

**RESOLUTION NO. 3219-2008**  
**RESOLUTION OF THE FORT BRAGG CITY COUNCIL**

**RESOLUTION NO. R152-2008**  
**RESOLUTION OF THE FORT BRAGG REDEVELOPMENT AGENCY**

**RESOLUTION NO. ID 313-2008**  
**RESOLUTION OF THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT BOARD**  
**APPROVING PUBLIC WORKS PROJECT ANALYST POSITION CLASSIFICATION AND**  
**SALARY, AND AUTHORIZING FY 2008-09 BUDGET AMENDMENT TO TRANSFER \$40,000**  
**FROM ACCOUNT NO 110.4320.0101 TO ACCOUNT NO. 110.4330.0101**

**WHEREAS**, it is the desire of the Fort Bragg City Council, the Fort Bragg Redevelopment Agency, and the District Board of the Municipal Improvement District No. 1 to allocate sufficient staff resources to the Public Works Department to ensure the efficient and effective management of grants for capital projects; and

**WHEREAS**, since 2003, the City has had a Grants Project Manager position in the Community Development Department that performed grant management activities for community development related grants and some capital project grants; and

**WHEREAS**, the City Manager, Community Development Director and Public Works Director recommend that the grants management function be reorganized to consolidate all Public Works grant activities in the Public Works Department and to provide additional staff support for the administration of capital projects and internal coordination of department operations in the Public Works Department; and

**WHEREAS**, the Council/Agency/District Board desire to move the Grants Project Manager position from the Community Development Department to the Public Works Department's Administration/Engineering Division and to reclassify the position as Public Works Project Analyst; and

**WHEREAS**, in order to recruit for the Public Works Project Analyst position, a position classification/job description and a salary level must be established; and

**WHEREAS**, the job description for the Public Works Project Analyst position was drafted by the Human Resources Department in consultation with the Public Works Director and the City Manager and is included as Attachment 1 and incorporated herein; and

**WHEREAS**, sufficient funds were appropriated in the FY 2008-09 Budget for this position, and a budget amendment is necessary to transfer \$40,000 from the personnel costs

line item in the Community Development Department's budget to the personnel costs line item in the Public Works Departments Administration/Engineering Division budget.

**NOW, THEREFORE, BE IT RESOLVED** that the Fort Bragg City Council, the Fort Bragg Redevelopment Agency, and the District Board of the Fort Bragg Municipal Improvement District No. 1 do hereby approve the position classification, as shown in Attachment 1, and the FY 2008-09 salary for the Public Works Project Analyst position in the Public Works Department as follows:

**Public Works Project Analyst (FBEO)**

Hourly	22.5920	23.7216	24.9077	26.1531	27.4607
Bi -Weekly	1,807.36	1,897.73	1,992.61	2,092.25	2,196.86
Monthly	3,915.95	4,111.74	4,317.33	4,533.20	4,759.86
Annual	46,991.36	49,340.93	51,807.97	54,398.37	57,118.29

**BE IT FURTHER RESOLVED** that the Fort Bragg City Council, the Fort Bragg Redevelopment Agency, and the District Board of the Fort Bragg Municipal Improvement District No. 1 do hereby amend the FY 2008-09 Budget to transfer \$40,000 from Account No. 110.4320.0101 to Account No. 110.4330.0101 to reallocate personnel costs from the Community Development Department budget to the Public Works Department Engineering Division budget.

The above and foregoing Resolution was introduced by Council/Agency/District Board Member Turner, seconded by Council/Agency/District Board Member Courtney, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg, the Agency Board of the Fort Bragg Redevelopment Agency, and the District Board of the Fort Bragg Municipal Improvement District No. 1 held on the 14<sup>th</sup> day of October 2008, by the following vote:

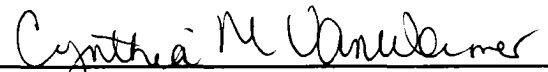
- AYES:** Council/Agency/Board Members Turner, Courtney, Gjerde, Melo, and Mayor Hammerstrom.
- NOES:** None.
- ABSENT:** None.
- ABSTAIN:** None.




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**DOUG HAMMERSTROM,**  
Mayor/Chair

**ATTEST:**




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**Cynthia M. VanWormer, CMC**  
City Clerk/Secretary/District Clerk

“ATTACHMENT 1”

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE: PUBLIC WORKS PROJECT ANALYST**

**REPORTS TO: PUBLIC WORKS DIRECTOR**

**TYPE: FBEO**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not to reflect all duties performed within the job.*

**POSITION SUMMARY:**

Position provides support to the Engineering Division of the City's Public Works Department, performs research to identify and track funding opportunities, prepares a wide range of grant applications and proposals including completion of background research on project needs, description, and fit with funding guidelines. Prepares and presents related staff reports and recommendations to City Council; ensures compliance with complex and varied regulations of funding agencies; monitors projects and grants to ensure compliance with reporting requirements. Prepares and/or ensures submission of required reports to funding agencies; monitors capital project budgets and timelines; works with the Finance Department to ensure that revenues and expenditures are accounted for in accordance with the contracts; acts as liaison with the public and contractors regarding funding matters; maintains public access files as required, and performs other related duties as necessary.

