
No	████	████	City Manager	Housing and Homeless Services Manager	Housing and Homeless Services Manager	Program Manager	No Change	No PDQ received. Allocate based on current JD.
No	Vacant	Vacant	City Manager	Management Analyst	Management Analyst	Professional	No Change	No PDQ received. Allocate based on current JD.
Yes	████	████	City Attorney	Executive Assistant/Paralegal	Paralegal	Staff	Title Change	Title change to reflect body of work performed.
No	████	████	City Manager	Executive Assistant to City Manager	Senior Executive Assistant	Senior	Title Change	No PDQ received. Allocate based on current JD.

No Change  
 Title Change  
 Reclassification  
 New Class



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# City of Manteca Allocation Listing September 2025 City Clerk

PDQ? Yes/No	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale
Yes	[REDACTED]	[REDACTED]	City Clerk	Assistant Director of Legislative Services/Assistant City Clerk	Assistant Director of Legislative Services/Assistant City Clerk	Staff	No Change	Position is properly classified.
Yes	[REDACTED]	[REDACTED]	City Clerk	Administrative Assistant III	Deputy City Clerk	Specialist	Reclassification	Reclassify to reflect body of work performed.
No	[REDACTED]	[REDACTED]	City Clerk	Director of Legislative Services	Director of Legislative Services/City Clerk	Department Head	Title Change	No PDQ received. Allocate based on current JD.

- No Change
- Title Change
- Reclassification
- New Class



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# City of Manteca Allocation Listing September 2025 Development Services

PDQ? Yes/No	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale
Yes	[REDACTED]	[REDACTED]	Development Services	Administrative Assistant III	Administrative Specialist	Specialist	Reclassification	Reclassify to reflect body of work performed.
Yes	[REDACTED]	[REDACTED]	Development Services	Assistant Planner	Assistant Planner	Professional	No Change	Position is properly classified.
Yes	[REDACTED]	[REDACTED]	Development Services	Assistant Planner	Assistant Planner	Professional	No Change	Position is properly classified.
Yes	[REDACTED]	[REDACTED]	Development Services	Associate Planner	Associate Planner	Professional	No Change	Position is properly classified.
Yes	[REDACTED]	[REDACTED]	Development Services	Associate Planner	Associate Planner	Professional	No Change	Position is properly classified.
Yes	[REDACTED]	[REDACTED]	Development Services	Building Inspector I	Building Inspector I	Technician	No Change	Position is properly classified.
Yes	[REDACTED]	[REDACTED]	Development Services	Building Inspector II	Building Inspector II	Technician	No Change	Position is properly classified.
No	Vacant	Vacant	Development Services	Deputy Director Development Services: Building	Deputy Director of Development Services - Building	Deputy Director	Title Change	Title change to reflect industry standards.
No	[REDACTED]	[REDACTED]	Development Services	Deputy Director Development Services: Economic	Deputy Director of Development Services - Economic	Deputy Director	Title Change	Title change to reflect industry standards.
Yes	[REDACTED]	[REDACTED]	Development Services	Deputy Development Director: Planning	Deputy Director of Development Services - Planning	Deputy Director	Title Change	Title change to reflect industry standards.
Yes	[REDACTED]	[REDACTED]	Development Services	Development Services Technician	Development Services Technician I	Technician	Title Change	Title change to reflect consistency with class concepts.
Yes	[REDACTED]	[REDACTED]	Development Services	Development Services Technician	Development Services Technician I	Technician	Title Change	Title change to reflect consistency with class concepts.
Yes	[REDACTED]	[REDACTED]	Development Services	Development Services Technician	Development Services Technician II	Technician	Title Change	Title change to reflect consistency with class concepts.
Yes	[REDACTED]	[REDACTED]	Development Services	Development Services Technician	Development Services Technician II	Technician	Title Change	Title change to reflect consistency with class concepts.
Yes	[REDACTED]	[REDACTED]	Development Services	Development Services Technician	Development Services Technician II	Technician	Title Change	Title change to reflect consistency with class concepts.
Yes	[REDACTED]	[REDACTED]	Development Services	Director of Development Services	Director of Development Services	Department Head	No Change	Position is properly classified.
Yes	[REDACTED]	[REDACTED]	Development Services	Economic Development Analyst	Economic Development Analyst	Professional	No Change	Position is properly classified.
Yes	[REDACTED]	[REDACTED]	Development Services	Permit Center Manager	Permit Center Supervisor	Supervisor	Reclassification	Reclassify to reflect supervision responsibilities.
No	Future Use	Future Use	Development Services	N/A	Plan Check Engineer	Professional	New Class	New class for future use.
Yes	[REDACTED]	[REDACTED]	Development Services	Senior Plans Examiner	Plans Examiner	Technician	Reclassification	Reclassify to reflect journey level work performed.
Yes	[REDACTED]	[REDACTED]	Development Services	Senior Building Inspector	Senior Building Inspector	Senior	No Change	Position is properly classified.
Yes	[REDACTED]	[REDACTED]	Development Services	Development Services Technician	Senior Development Services Technician	Senior	Reclassification	Reclassify to reflect lead responsibilities.
No	[REDACTED]	[REDACTED]	Development Services	Senior Plan Check Engineer	Senior Plan Check Engineer	Senior	No Change	No PDQ received. Allocate based on current JD.
Yes	[REDACTED]	[REDACTED]	Development Services	Senior Planner	Senior Planner	Senior	No Change	Position is properly classified.

No Change  
Title Change  
Reclassification  
New Class



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# City of Manteca Allocation Listing September 2025 Engineering

PDQ? Yes/No	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale
No			Engineering	Administrative Assistant III	Administrative Specialist	Specialist	Reclassification	No PDQ received. Classify same as peers.
Yes			Engineering	Assistant Engineer	Assistant Engineer	Professional	No Change	Position is properly classified.
Yes			Engineering	Assistant Engineer	Assistant Engineer	Professional	No Change	Position is properly classified.
Yes			Engineering	Assistant Engineer	Assistant Engineer	Professional	No Change	Position is properly classified.
Yes			Engineering	Assistant Engineer	Assistant Engineer	Professional	No Change	Position is properly classified.
No			Engineering	Assistant Engineer	Assistant Engineer	Professional	No Change	Position is properly classified.
No			Engineering	Assistant Engineer	Assistant Engineer	Professional	No Change	No PDQ received. Classify same as peers.
No			Engineering	Associate Engineer w/ P.E.	Associate Civil Engineer	Professional	Title Change	No PDQ received. Classify same as peers.
Yes			Engineering	Associate Engineer w/ P.E.	Associate Civil Engineer	Professional	Title Change	Title change to reflect industry standards. Recommend Additional Pay for P.E. Registration.
Yes			Engineering	Associate Engineer	Associate Engineer	Professional	No Change	Position is properly classified.
No			Engineering	Associate Engineer	Associate Engineer	Professional	No Change	No PDQ received. Classify same as peers.
No			Engineering	Associate Engineer w/o P.E.	Associate Engineer	Professional	Title Change	No PDQ received. Classify same as peers.
No			Engineering	Construction Inspector II	Construction Inspector II	Technician	No Change	No PDQ received. Allocate based on current JD.
No			Engineering	Construction Inspector II	Construction Inspector II	Technician	No Change	No PDQ received. Allocate based on current JD.
No	Future Use	Future Use	Engineering	N/A	Construction Manager	Program Manager	New Class	New class for future use.
No			Engineering	Deputy Director of Engineering	Deputy Director of Engineering	Deputy Director	No Change	No PDQ received. Allocate based on current JD.
No			Engineering	Deputy Director of Engineering	Deputy Director of Engineering	Deputy Director	No Change	No PDQ received. Allocate based on current JD.
No			Engineering	Director of Engineering	Director of Engineering	Department Head	No Change	No PDQ received. Allocate based on current JD.
No	Vacant	Vacant	Engineering	Engineering Technician I/II	Engineering Technician I/II	Technician	No Change	Position is properly classified.
Yes			Engineering	Management Analyst	Management Analyst	Professional	No Change	Position is properly classified.
No	Future Use	Future Use	Engineering	N/A	Principal Civil Engineer	Principal	New Class	New class for future use.
Yes			Engineering	Senior Engineer	Senior Civil Engineer	Senior	Title Change	Title change to reflect industry standards.
Yes			Engineering	Senior Engineer	Senior Civil Engineer	Senior	Title Change	Title change to reflect industry standards.
Yes			Engineering	Senior Construction Inspector	Senior Construction Inspector	Senior	No Change	Position is properly classified.
Yes			Engineering	Senior Engineering Technician	Senior Engineering Technician	Senior	No Change	Position is properly classified.

No Change  
 Title Change  
 Reclassification  
 New Class



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# City of Manteca Allocation Listing September 2025 Finance

PDQ? Yes/No	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale
Yes	█	█	Finance	Accountant II	Accountant II	Professional	No Change	Position is properly classified.
Yes	█	█	Finance	Accountant II	Accountant II	Professional	No Change	Position is properly classified.
Yes	█	█	Finance	Accounting Manager	Accounting Manager	Division Manager	No Change	Position is properly classified.
Yes	█	█	Finance	Accounting Technician	Accounting Technician	Technician	No Change	Position is properly classified.
Yes	█	█	Finance	Accounting Technician	Accounting Technician	Technician	No Change	Position is properly classified.
Yes	█	█	Finance	Accounting Technician	Accounting Technician	Technician	No Change	Position is properly classified.
Yes	█	█	Finance	Administrative Assistant II	Administrative Assistant II	Staff	No Change	Position is properly classified.
No	Vacant	Vacant	Finance	Assistant Finance Director	Assistant Director of Finance	Assistant Director	Title Change	No PDQ received. Allocate based on current JD.
Yes	█	█	Finance	Budget Analyst I	Budget Analyst II	Professional	Reclassification	Reclassify to reflect journey level work performed.
Yes	█	█	Finance	Senior Budget Analyst	Budget Analyst II	Professional	Reclassification	Reclassify to reflect journey level work performed.
Yes	█	█	Finance	Budget Manager	Budget Manager	Division Manager	No Change	Position is properly classified.
Yes	█	█	Finance	Customer Service Representative	Customer Service Representative	Staff	No Change	Position is properly classified.
Yes	█	█	Finance	Customer Service Representative	Customer Service Representative	Staff	No Change	Position is properly classified.
Yes	█	█	Finance	Customer Service Representative	Customer Service Representative	Staff	No Change	Position is properly classified.
Yes	█	█	Finance	Customer Service Representative	Customer Service Representative	Staff	No Change	Position is properly classified.
Yes	█	█	Finance	Customer Service Representative	Customer Service Representative	Staff	No Change	Position is properly classified.
No	█	█	Finance	Finance Director	Director of Finance	Department Head	Title Change	No PDQ received. Allocate based on current JD.
No	Vacant	Vacant	Finance	Financial Analyst	Financial Analyst	Professional	No Change	No PDQ received. Allocate based on current JD.
Yes	█	█	Finance	Revenue Manager	Revenue and Billing Supervisor	Supervisor	Reclassification	Reclassify to reflect supervision responsibilities.
Yes	█	█	Finance	Accounting Technician	Senior Customer Services Representative	Senior	Reclassification	Reclassify to reflect advanced journey level work performed.
Yes	█	█	Finance	Accounting Technician	Senior Customer Services Representative	Senior	Reclassification	Reclassify to reflect advanced journey level work performed.

No Change  
 Title Change  
 Reclassification  
 New Class



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# City of Manteca Allocation Listing September 2025 Fire

PDQ? Yes/No	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale
No	████	████	Fire	Administrative Assistant I	Administrative Assistant I	Staff	No Change	No PDQ received. Allocate based on current JD.
Yes	████	████	Fire	Battalion Chief - Measure M	Battalion Chief - Measure M	Division Manager	No Change	Position is properly classified.
Yes	████	████	Fire	Battalion Chief - Measure M	Battalion Chief - Measure M	Division Manager	No Change	Position is properly classified.
No	████	████	Fire	Battalion Chief - Measure M	Battalion Chief - Measure M	Division Manager	No Change	No PDQ received. Classify same as peers.
No	Vacant	Vacant	Fire	Deputy Fire Chief	Deputy Fire Chief	Deputy Director	No Change	No PDQ received. Allocate based on current JD.
No	Vacant	Vacant	Fire	Deputy Fire Chief	Deputy Fire Chief	Deputy Director	No Change	No PDQ received. Allocate based on current JD.
No	████	████	Fire	Executive Assist Public Safety	Executive Assistant	Staff	Title Change	No PDQ received. Allocate based on current JD.
Yes	████	████	Fire	Fire Captain	Fire Captain	Supervisor	No Change	Position is properly classified.
Yes	████	████	Fire	Fire Captain	Fire Captain	Supervisor	No Change	Position is properly classified.
Yes	████	████	Fire	Fire Captain	Fire Captain	Supervisor	No Change	Position is properly classified.
Yes	████	████	Fire	Fire Captain	Fire Captain	Supervisor	No Change	Position is properly classified.
Yes	████	████	Fire	Fire Captain	Fire Captain	Supervisor	No Change	Position is properly classified.
Yes	████	████	Fire	Fire Captain	Fire Captain	Supervisor	No Change	Position is properly classified.
No	████	████	Fire	Fire Captain	Fire Captain	Supervisor	No Change	No PDQ received. Classify same as peers.
No	████	████	Fire	Fire Captain	Fire Captain	Supervisor	No Change	No PDQ received. Classify same as peers.
No	████	████	Fire	Fire Captain	Fire Captain	Supervisor	No Change	No PDQ received. Classify same as peers.
No	████	████	Fire	Fire Captain	Fire Captain	Supervisor	No Change	No PDQ received. Classify same as peers.
No	████	████	Fire	Fire Captain	Fire Captain	Supervisor	No Change	No PDQ received. Classify same as peers.
No	████	████	Fire	Fire Captain	Fire Captain	Supervisor	No Change	No PDQ received. Classify same as peers.
Yes	████	████	Fire	Fire Captain - Measure M	Fire Captain - Measure M	Supervisor	No Change	Position is properly classified.
No	████	████	Fire	Fire Captain - Measure M	Fire Captain - Measure M	Supervisor	No Change	No PDQ received. Classify same as peers.
No	████	████	Fire	Fire Captain - Measure M	Fire Captain - Measure M	Supervisor	No Change	No PDQ received. Classify same as peers.
No	████	████	Fire	Fire Chief	Fire Chief	Department Head	No Change	No PDQ received. Allocate based on current JD.



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# City of Manteca Allocation Listing September 2025 Fire

PDQ? Yes/No	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale
No	[REDACTED]	[REDACTED]	Fire	Fire Inspector II	Fire Inspector II	Technician	No Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Fire	Fire Inspector II	Fire Inspector II	Technician	No Change	No PDQ received. Allocate based on current JD.
Yes	[REDACTED]	[REDACTED]	Fire	Fire Marshal	Fire Marshal	Division Manager	No Change	Position is properly classified.
Yes	[REDACTED]	[REDACTED]	Fire	Firefighter	Firefighter	Technician	No Change	Position is properly classified.
No	[REDACTED]	[REDACTED]	Fire	Firefighter	Firefighter	Technician	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Fire	Firefighter	Firefighter	Technician	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Fire	Firefighter	Firefighter	Technician	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Fire	Firefighter	Firefighter	Technician	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Fire	Firefighter	Firefighter	Technician	No Change	No PDQ received. Classify same as peers.
Yes	[REDACTED]	[REDACTED]	Fire	Firefighter - Measure M	Firefighter - Measure M	Technician	No Change	Position is properly classified.
No	[REDACTED]	[REDACTED]	Fire	Firefighter - Measure M	Firefighter - Measure M	Technician	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Fire	Firefighter - Measure M	Firefighter - Measure M	Technician	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Fire	Firefighter - Measure M	Firefighter - Measure M	Technician	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Fire	Firefighter - Measure M	Firefighter - Measure M	Technician	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Fire	Firefighter - Measure M	Firefighter - Measure M	Technician	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Fire	Firefighter - Measure M	Firefighter - Measure M	Technician	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Fire	Firefighter - Measure M	Firefighter - Measure M	Technician	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Fire	Firefighter - Measure M	Firefighter - Measure M	Technician	No Change	No PDQ received. Classify same as peers.
Yes	[REDACTED]	[REDACTED]	Fire	Firefighter Engineer	Firefighter Engineer	Technician	No Change	Position is properly classified.
Yes	[REDACTED]	[REDACTED]	Fire	Firefighter Engineer	Firefighter Engineer	Technician	No Change	Position is properly classified.
Yes	[REDACTED]	[REDACTED]	Fire	Firefighter Engineer	Firefighter Engineer	Technician	No Change	Position is properly classified.
No	[REDACTED]	[REDACTED]	Fire	Firefighter Engineer	Firefighter Engineer	Technician	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Fire	Firefighter Engineer	Firefighter Engineer	Technician	No Change	No PDQ received. Classify same as peers.



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# City of Manteca Allocation Listing September 2025 Fire

PDQ? Yes/No	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale
No	[REDACTED]	[REDACTED]	Fire	Firefighter Engineer	Firefighter Engineer	Technician	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Fire	Firefighter Engineer	Firefighter Engineer	Technician	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Fire	Firefighter Engineer	Firefighter Engineer	Technician	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Fire	Firefighter Engineer	Firefighter Engineer	Technician	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Fire	Firefighter Engineer	Firefighter Engineer	Technician	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Fire	Firefighter Engineer	Firefighter Engineer	Technician	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Fire	Firefighter Engineer	Firefighter Engineer	Technician	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Fire	Firefighter Engineer-Measure M	Firefighter Engineer-Measure M	Technician	No Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Fire	Firefighter Engineer-Measure M	Firefighter Engineer-Measure M	Technician	No Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Fire	Firefighter Engineer-Measure M	Firefighter Engineer-Measure M	Technician	No Change	No PDQ received. Allocate based on current JD.