**ESSENTIAL FUNCTIONS:**

*Essential functions may include, but are not limited to, the following:*

Answer telephone; use of hands for typing; reading comprehension and writing; giving and receiving oral instructions/information; computer literacy using diverse programs; oral communication with public; visual observation at meetings; ability to work/sit for long hours occasionally; driving motor vehicle.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

*Typical duties may include, but are not limited to, the following:*

- Review grants and funding literature from local, state, federal and national foundations to identify resource availability.
- Prepare grant applications and grant administration activities in partnership with other governmental agencies.
- Organize, write, and coordinate written applications and supporting materials (such as site plans, letters of support, project budgets, etc.) in response to requests for proposal, and grant opportunities; coordinate the work of others who may assist in the application process.
- Monitor Public Works activities to ensure adherence to grant timelines and budgets; coordinate and/or submit requests for extensions and amendments as necessary.
- Prepare quarterly, semi-annual, annual and close-out reports for submission to grantor and/or other regulatory agencies.
- Work with the Finance Department to ensure that all funds due to the City are collected in a timely manner and properly recorded; and that expenditure transactions are properly recorded per grant terms.

## **JOB TITLE: PUBLIC WORKS PROJECT ANALYST**

- Monitor contractor performance and adherence to terms and conditions of grant award.
- Monitor and document procurement processes related to grant-funded activities, including review of requests for proposal, review of contract documents, and monitoring of awards.
- Ensure compliance with applicable contractual and Labor Standards requirements in coordination with City Clerk, including performance of weekly payroll certifications and coordination and review of employee interviews for active grant-funded construction projects.
- Participate in the annual budget preparation process as it relates to Public Works grants, potential and prospective funding, and grants that will be terminating.
- Prepare written staff reports or present recommendations and findings to decision-making bodies such as City Council.
- Attend meetings for the purpose of preparing minutes, notes or other documentation of actions
- Assist with the expedient processing of applications, forms and other materials constituting the department's paper flow and record keeping.
- Respond to inquiries from the public and handles or directs to appropriate responder.
- Monitor deadlines and assist in completion of reports required by the various regulatory agencies.
- Assist engineering staff with capital projects including preparation of technical specifications, development of project timelines; addendum; change orders; periodic pay estimates; project files; or any other task associated with project development and management.
- Perform other related duties as required.

### **MATERIALS, EQUIPMENT AND TOOLS:**

Computer terminal, keyboard, personal computer programs such as Windows word processing, Microsoft Word, Excel, Access and Power Point.

### **SPECIAL REQUIREMENTS:**

Possession of a valid Class C or higher California driver's license.

### **DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Principles and practices of grant writing, administration, and accounting.
- Standards for accounting for financial transactions and preparation of financial reports.
- Principles and techniques in writing grant proposals.
- Language of public works technical specifications, documents, and plans for capital projects.
- Computer software applications, i.e., Microsoft Word, Excel, Access Data Base, Power Point, Publisher

#### **Ability to:**

- Understand and interpret various Federal, State, and local laws and regulations and apply them in a variety of procedural situations.
- Perform responsible and difficult administrative work with accuracy, speed and initiative.

**JOB TITLE: PUBLIC WORKS PROJECT ANALYST**

- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain effective and cooperative working relationships with department heads and supervisors, co-workers and the general public.
- Organize work and priorities to meet deadlines.
- Compose and prepare correspondence, Requests for Proposals, and other written work products.

**MINIMUM EDUCATION/ EXPERIENCE**

Bachelor's Degree from an accredited college or university, with major course work in business or public administration, accounting or a closely related field; and

Three (3) years of progressively responsible related experience.

Directly related experience may be considered as a substitute for educational requirements

**DESIRABLE EDUCATION/EXPERIENCE:**

Master's Degree from an accredited college or university, with major course work in business or public administration, accounting or a closely related field and or two additional years of related experience.

**PHYSICAL REQUIREMENTS:**

Constant sitting in office chair, keyboarding and visual contact with computer terminal; frequent walking, standing, writing, bending, and reaching; occasional lifting of items weighing less than 30 pounds, reaching and lifting above shoulders, carrying boxes of materials from one building to another, driving motor vehicle, climbing flights of stairs.

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**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualifying individuals who require and request such accommodations, due to a qualifying disability.*

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**City Manager's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**JOB TITLE: PUBLIC WORKS PROJECT ANALYST**

**I have read and understand the contents of the Job Description:**

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Established: October 2008  
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