- No Change
- Title Change
- Reclassification
- New Class



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# City of Manteca Allocation Listing September 2025 HR

PDQ? Yes/No	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale
No	██████	██	Human Resources/Risk Management	Administrative Assistant I	Administrative Assistant I	Staff	No Change	No PDQ received. Allocate based on current JD.
No	██████	██████	Human Resources/Risk Management	Human Resources Director	Director of Human Resources	Department Head	Title Change	Change order of title to "Director of" consistent with other department heads.
Yes	██	██████	Human Resources/Risk Management	Human Resources Analyst	Human Resources Analyst II	Professional	Title Change	Title change to reflect consistency with class concepts.
No	Future Use	Future Use	Human Resources/Risk Management	N/A	Human Resources Manager	Division Manager	New Class	New class for future use.
Yes	██	██████	Human Resources/Risk Management	Human Resources Technician	Human Resources Technician	Technician	No Change	Position is properly classified.
No	██	██████	Human Resources/Risk Management	Human Resources Technician	Human Resources Technician	Technician	No Change	No PDQ received. Allocate based on current JD.
Yes	██████	██████	Human Resources/Risk Management	Human Resources Manager	Payroll Supervisor	Supervisor	Reclassification	Reclassify to reflect supervision responsibilities.
Yes	██████	██	Human Resources/Risk Management	Payroll Technician	Payroll Technician I	Technician	Title Change	Title change to reflect consistency with class concepts.
No	██████	██	Human Resources/Risk Management	Payroll Technician	Payroll Technician I	Technician	Title Change	No PDQ received. Classify same as peers.
Yes	██	██████	Human Resources/Risk Management	Senior Payroll Technician	Payroll Technician II	Technician	Reclassification	Reclassify to reflect journey level work performed.
Yes	██████	██	Human Resources/Risk Management	Risk Analyst	Risk Analyst	Professional	No Change	Position is properly classified.
No	Future Use	Future Use	Human Resources/Risk Management	N/A	Senior Human Resources Analyst	Senior	New Class	See Comments.

No Change  
 Title Change  
 Reclassification  
 New Class



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# City of Manteca Allocation Listing September 2025 IT

PDQ? Yes/No	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale
No	████	████	Information Technology & Innovation	Administrative Assistant II	Administrative Assistant II	Staff	No Change	No PDQ received. Allocate based on current JD.
No	████	██████	Information Technology & Innovation	Director of IT & Innovation	Director of IT & Innovation	Department Head	No Change	No PDQ received. Allocate based on current JD.
No	██████	████	Information Technology & Innovation	GIS Specialist I	GIS Specialist I	Specialist	No Change	No PDQ received. Allocate based on current JD.
No	████	████	Information Technology & Innovation	GIS Technician I	GIS Technician I	Technician	No Change	No PDQ received. Allocate based on current JD.
No	████	████	Information Technology & Innovation	IT Analyst	IT Analyst	Professional	No Change	No PDQ received. Allocate based on current JD.
No	Vacant	Vacant	Information Technology & Innovation	IT Operations Manager	IT and Innovation Manager	Division Manager	Title Change	Title change to reflect consistency with director titling.
Yes	████	██████	Information Technology & Innovation	IT Applications Engineer	IT Applications Engineer	Professional	No Change	Position is properly classified.
Yes	████	████	Information Technology & Innovation	IT Applications Manager	IT Applications Manager	Division Manager	No Change	Position is properly classified.
No	████	████	Information Technology & Innovation	IT Systems Engineer II	IT Systems Engineer II	Professional	No Change	Position is properly classified.
Yes	████	████	Information Technology & Innovation	IT Specialist	IT Technician	Technician	Title Change	Title change to reflect consistency with class concepts.
Yes	████	██████	Information Technology & Innovation	IT Specialist	IT Technician	Technician	Title Change	Title change to reflect consistency with class concepts.
No	Future Use	Future Use	Information Technology & Innovation	N/A	Senior IT Systems Engineer	Senior	New Class	New class for future use.
Yes	████	██████	Information Technology & Innovation	Lead IT Specialist	Senior IT Technician	Senior	Title Change	Title change to reflect industry standards.
Yes	████	████	Information Technology & Innovation	Senior IT Systems Engineer	Systems Administrator	Professional	Title Change	Title change to reflect work performed and industry standard.

No Change  
 Title Change  
 Reclassification  
 New Class



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# City of Manteca Allocation Listing September 2025 Police

PDQ? Yes/No	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale
No	[REDACTED]	[REDACTED]	Police	Administrative Assistant I	Administrative Assistant I	Staff	No Change	No PDQ received. Allocate based on current JD.
Yes	[REDACTED]	[REDACTED]	Police	Animal Services Officer	Animal Services Officer	Staff	No Change	Position is properly classified.
No	[REDACTED]	[REDACTED]	Police	Animal Services Officer	Animal Services Officer	Staff	No Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Police	Animal Services Officer	Animal Services Officer	Staff	No Change	No PDQ received. Allocate based on current JD.
Yes	[REDACTED]	[REDACTED]	Police	Animal Services Supervisor	Animal Services Supervisor	Supervisor	No Change	Position is properly classified.
Yes	[REDACTED]	[REDACTED]	Police	Booking Officer	Booking Officer	City Manager	No Change	Position is properly classified.
No	[REDACTED]	[REDACTED]	Police	Booking Officer	Booking Officer	Staff	No Change	No PDQ received. Classify same as peers.
No	[REDACTED]	[REDACTED]	Police	Code Enforcement Officer	Code Enforcement Officer	Staff	No Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Police	Code Enforcement Supervisor	Code Enforcement Supervisor	Supervisor	No Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Police	Community Service Officer I	Community Service Officer I	Staff	No Change	No PDQ received. Allocate based on current JD.
No	Vacant	Vacant	Police	Community Service Officer I	Community Service Officer I	Staff	No Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Police	Community Service Officer II	Community Service Officer II	Staff	No Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Police	Community Service Officer II	Community Service Officer II	Staff	No Change	No PDQ received. Allocate based on current JD.
Yes	[REDACTED]	[REDACTED]	Police	Community Service Officer II	Community Service Officer II	Staff	No Change	Position is properly classified.
No	[REDACTED]	[REDACTED]	Police	Community Service Officer II	Community Service Officer II	Staff	No Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Police	Crime Analyst	Crime Analyst	Professional	No Change	No PDQ received. Allocate based on current JD.
Yes	[REDACTED]	[REDACTED]	Police	Executive Assist Public Safety	Executive Assistant	Staff	Title Change	Title change to reflect consistency with recommended titling per this Class Study.
No	[REDACTED]	[REDACTED]	Police	Police Captain	Police Captain	Division Manager	No Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Police	Police Captain	Police Captain	Division Manager	No Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Police	Police Chief	Police Chief	Department Head	No Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Police	Police Lieutenant	Police Lieutenant	Superintendent	No Change	No PDQ received. Allocate based on current JD.
Yes	[REDACTED]	[REDACTED]	Police	Police Lieutenant	Police Lieutenant	Superintendent	No Change	Position is properly classified.
No	[REDACTED]	[REDACTED]	Police	Police Officer	Police Officer	Technician	No Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Police	Police Officer	Police Officer	Technician	No Change	No PDQ received. Allocate based on current JD.









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# City of Manteca Allocation Listing September 2025 Police

PDQ? Yes/No	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale
No	████	████	Police	Police Sergeant	Police Sergeant	Supervisor	No Change	No PDQ received. Allocate based on current JD.
No	████	████	Police	Police Sergeant	Police Sergeant	Supervisor	No Change	No PDQ received. Allocate based on current JD.
No	████	████	Police	Police Sergeant	Police Sergeant	Supervisor	No Change	No PDQ received. Allocate based on current JD.
No	████	████	Police	Police Sergeant	Police Sergeant	Supervisor	No Change	No PDQ received. Allocate based on current JD.
Yes	████	████	Police	Police Sergeant - Measure M	Police Sergeant - Measure M	Supervisor	No Change	Position is properly classified.
No	████	████	Police	Police Sergeant - Measure M	Police Sergeant - Measure M	Supervisor	No Change	No PDQ received. Allocate based on current JD.
Yes	████	████	Police	Property & Evidence Officer	Property & Evidence Officer	Technician	No Change	Position is properly classified.
Yes	████	████	Police	Public Safety Dispatch Supervisor	Public Safety Dispatch Supervisor	Supervisor	No Change	Position is properly classified.
No	████	████	Police	Public Safety Dispatcher I	Public Safety Dispatcher I	Staff	No Change	No PDQ received. Allocate based on current JD.
No	████	████	Police	Public Safety Dispatcher II	Public Safety Dispatcher II	Staff	No Change	No PDQ received. Allocate based on current JD.
No	████	████	Police	Public Safety Dispatcher II	Public Safety Dispatcher II	Staff	No Change	No PDQ received. Allocate based on current JD.
No	████	████	Police	Public Safety Dispatcher II	Public Safety Dispatcher II	Staff	No Change	No PDQ received. Allocate based on current JD.
Yes	████	████	Police	Public Safety Dispatcher II	Public Safety Dispatcher II	Staff	No Change	Position is properly classified.
No	████	████	Police	Public Safety Dispatcher II	Public Safety Dispatcher II	Staff	No Change	No PDQ received. Allocate based on current JD.
No	████	████	Police	Public Safety Dispatcher II	Public Safety Dispatcher II	Staff	No Change	No PDQ received. Allocate based on current JD.
No	████	████	Police	Public Safety Dispatcher II	Public Safety Dispatcher II	Staff	No Change	No PDQ received. Allocate based on current JD.
No	████	████	Police	Public Safety Dispatcher II	Public Safety Dispatcher II	Staff	No Change	No PDQ received. Allocate based on current JD.
No	████	████	Police	Public Safety Dispatcher II	Public Safety Dispatcher II	Staff	No Change	No PDQ received. Allocate based on current JD.
No	████	████	Police	Public Safety Dispatcher II	Public Safety Dispatcher II	Staff	No Change	No PDQ received. Allocate based on current JD.
No	████	████	Police	Public Safety Dispatcher II	Public Safety Dispatcher II	Staff	No Change	No PDQ received. Allocate based on current JD.
No	████	████	Police	Public Safety Dispatcher II	Public Safety Dispatcher II	Staff	No Change	No PDQ received. Allocate based on current JD.
No	Future Use	Future Use	Police	N/A	Senior Police Records Clerk	Senior	New Class	See Comments.
No	Future Use	Future Use	Police	N/A	Senior Public Safety Dispatcher	Senior	New Class	See Comments.

New Class  
No Change  
Reclassification  
Title Change



# City of Manteca Allocation Listing September 2025 Public Works

PDQ? Yes/No	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale
Yes	████	████	Public Works, Administration	Administrative Assistant II	Administrative Specialist	Specialist	Reclassification	Reclassify to reflect body of work performed.
No	████	████	Public Works, Solid Waste	Administrative Assistant III	Administrative Specialist	Specialist	Reclassification	No PDQ received. Classify same as peers.
No	████	████	Public Works, Parks Maintenance	Administrative Assistant III	Administrative Specialist	Specialist	Reclassification	No PDQ received. Classify same as peers.
Yes	████	████	Public Works, Sewer	Administrative Assistant III	Administrative Specialist	Specialist	Reclassification	Reclassify to reflect body of work performed.
Yes	████	████	Public Works, Water	Administrative Assistant III	Administrative Specialist	Specialist	Reclassification	Reclassify to reflect body of work performed.
Yes	████	████	Public Works, Fleet Maintenance	Administrative Assistant III	Administrative Specialist	Specialist	Reclassification	Reclassify to reflect body of work performed.
No	████	████	Public Works, Sewer	Maintenance Planner/Scheduler	CMMS Specialist	Specialist	Title Change	No PDQ received. Allocate based on current JD.
Yes	████	████	Public Works, Sewer	Wastewater Maintenance Worker I	Collection System Technician I	Technician	Title Change	Title change to reflect industry standards.
Yes	████	████	Public Works, Sewer	Wastewater Maintenance Worker I	Collection System Technician I	Technician	Title Change	Title change to reflect industry standards.
Yes	████	████	Public Works, Sewer	Wastewater Maintenance Worker I	Collection System Technician I	Technician	Title Change	Title change to reflect industry standards.
Yes	████	████	Public Works, Sewer	Wastewater Maintenance Worker I	Collection System Technician I	Technician	Title Change	Title change to reflect industry standards.
Yes	████	████	Public Works, Sewer	Wastewater Maintenance Worker I	Collection System Technician I	Technician	Title Change	Title change to reflect industry standards.
Yes	████	████	Public Works, Sewer	Wastewater Maintenance Worker II	Collection System Technician II	Technician	Title Change	Title change to reflect industry standards.
Yes	████	████	Public Works, Sewer	Wastewater Maintenance Worker II	Collection System Technician II	Technician	Title Change	Title change to reflect industry standards.
Yes	████	████	Public Works, Sewer	Wastewater Maintenance Worker III	Collection System Technician III	Technician	Title Change	Title change to reflect industry standards.
No	████	████	Public Works, Parks Maintenance	Lead Parks/Golf Maintenance Worker	Crew Leader	Senior	Title Change	No PDQ received. Allocate based on current JD.
Yes	████	████	Public Works, Parks Maintenance	Lead Parks/Golf Maintenance Worker	Crew Leader	Senior	Title Change	Title change to reflect body of work performed.
Yes	████	████	Public Works, Water	Water Regulation Compliance Specialist I	Cross Connection Specialist I	Specialist	Title Change	Title change to reflect industry standards.
No	████	████	Public Works, Facilities Maintenance	Custodian I	Custodian	Staff	Title Change	No PDQ received. Classify same as peers.
Yes	████	████	Public Works, Facilities Maintenance	Custodian I	Custodian	Staff	Title Change	Title change to reflect consistency with class concepts.
No	████	████	Public Works, Facilities Maintenance	Custodian II	Custodian	Staff	Title Change	No PDQ received. Classify same as peers.
Yes	████	████	Public Works, Facilities Maintenance	Custodian II	Custodian	Staff	Title Change	Title change to reflect consistency with class concepts.
No	████	████	Public Works, Solid Waste	Customer Service Representative	Customer Service Representative	Staff	No Change	No PDQ received. Allocate based on current JD.
No	████	████	Public Works, Solid Waste	Customer Service Representative	Customer Service Representative	Staff	No Change	No PDQ received. Allocate based on current JD.
No	████	████	Public Works, Solid Waste	Customer Service Representative	Customer Service Representative	Staff	No Change	No PDQ received. Allocate based on current JD.
Yes	████	████	Public Works, Administration	Deputy Director of Maintenance & Operations	Deputy Director of Public Works - Maintenance and Operations	Deputy Director	Title Change	Title change recommended for consistency with other deputy directors.
Yes	████	████	Public Works, Solid Waste	Deputy Director Waste Management	Deputy Director of Public Works - Waste Management	Deputy Director	Title Change	Title change recommended for consistency with other deputy directors.
No	████	████	Public Works, Administration	Public Works Director	Director of Public Works	Department Head	Title Change	Change order of title to "Director of" consistent with other department heads.
No	████	████	Public Works, Water	Deputy Director Water Resources	Director of Utilities	Department Head	Reclassification	No PDQ received. Allocate based on current JD.
Yes	████	████	Public Works, Sewer	Instrument Technician Electrician	Electrical/Instrumentation Technician II	Technician	Title Change	Title change to reflect industry standards.



# City of Manteca Allocation Listing September 2025 Public Works

PDQ? Yes/No	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale
Yes	████	██	Public Works, Sewer	Instrument Technician Electrician	Electrical/Instrumentation Technician II	Technician	Title Change	Title change to reflect industry standards.
Yes	████	██████	Public Works, Sewer	Senior Instrument Technician	Electrical/Instrumentation Technician II	Technician	Title Change	Title change to reflect industry standards.
Yes	████	██████	Public Works, Sewer	Environmental Compliance Inspector	Environmental Compliance Specialist	Specialist	Title Change	Title change to reflect consistency with class concepts.
No	██	████	Public Works, Parks Maintenance	Equipment Mechanic I	Equipment Mechanic I	Technician	No Change	No PDQ received. Allocate based on current JD.
Yes	██	██████	Public Works, Parks Maintenance	Equipment Mechanic II	Equipment Mechanic II	Technician	No Change	Position is properly classified.
Yes	██	██	Public Works, Facilities Maintenance	Facilities Maintenance Manager	Facilities Manager	Division Manager	Title Change	Title change to reflect body of work performed.
No	████	████	Public Works, Facilities Maintenance	Facilities Maintenance Engineer I	Facilities Technician I	Technician	Title Change	No PDQ received. Allocate based on current JD.
No	Vacant	Vacant	Public Works, Facilities Maintenance	Facilities Maintenance Engineer II	Facilities Technician II	Technician	Title Change	No PDQ received. Allocate based on current JD.
Yes	████	██	Public Works, Fleet Maintenance	Parts Inventory Specialist	Fleet Coordinator	Coordinator	Title Change	Title change to reflect consistency with class concepts.
No	██	████	Public Works, Fleet Maintenance	Fleet Maintenance Manager	Fleet Maintenance Manager	Division Manager	No Change	No PDQ received. Allocate based on current JD.
Yes	████	██████	Public Works, Parks Maintenance	Golf Course Maintenance Supervisor	Golf Course Maintenance Superintendent	Superintendent	Reclassification	Reclassify to reflect class concepts.
No	████	██	Public Works, Parks Maintenance	Parks/Golf Maintenance Worker I	Golf Course Maintenance Worker I	Staff	Title Change	No PDQ received. Allocate based on current JD.
No	████	██	Public Works, Parks Maintenance	Parks/Golf Maintenance Worker I	Golf Course Maintenance Worker I	Staff	Title Change	No PDQ received. Allocate based on current JD.
No	████	██	Public Works, Parks Maintenance	Parks/Golf Maintenance Worker I	Golf Course Maintenance Worker I	Staff	Title Change	No PDQ received. Allocate based on current JD.
Yes	████	██████	Public Works, Sewer	Laboratory Technician II	Laboratory Analyst II	Professional	Title Change	Title change to reflect industry standards.
Yes	████	██	Public Works, Sewer	Laboratory Technician II	Laboratory Analyst II	Professional	Title Change	Title change to reflect work performed and industry standard.
No	████	██	Public Works, Sewer	Laboratory Technician III	Laboratory Analyst III	Professional	Title Change	No PDQ received. Allocate based on current JD.
Yes	████	██████	Public Works, Sewer	Laboratory Supervisor	Laboratory Supervisor	Program Manager	No Change	Position is properly classified.
Yes	████	██████	Public Works, Parks Maintenance	Landscape Maintenance Supervisor	Landscape Maintenance Superintendent	Superintendent	Reclassification	Reclassify to reflect body of work performed.
No	Future use	Future use	Public Works, Parks Maintenance	N/A	Landscape Maintenance Supervisor	Supervisor	New Class	New class for future use.
No	Vacant	Vacant	Public Works, Sewer	Wastewater Plant Maintenance Worker I	Mechanical Technician I	Technician	Reclassification	No PDQ received. Allocate based on current JD.
Yes	████	██	Public Works, Sewer	Utilities Mechanic	Mechanical Technician I	Technician	Title Change	Title change to reflect industry standards.
Yes	████	████	Public Works, Sewer	Utilities Mechanic	Mechanical Technician II	Technician	Title Change	Title change to reflect industry standards.
Yes	████	████	Public Works, Sewer	Utilities Mechanic	Mechanical Technician II	Technician	Title Change	Title change to reflect industry standards.
Yes	████	██████	Public Works, Sewer	Utilities Mechanic	Mechanical Technician II	Technician	Title Change	Title change to reflect industry standards.
No	████	████	Public Works, Water	Meter Reader I	Meter Reader	Staff	No Change	No PDQ received. Allocate based on current JD.
No	████	██████	Public Works, Water	Meter Reader I	Meter Reader	Staff	No Change	No PDQ received. Allocate based on current JD.
Yes	██	██████	Public Works, Parks Maintenance	Senior Landscape Technician	Park Planning and Development Specialist	Specialist	Title Change	Title change to reflect body of work performed.
Yes	██	████	Public Works, Parks Maintenance	Parks/Golf Maintenance Manager	Parks and Golf Maintenance Manager	Division Manager	Title Change	Title change to reflect body of work performed.
Yes	██	██	Public Works, Parks Maintenance	Parks/Golf Maintenance Supervisor	Parks Maintenance Superintendent	Superintendent	Reclassification	Reclassify to reflect body of work performed.



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# City of Manteca Allocation Listing September 2025 Public Works

PDQ? Yes/No	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale
No	Future use	Future use	Public Works, Parks Maintenance	N/A	Parks Maintenance Supervisor	Supervisor	New Class	See Comments.
No	[REDACTED]	[REDACTED]	Public Works, Parks Maintenance	Parks/Golf Maintenance Worker I	Parks Maintenance Worker I	Staff	Title Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Public Works, Parks Maintenance	Parks/Golf Maintenance Worker I	Parks Maintenance Worker I	Staff	Title Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Public Works, Parks Maintenance	Parks/Golf Maintenance Worker I	Parks Maintenance Worker I	Staff	Title Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Public Works, Parks Maintenance	Parks/Golf Maintenance Worker I	Parks Maintenance Worker I	Staff	Title Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Public Works, Parks Maintenance	Parks/Golf Maintenance Worker I	Parks Maintenance Worker I	Staff	Title Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Public Works, Parks Maintenance	Parks/Golf Maintenance Worker I	Parks Maintenance Worker I	Staff	Title Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Public Works, Parks Maintenance	Parks/Golf Maintenance Worker I	Parks Maintenance Worker I	Staff	Title Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Public Works, Parks Maintenance	Parks/Golf Maintenance Worker I	Parks Maintenance Worker I	Staff	Title Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Public Works, Parks Maintenance	Parks/Golf Maintenance Worker I	Parks Maintenance Worker I	Staff	Title Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Public Works, Parks Maintenance	Parks/Golf Maintenance Worker I	Parks Maintenance Worker I	Staff	Title Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Public Works, Parks Maintenance	Parks/Golf Maintenance Worker I	Parks Maintenance Worker I	Staff	Title Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Public Works, Parks Maintenance	Parks/Golf Maintenance Worker I	Parks Maintenance Worker I	Staff	Title Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Public Works, Parks Maintenance	Parks/Golf Maintenance Worker I	Parks Maintenance Worker I	Staff	Title Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Public Works, Parks Maintenance	Parks/Golf Maintenance Worker III	Parks Maintenance Worker III	Staff	Title Change	No PDQ received. Allocate based on current JD.
Yes	[REDACTED]	[REDACTED]	Public Works, Facilities Maintenance	Parks Planning & Development Manager	Parks Planning & Development Manager	Division Manager	No Change	Position is properly classified.
No	[REDACTED]	[REDACTED]	Public Works, Parks Maintenance	Parks/Golf Maintenance Technician	Parks/Golf Maintenance Technician II	Technician	Title Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Public Works, Parks Maintenance	Parks/Golf Maintenance Technician	Parks/Golf Maintenance Technician II	Technician	Title Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Public Works, Parks Maintenance	Parks/Golf Maintenance Technician	Parks/Golf Maintenance Technician II	Technician	Title Change	No PDQ received. Allocate based on current JD.
Yes	[REDACTED]	[REDACTED]	Public Works, Parks Maintenance	Parks/Golf Maintenance Technician	Parks/Golf Maintenance Technician II	Technician	Title Change	See Comments.
Yes	[REDACTED]	[REDACTED]	Public Works, Sewer	Wastewater Collections Worker Lead	Senior Collection System Technician	Senior	Title Change	Title change to reflect industry standards.
Yes	[REDACTED]	[REDACTED]	Public Works, Facilities Maintenance	Lead Custodian	Senior Custodian	Senior	Title Change	Title change to reflect industry standards.
No	Future use	Future use	Public Works, Sewer	N/A	Senior Environmental Compliance Specialist	Senior	New Class	See Comments.
Yes	[REDACTED]	[REDACTED]	Public Works, Facilities Maintenance	Senior Facilities Maintenance Engineer	Senior Facilities Technician	Senior	Title Change	Title change to reflect industry standards.
No	Future use	Future use	Public Works, Parks Maintenance	N/A	Senior Golf Maintenance Worker	Senior	New Class	See Comments.
Yes	[REDACTED]	[REDACTED]	Public Works, Sewer	Lead Laboratory Technician	Senior Laboratory Analyst	Senior	Title Change	Title change to reflect industry standards.
Yes	[REDACTED]	[REDACTED]	Public Works, Administration	Management Analyst	Senior Management Analyst	Professional	Reclassification	Reclassify to reflect advanced journey level work performed.
No	[REDACTED]	[REDACTED]	Public Works, Solid Waste	Lead Solid Waste Worker	Senior Solid Waste Worker	Senior	Title Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Public Works, Solid Waste	Lead Solid Waste Worker	Senior Solid Waste Worker	Senior	Title Change	No PDQ received. Allocate based on current JD.
Yes	[REDACTED]	[REDACTED]	Public Works, Solid Waste	Lead Solid Waste Worker	Senior Solid Waste Worker	Senior	Title Change	Title change to reflect consistency with class concepts.





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# City of Manteca Allocation Listing September 2025 Public Works

PDQ? Yes/No	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale
No	█	█	Public Works, Solid Waste	Solid Waste Equipment Operator III	Solid Waste Equipment Operator III	Technician	No Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Solid Waste	Solid Waste Equipment Operator III	Solid Waste Equipment Operator III	Technician	No Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Solid Waste	Solid Waste Equipment Operator III	Solid Waste Equipment Operator III	Technician	No Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Solid Waste	Solid Waste Equipment Operator III	Solid Waste Equipment Operator III	Technician	No Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Solid Waste	Solid Waste Equipment Operator III	Solid Waste Equipment Operator III	Technician	No Change	No PDQ received. Allocate based on current JD.
Yes	█	█	Public Works, Solid Waste	Solid Waste Equipment Operator III	Solid Waste Equipment Operator III	Technician	No Change	Position is properly classified.
Yes	█	█	Public Works, Solid Waste	Solid Waste Equipment Operator III	Solid Waste Equipment Operator III	Technician	No Change	Position is properly classified.
Yes	█	█	Public Works, Solid Waste	Solid Waste Equipment Operator III	Solid Waste Equipment Operator III	Technician	No Change	Position is properly classified.
Yes	█	█	Public Works, Solid Waste	Solid Waste Equipment Operator III	Solid Waste Equipment Operator III	Technician	No Change	Position is properly classified.
Yes	█	█	Public Works, Solid Waste	Solid Waste Equipment Operator III	Solid Waste Equipment Operator III	Technician	No Change	Position is properly classified.
No	█	█	Public Works, Solid Waste	Solid Waste Supervisor	Solid Waste Supervisor	Supervisor	No Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Solid Waste	Solid Waste Utility Worker	Solid Waste Utility Worker	Staff	No Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Streets	Street Maintenance Equipment Operator I	Street Maintenance Equipment Operator I	Technician	No Change	No PDQ received. Classify same as peers.
No	█	█	Public Works, Streets	Street Maintenance Equipment Operator I	Street Maintenance Equipment Operator I	Technician	No Change	No PDQ received. Classify same as peers.
No	█	█	Public Works, Streets	Street Maintenance Equipment Operator I	Street Maintenance Equipment Operator I	Technician	No Change	No PDQ received. Classify same as peers.
Yes	█	█	Public Works, Streets	Street Maintenance Equipment Operator I	Street Maintenance Equipment Operator I	Technician	No Change	Position is properly classified.
No	█	█	Public Works, Streets	Street Maintenance Equipment Operator II	Street Maintenance Equipment Operator II	Technician	No Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Streets	Street Maintenance Equipment Operator II	Street Maintenance Equipment Operator II	Technician	No Change	No PDQ received. Allocate based on current JD.
Yes	█	█	Public Works, Streets	Street Maintenance Equipment Operator II	Street Maintenance Equipment Operator II	Technician	No Change	Position is properly classified.
Yes	█	█	Public Works, Streets	Street Maintenance Equipment Operator II	Street Maintenance Equipment Operator II	Technician	No Change	Position is properly classified.
Yes	█	█	Public Works, Streets	Street Maintenance Equipment Operator III	Street Maintenance Equipment Operator III	Technician	No Change	Position is properly classified.
Yes	█	█	Public Works, Streets	Street Maintenance Manager	Street Maintenance Manager	Division Manager	No Change	Position is properly classified.
Yes	█	█	Public Works, Streets	Lead Street Maintenance Worker	Street Maintenance Supervisor	Supervisor	Reclassification	Reclassify to reflect supervision responsibilities.
Yes	█	█	Public Works, Streets	Traffic Sign & Marking Specialist	Traffic Sign & Marking Specialist	Specialist	No Change	Position is properly classified.
No	█	█	Public Works, Parks Maintenance	Urban Forestry Maintenance Technician	Urban Forestry Technician II	Technician	Title Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Fleet Maintenance	Vehicle Equipment Technician I	Vehicle Equipment Technician I	Technician	No Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Fleet Maintenance	Vehicle Equipment Technician II	Vehicle Equipment Technician II	Technician	No Change	No PDQ received. Allocate based on current JD.
Yes	█	█	Public Works, Fleet Maintenance	Vehicle Equipment Technician II	Vehicle Equipment Technician II	Technician	No Change	Position is properly classified.
Yes	█	█	Public Works, Sewer	Wastewater Collection System Supervisor	Wastewater Collection System Superintendent	Superintendent	Reclassification	Reclassify to reflect class concepts.
No	Future use	Future use	Public Works, Sewer	N/A	Wastewater Collection System Supervisor	Supervisor	New Class	See Comments.



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# City of Manteca Allocation Listing September 2025 Public Works

PDQ? Yes/No	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale
Yes	█	█	Public Works, Sewer	Wastewater Maintenance Supervisor	Wastewater Maintenance Superintendent	Superintendent	Reclassification	Reclassify to reflect class concepts.
No	Future use	Future use	Public Works, Sewer	N/A	Wastewater Maintenance Supervisor	Supervisor	New Class	See Comments.
Yes	█	█	Public Works, Sewer	Wastewater Operations Manager	Wastewater Operations Manager	Division Manager	No Change	Position is properly classified.
Yes	█	█	Public Works, Sewer	Wastewater Operations Supervisor	Wastewater Operations Superintendent	Superintendent	Reclassification	Reclassify to reflect class concepts.
No	Future use	Future use	Public Works, Sewer	N/A	Wastewater Operations Supervisor	Supervisor	New Class	See Comments.
No	█	█	Public Works, Sewer	Wastewater Plant Operator III	Wastewater Plant Operator III	Technician	No Change	No PDQ received. Classify same as peers.
No	█	█	Public Works, Sewer	Wastewater Plant Operator III	Wastewater Plant Operator III	Technician	No Change	No PDQ received. Classify same as peers.
No	█	█	Public Works, Sewer	Wastewater Plant Operator III	Wastewater Plant Operator III	Technician	No Change	No PDQ received. Classify same as peers.
No	█	█	Public Works, Sewer	Wastewater Plant Operator III	Wastewater Plant Operator III	Technician	No Change	No PDQ received. Classify same as peers.
No	█	█	Public Works, Sewer	Wastewater Plant Operator III	Wastewater Plant Operator III	Technician	No Change	No PDQ received. Classify same as peers.
No	█	█	Public Works, Sewer	Wastewater Plant Operator III	Wastewater Plant Operator III	Technician	No Change	No PDQ received. Classify same as peers.
No	█	█	Public Works, Sewer	Wastewater Plant Operator III	Wastewater Plant Operator III	Technician	No Change	No PDQ received. Classify same as peers.
Yes	█	█	Public Works, Sewer	Wastewater Plant Operator III	Wastewater Plant Operator III	Technician	No Change	Position is properly classified.
Yes	█	█	Public Works, Water	Water Distribution Supervisor	Water Distribution Superintendent	Superintendent	Reclassification	Reclassify to reflect class concepts.
No	Future use	Future use	Public Works Water	N/A	Water Distribution Supervisor	Supervisor	New Class	See Comments.
No	█	█	Public Works, Water	Water Distribution Operator II	Water Distribution Technician II	Technician	Title Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Water	Water Distribution Operator III	Water Distribution Technician III	Technician	Title Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Water	Water Distribution Operator III	Water Distribution Technician III	Technician	Title Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Water	Water Distribution Operator III	Water Distribution Technician III	Technician	Title Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Water	Water Distribution Operator III	Water Distribution Technician III	Technician	Title Change	No PDQ received. Allocate based on current JD.
Yes	█	█	Public Works, Water	Water Distribution Operator III	Water Distribution Technician III	Technician	Title Change	Title change to reflect industry standards.
Yes	█	█	Public Works, Water	Water Distribution Operator III	Water Distribution Technician III	Technician	Title Change	Title change to reflect industry standards.
Yes	█	█	Public Works, Water	Water Distribution Operator III	Water Distribution Technician III	Technician	Title Change	Title change to reflect industry standards.
No	Future use	Future use	Public Works, Water	N/A	Water Meter Services Superintendent	Superintendent	New Class	See Comments.
No	█	█	Public Works, Water	Water Meter Services Supervisor	Water Meter Services Supervisor	Supervisor	No Change	No PDQ received. Allocate based on current JD.
Yes	█	█	Public Works, Water	Water Regulatory Coordinator	Water Quality Analyst	Professional	Title Change	Title change to reflect consistency with class concepts.
Yes	█	█	Public Works, Sewer	Water Resources Coordinator	Water Resources Coordinator	Coordinator	No Change	Position is properly classified.
Yes	█	█	Public Works, Sewer	Water Resources Regulation Manager	Water Resources Regulatory Manager	Division Manager	No Change	Title change to reflect industry standards.
No	█	█	Public Works, Water	Water System Maintenance Worker I	Water System Maintenance Worker I	Staff	No Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Water	Water System Maintenance Worker I	Water System Maintenance Worker I	Staff	No Change	No PDQ received. Allocate based on current JD.



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# City of Manteca Allocation Listing September 2025 Public Works

PDQ? Yes/No	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale
No	█	█	Public Works, Water	Water System Maintenance Worker I	Water System Maintenance Worker I	Staff	No Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Water	Water System Maintenance Worker III	Water System Maintenance Worker III	Staff	No Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Water	Water System Maintenance Worker III	Water System Maintenance Worker III	Staff	No Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Water	Water System Maintenance Worker III	Water System Maintenance Worker III	Staff	No Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Water	Water Treatment Operator	Water Treatment Operator	Technician	No Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Water	Water Treatment Operator	Water Treatment Operator	Technician	No Change	No PDQ received. Allocate based on current JD.
No	Future use	Future use	Public Works, Water	N/A	Water Treatment Operator in Training	Technician	New Class	See Comments.
Yes	█	█	Public Works, Water	Water Treatment Operations Supervisor	Water Treatment Superintendent	Superintendent	Reclassification	Reclassify to reflect complexity of work.
No	Future use	Future use	Public Works, Water	N/A	Water Treatment Supervisor	Supervisor	New Class	See Comments.
No	█	█	Public Works, Water	Well Mechanic I/Operator	Well Mechanic I/Operator	Technician	No Change	No PDQ received. Allocate based on current JD.
No	█	█	Public Works, Water	Well Mechanic I/Operator	Well Mechanic I/Operator	Technician	No Change	No PDQ received. Allocate based on current JD.

- New Class
- No Change
- Reclassification
- Title Change



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# City of Manteca Allocation Listing September 2025 Recreation

PDQ? Yes/No	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale
No	[REDACTED]	[REDACTED]	Parks & Recreation	Administrative Assistant III	Administrative Specialist	Specialist	Reclassification	No PDQ received. Classify same as peers.
No	Future Use	Future Use	Parks & Recreation	N/A	Assistant Director of Parks and Recreation	Assistant Director	New Class	See Comments.
No	[REDACTED]	[REDACTED]	Parks & Recreation	Customer Service Representative	Customer Service Representative	Staff	No Change	No PDQ received. Allocate based on current JD.
Yes	[REDACTED]	[REDACTED]	Parks & Recreation	Recreation Services Manager	Deputy Director of Recreation	Deputy Director	Reclassification	Reclassify to reflect body of work performed.
No	[REDACTED]	[REDACTED]	Parks & Recreation	Recreation Coordinator	Recreation Coordinator	Coordinator	No Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Parks & Recreation	Recreation Coordinator	Recreation Coordinator	Coordinator	No Change	No PDQ received. Allocate based on current JD.
Yes	[REDACTED]	[REDACTED]	Parks & Recreation	Recreation Supervisor	Recreation Manager	Division Manager	Reclassification	Reclassify to reflect body of work performed.
No	[REDACTED]	[REDACTED]	Parks & Recreation	Recreation Specialist II	Recreation Specialist II	Specialist	No Change	No PDQ received. Allocate based on current JD.
No	[REDACTED]	[REDACTED]	Parks & Recreation	Recreation Specialist II	Recreation Specialist II	Specialist	No Change	No PDQ received. Allocate based on current JD.
Yes	[REDACTED]	[REDACTED]	Parks & Recreation	Recreation Supervisor	Recreation Supervisor	Supervisor	No Change	Position is properly classified.

No Change  
 Title Change  
 Reclassification  
 New Class



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# City of Manteca Allocation Listing September 2025 Transit

	Last Name	First Name	Department	Current Title	Recommended Title (sorted)	Class Concept	Action	Rationale	Comments	Consultant Initials	PM Initials
Yes	████	███	Transit	Administrative Analyst	Management Analyst	Professional	Title Change	Title change to reflect body of work performed.		EH	OK - MH
Yes	████	███	Transit	Public Works Manager Transit	Transit Manager	Program Manager	Title Change	Title change to reflect body of work performed.		EH	OK - MH

No Change  
 Title Change  
 Reclassification  
 New Class

# Appendix II

## Classification Concepts



# City of Manteca Classification Concepts

## Classification Type – General Definitions

Classification type represents the grouping of classifications into a systematic classification structure based on the inter-relationship of duties performed, nature and level of responsibilities, and required knowledge, skills, abilities, education, training, and experience. Here are the Classification Concepts the consultant has recommended for the City of Manteca:

- City Manager
- Assistant City Manager
- Department Head
- Deputy Director
- Division Manager
- Program Manager
- Superintendent
- Supervisor
- Senior/Crew Leader
- Professional
- Coordinator
- Specialist
- Technician
- Staff

Within each classification series, there may exist a classification at each level or only at selected levels. The levels within the classification series reflect the City's needs and priorities. For example, in some classification series, there is no need for functions to be performed at the experienced, advanced, or supervisor level. Distinctions between levels within classification series can be defined based on scope of responsibility, complexity of work, supervision received and exercised, authority for making decisions and taking action, and type and level of required knowledge, skills, abilities, education, training, and experience. Following are descriptions of each classification type.

## Management and Supervisory Class Concepts

### **CITY MANAGER**

Plans, organizes, and provides administrative direction and oversight for all City functions and activities. Provides policy guidance and program evaluation to the City Council and management staff; and assumes responsibility for the development, implementation, and execution of short- and long-term goals, policies, budgets, and strategies to accomplish the City's mission and Council priorities.



## **ASSISTANT CITY MANAGER**

Plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of multiple departments. Provides highly responsible and complex management assistance to the City Manager and City Council in coordinating and directing City-wide departmental activities and operations. Assists the City Manager in executing the long-term vision for the City in collaboration with the Council and other department directors.

## **DEPARTMENT HEAD**

- The title is generally Director.

Plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the assigned department. Provides highly responsible and complex management assistance to the General Manager in coordinating and directing City-wide departmental activities and operations. Assists the General Manager in executing the long-term vision for the Director in collaboration with the Council and other department directors. Coordinates assigned activities with officials and outside agencies and fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups.

Work situations require the analysis and application of organizational policies and goals, complex laws, and/or general business or ethical considerations. Positions operate in highly visible, politically sensitive, legally complex, and evolving arenas working on significant and strategic issues and problems, as well as City-wide and/or Council priorities and directives, requiring political sensitivity and in-depth evaluation and analysis of various (and often competing) circumstances, interests, and information. Incumbents are responsible for achieving departmental goals and objectives. Incumbents often deal with public officials; members of boards, councils, and commissions; legislators; regulatory agencies; and the community to provide policy direction, explain program mission and objectives, and/or negotiate solutions to difficult problems.

## **DEPUTY DIRECTOR**

- The title is generally “Deputy Director.”

The deputy director spends the majority of their time on policy development and administration, long- and short-term planning, ensuring compliance with laws, City ordinances, codes, regulations, and budgeting responsibilities. The deputy director level develops, recommends, and sets the programs, projects, goals, and policies and procedures of one or more divisions. There is generally a “two-to-one” relationship with the department head (i.e., there can be two [2] or more Deputy Directors for 1 given Department Director).

## **DIVISION MANAGER**

- The title is generally “Manager” but other industry standard titles exist.

This classification level is considered mid-management. In addition to the responsibilities outlined at the supervisor level, responsibilities include allocating staff and budget resources among competing demands and performing significant service delivery planning and evaluation at the subunit level. This level would be responsible for a division, defined as a segment of the organization representing a specific business function which has a chain of command. It is common for managers to have supervisory, or advanced professional, technical, or clerical staff reporting to them. If that is not the case, please review the “Program Manager” concept below.

The main difference between the supervisor and the manager is that the supervisor spends a portion of time performing the same duties as those supervised within their unit(s), while a manager spends most of the time on

administrative, long- and short-term planning, and budgeting responsibilities. The managerial level develops, recommends, and sets the programs, projects, goals, and policies and procedures of the division, while the supervisory level is more involved in the day-to-day implementation and execution of those programs, projects, and policies and procedures.

- In essence the manager focus is on “the why” and the supervisor focus is on “the how.”

## **PROGRAM MANAGER**

This classification is typically responsible for a program, defined as a planned coordinated group of activities and procedures created for a specific function related to ongoing City operations, initiatives, and services as well as management and/or City Council priorities and directives. A program encompasses multiple projects with department-wide and community served impact. Employees are responsible for designing, planning, implementing, evaluating, and modifying the program, including short- and long-term planning activities; budget preparation and implementation; performing extensive, in-depth, and specialized administrative, budgetary, financial, and compliance research, analysis; supporting and analyzing programmatic practices and procedures; and developing and implementing recommendations for operational, policy, and procedural improvements for the assigned program(s). Employees serve as a specialist, liaison, and advocate for the assigned program(s) requiring the use of initiative and resourcefulness, considerable independent judgment, and regular contact with senior management positions within the City, other public agencies, legislators, private and community organizations, regulatory and governmental agencies, and the public.

## **SUPERINTENDENT**

This is a second-level supervisory classification responsible for assisting in the overall management of an assigned major division or department. Responsibilities include assisting in the allocation of staff and budget resource planning. This level would be responsible for ensuring the day-to-day activities of a key operation of the agency through subordinate levels of supervision.

The focus of the job is on the direct supervision of staff and operations and typically is associated with a field operation of the organization. The main difference between the Superintendent and the manager is that the Superintendent spends a greater portion of time in directly managing the operations, while a manager spends the majority of time on administrative, long- and short-term planning, and budgeting responsibilities. The managerial level develops, recommends, and sets the programs, projects, goals, and policies and procedures of the division, while the superintendent level has oversight of the day-to-day implementation and execution of those programs, projects, and policies and procedures, primarily through subordinate level supervisors.

## **SUPERVISOR**

- The title is generally “Supervisor” but other industry standard titles exist.

The focus of the job is on the direct supervision and coordination of a work unit, and also includes hands-on participation in the work activities of those supervised. Incumbents plan, assign, direct, review, and evaluate the work of staff. In addition, incumbents assigned to this level make effective recommendations and/or carry out selection, performance evaluation, and disciplinary procedures.

The supervisor also exercises discretion in selecting appropriate resources to use in accomplishing assigned work; monitors and reviews work in progress, and provides technical assistance and guidance; ensures that appropriate policies and procedures are followed by subordinates; monitors, coordinates, and provides input into developing

the budget for the subunit(s); and recommends procedures consistent with unit, divisional, and City directives, polices, and regulations, which are developed by higher-level management staff.

### **SENIOR/CREW LEADER**

➤ The title is generally “Senior” or “Crew Lead.”

This is an advanced journey level classification that bridges the gap between a journey level position below and the supervisory position above. The position generally leads the work of a crew engaged in the same type of work, however the concept of “Senior” in a professional class series may serve as a first line supervisor (i.e., Senior Engineer, Senior Planner). The “Senior” title is the industry standard for operations related classes (vs. “Crew Lead” – although “Crew Lead” is still seen in public agency operations departments). For operations classes, this level plans, schedules, assigns, provides performance feedback, and trains employees, and is responsible for the “work” not the “worker.” This is differentiated by the full Supervisor level above which is responsible for the “worker,” including counseling, disciplining, and conducting performance evaluations.

These employees provide technical and functional direction to assigned staff on an ongoing, day-to-day basis, and perform the most difficult and complex assignments. However, in the event where a Senior level class is designated in a professional series, that class can and often does provide direct supervision over staff.

## **Non-Management Class Concepts**

### **PROFESSIONAL**

This classification performs operational, financial, budgetary, legal, regulatory, political, and/or administrative analyses and studies; researches and analyzes practices and procedures, and develops recommendations for organizational, operational, policy, and procedural improvements; and conducts needs analyses, feasibility studies, and evaluations for assigned programs, projects, and activities. Employees receive broad (non-detailed and non-specific) assignments and/or tasks, and are responsible for independently developing a plan of action and approach; identifying, synthesizing, and interpreting relevant sources of data and information; selecting and implementing methodology; analyzing and interpreting results; developing recommendations; and presenting final products for supervisor and management review. Work assignments are reviewed during the normal briefing cycle, generally upon completion, and for overall results. Decisions may have significant unit, division, or City-wide service delivery, operational, legislative, regulatory, and/or budgetary/financial impact. A four-year degree in the area assigned is typically a minimum qualification.

### **COORDINATOR**

The term “Coordinator” is often used for classes responsible for the coordination and administration of one or more programs or projects in a department/division with external contractors, agencies, and/or service providers.

The employee would typically have responsibility for independently coordinating one or more programs or projects on a regular basis. The duties involved would include the implementation of the program’s or project’s goals and objectives, oversight of performance, input as to budget preparation and administration, promotion or marketing, and evaluation. Incumbents at this level may have limited supervisory responsibility such as exercising functional and technical supervision over full-time staff, or directing part-time, temporary, and/or contract staff, volunteers, and/or interns. This concept can also be adapted to administrative types of program operations, either within a larger department or positions which oversee a City-wide administrative program.



## **SPECIALIST**

This is a paraprofessional classification that performs a combination of duties requiring the application of knowledge obtained from technical, vocational education, and/or experience usually provided through a two-year degree and/or post-secondary coursework and/or training. The work differs from the Technician because it serves as a bridge classification to a professional series, and incumbents exercise broader discretion and independent judgment with a deeper understanding of the assigned subject matter area relative to the Technician. This type and level of work can be found in departments where specialized assignments exist in administrative or operational areas.

## **TECHNICIAN**

- Examples of titles typically include “Technician”

This is a technical classification that performs a combination of duties which also require the application of knowledge obtained through technical or vocational education and experience, usually provided through a two-year degree and/or post-secondary coursework and training, or for skilled and semi-skilled labor, in a formal apprenticeship type program or through extended periods of on-the-job training. Employees assume regular on-going work that involves specific technical and programmatic skills and abilities, requiring the interpretation and application of practices of greater complexity and with a deep knowledge base as it relates to the assignment.

## **STAFF**

- Examples of titles typically include “Assistant” and “Worker.”

Administrative support/maintenance positions within this category engage in work that is predominantly rote and repetitive in nature, and is customarily mental, manual, mechanical, or physical work. This work is often described as “transactional” meaning the focus is on maintaining the normal workflow of operations and the work typically fits within established techniques, procedures, processes, or specific standards. Typically, employees acquire their skill by experience rather than by advanced specialized intellectual instruction.

Employees process information and documents in which they have limited decision making latitude; generally, employees will follow established standard operating procedures within established guidelines under which decisions are made; examples would be an Accounting Assistant processing accounts payable, or an Office Assistant responsible for reception, word processing, filing, and general routine office support duties. These positions perform a combination of duties requiring the application of knowledge obtained from a high school education.

## **Levels of Work in Non-Management Classification Series**

Where there are multiple levels of work within a classification series, these levels should be distinguishable and generally fall within the following levels of work. Not every classification series will have all levels. These concepts are used throughout the organization for non-management positions, ranging from professional classes to maintenance and operations classes.

- Entry: The entry level of a classification series provides an on-the-job opportunity for employees to gain the experience needed to perform the full range of duties. Employees at this level of the class series have the necessary education to perform the work, but they lack the practical on-the-job experience required to perform the full range of duties. Employees at this level will perform the more routine duties assigned to the class series, and will require a high level of supervision until such time as they are fully proficient in the work. The most common designation for entry level work is a “I” after the class title (e.g., Streets Maintenance Worker I

or Administrative Assistant I); in some professional classes, “Assistant” may be placed before the class title to designate the class as entry level (e.g. Assistant Engineer).

- Journey/Fully Proficient: Positions at the journey level of the series are fully proficient and qualified to perform the full range of duties assigned to the classification series. At this level, positions are subject to general supervision, referring only unusual situations and issues to their supervisor. The most common designation for journey level work is a “II” after the class title (e.g., Streets Maintenance Worker II or Administrative Assistant II); in some professional classes, “Associate” may be placed before the class title to designate the class as journey level (e.g. Associate Engineer). In most classification series, the majority of positions will be placed at the journey level, since that is considered to be the core level of work, (i.e., performing the full range of duties).
- Senior (Advanced/Lead staff level): In addition to performing the full scope of work, employees provide technical and functional direction to assigned staff on an ongoing, day-to-day basis, and perform the most difficult and complex assignments requiring the advanced knowledge of concepts in their assigned area of responsibility, as well as City and regulatory standards, practices, policies, and procedures. For professional classes, responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Employees organize and oversee day-to-day activities and are responsible for providing support to an assigned supervisor/unit manager in a variety of areas. Successful performance of the work requires an extensive background as well as the ability to coordinate subunit or unit work with other units and outside agencies.

For some positions at the technical and clerical level, the work involves a high-level of problem-solving requiring analysis of unique issues or problems without precedent and/or structure and formulating and presenting strategies and recommendations to management. It is preferable to limit the use of the “Senior” concept to Lead-related duties but that is not always feasible; but to use the “senior” concept, you must first ensure that:

- The complex duties are distinguishable from journey level work and can be clearly articulated;
  - They should also be preponderant, i.e., the purpose why the job exists.
  - They should be performed a high percentage of time, e.g., 10% of time (4 hours/week) is not a significant amount of time.
- By its very definition, the number of positions assigned to the senior level is limited.

## Flexible Staffing Entry/Journey Classifications

Flexible staffing is a strategy wherein the assigned work is the same at the entry and journey level of the series, but the organization wants some flexibility in how positions progress to the journey level. The position is budgeted at the journey level, but appointment into the class series could be made at either the entry or the journey level, depending on applicant skills and/or the desire to provide advancement opportunities for current staff who have the necessary education to move into the entry level, but who need time on the job to acquire knowledge of the necessary departmental operations in order to perform the full range of duties.

Some Gallagher recommendations include the use of flexible staffing; the methodology and language for the concept are presented below:

- We do not recommend the use of time frames for progression since they vary based on the classification, and can lead to an expectation of progression to the next level within the time range specified in the classification

specification, rather than the other key factors for progression (i.e., being able to demonstrate that the employee has reached the level of knowledge and ability that allows them to perform the full range of duties of the class with minimal supervision); we present below some classification specification language to address this issue:

- “Positions in the Office Assistant I/II classification series are flexibly staffed; positions at the Office Assistant II level are normally filled by advancement from the Office Assistant I level; progression to the Office Assistant II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Office Assistant II level.”
- We also suggest a modified approach to typical duties, and knowledge and abilities statements in entry/journey flexibly staffed classes. In these cases, the entry level is the “learning” level within the series, so you will frequently see statements such as “ability to learn” for specific areas; this sometimes leads employees to believe that once they have completed the learning identified in a specific statement, they should then be progressed to the journey level. For that reason, we recommend incorporating the following “learning capacity” statements in the identified sections:
  - Typical Duties – “Positions at the Office Assistant I level may perform some of these duties and responsibilities in a learning capacity.”
  - Knowledge and Abilities – “Positions at the Office Assistant I level may exercise some of these knowledge and abilities statements in a learning capacity.”

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