



CLASS SPECIFICATION

CLASS TITLE: ELECTRICIAN I/II

DEFINITION:

Under general supervision, performs routine electrical installation, modification, maintenance and repair work on a variety of systems and equipment, performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Electrician I – This is the first level in the Electrician series. Incumbents perform a variety of routine duties in electrical work and learn and perform more skilled assignments under the supervision of qualified staff. It is distinguished from Electrician II, which is the journey level, responsible for independently performing skilled electrical work.

Electrician II – This is the journey-level class in the Electrician series, fully qualified to perform a wide variety of work assignments independently.

Positions in this class are flexibly staffed and are normally filled by advancement from the I level once there is a departmental need, and the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, otherwise meets performance standards, and any assessment requirements to move to the II level.

This class is distinguished from Electrician III, which is the lead level.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Inspects, diagnoses, installs, maintains and repairs, under appropriate supervision, electrical systems and equipment including traffic control, street lighting, alarm, telephone, heating and air conditioning and related systems.
- Drills holes; measures, cuts and bends wiring and conduit, pulls wires and cables, lifts, positions, and fastens wiring, conduits, motors and fixtures.
- Disassembles electrical equipment and fixtures, such as motors, generators, circuit breakers, control panels, etc.; replaces or repairs defective parts.
- Operates and maintains a variety of tools and equipment used in the electrical trade; operates trucks, may operate specialized equipment used in the work.
- Reads and interprets plans and schematics; prepares basic records and reports of work performed.
- Observes safe work methods and safety precautions related to the work; performs work in conformity with regulatory codes and guidelines.
- Locates and marks underground services in compliance with the Underground Service Alert program; coordinates work with outside agencies and utilities.
- Maintains work sites in clean and orderly condition; maintains good public relations.
- Responds to emergencies in off-hours as required.
- Performs related duties as assigned.

Electrician II

In addition to above:

EXHIBIT A

- Independently, or as part of a crew, performs skilled electrical work in the installation, maintenance and repair of a wide variety of electrical systems and equipment including lighting, computer, heating and air conditioning, telephone and other interior systems and circuitry, street lighting and traffic control systems, alarm systems and related electrical systems and components.
- Installs and overhauls and maintains transformers, regulators, controls, switches, meters, motors, conduits and other electrical equipment and fixtures.
- Performs electrical work in conformity with established standards and regulatory codes and guidelines.
- Assists less skilled staff with difficult problems; may provide training and work direction on specific assignments.
- Prepares work estimates; orders and maintains adequate inventory of materials and supplies.
- Inspects and evaluates contract electrical work for conformity with specifications.

QUALIFICATIONS:

Knowledge of:

- Methods, materials, tools and equipment used in skilled electrical installation, maintenance and repair work;
- Electrical and electronic principles and theories;
- Codes and regulations governing the work;
- Safe work methods and safety precautions related to the work;
- Computer applications related to the work;
- Basic symbols and terminology used in the description of electrical and electronic circuitry and equipment;
- Standard procedures for assisting in the testing, installing, maintaining and repairing electrical equipment and fixtures such as motors, generators, heaters, lights and control devices and related wiring;
- Functions and proper use and care of hand tools and equipment used in electrical maintenance work;

Ability to:

- Perform a wide variety of electrical installation, maintenance and repair work on building interior and exterior, street lighting, traffic control, alarm and related systems and equipment;
- Perform routine electrical installation, repair and maintenance work;
- Use and maintain a wide variety of tools and equipment utilized in electrical work;
- Learn and perform progressively more skilled duties;
- Learn codes and relevant industry standard, read and interpret complex plans, specifications and schematics;
- Observe safety work methods and relevant safety precautions;
- Work independently within established guidelines;
- Prepare and maintain a variety of complete and accurate records and reports;
- Provide estimates;
- Work at heights up to 70 feet;
- Establish and maintain cooperative working relationships with those encountered in the course of the work.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to gain the knowledge, skills, and abilities would be:

Electrician I:

Equivalent to completion of high school.

Two (2) years of experience in commercial or residential electrical installation, maintenance and repair work.

Special Requirements:

Possession at time of hire and continued maintenance of a valid California Class C driver's license is required.

Electrician II:

Equivalent to graduation from high school.

Two (2) years of experience in commercial or residential electrical installation, maintenance and repair work and/or completion of an apprenticeship program in the electrical trade.

Special Requirements

Possession at time of hire and continued maintenance of a valid California Class C driver's license is required. A valid Class B California driver's license is preferred and may be required based on Federal Department of Transportation regulations.

Possession of IMSA Level I Certification is desirable.

Employment Type: Full-Time Classified

Bargaining Unit: NCEA

FLSA Status: Non-Exempt

Established: January 1994

Amended: April 2022, June 2022, TBD



CLASS SPECIFICATION

CLASS TITLE: ACCOUNTANT I/II

DEFINITION:

To perform a variety of professional accounting duties in preparation of financial reports and/or statements; to review fiscal records and monitor financial transactions in accordance with prescribed accounting systems and generally accepted principles of accounting and auditing; and to develop accounting systems and analyze financial records.

DISTINGUISHING CHARACTERISTICS:

Accountant I - This is the entry level class in the Accountant series. Positions in this class typically require little directly related work experience. The Accountant I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned area of responsibility are learned.

Accountant II - This is the journey level class in the Accountant series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive relatively less instruction or assistance and are fully aware of the operating procedures and policies within the work unit.

Positions in this class are flexibly staffed and are normally filled by advancement from the I level once there is a departmental need, and the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, otherwise meets performance standards, and any assessment requirements to move to the II level.

SUPERVISION RECEIVED AND EXERCISED:

Accountant I

Receives general supervision from an assigned supervisor or manager.

Accountant II

Receives general supervision direction from an assigned supervisor or manager.

May exercise technical and functional supervision over technical and clerical staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Prepare a variety of detailed, factual and analytical accounting, statistical, and/or narrative financial statements or reports which require analysis and interpretation of fiscal data for use by a department, auditors, and/or other agencies.
- Assist in the preparation and maintenance of annual budgets; assemble and analyze cost accounting records and other supporting technical and statistical data; make adjusting entries and transfers of appropriations.
- Participate in the posting, balancing and reconciliation of the general ledger and subsidiary accounts; review and post billing journal entries and reconcile related revenue; analyze and review accrued/deferred assets and liabilities.
- Assist in the preparation, analysis and review of estimated revenues, reimbursements, expenditures, fund balances or other proprietary and budgetary accounts.
- Assist with coordinating the City's annual audit; provide requested financial information in preparation of audit and receive and respond to auditor questions.
- Assist in the preparation of annual financial reports including but not limited to prepare graphics and statistical data for the City's Comprehensive Annual Financial Report and other financial reports; review, reconcile, and prepare notes to the financial statements, audit spreadsheets, reports and journal entries.
- Examine accounting transactions to ensure accuracy; correct financial records as necessary; analyze, verify, and prepare various financial reports and statements; assist in monitoring various accounts and verify availability of funds and accurate coding and classification of revenues and expenditures; research and analyze transactions to resolve problems.
- Monitor, reconcile, and oversee petty cash including maintaining appropriate forms with the appropriate custodian information and performing petty cash counts.
- Recommend or implement changes in accounting systems and procedures; participate in operating a variety of automated office and computerized financial information systems and test various budgetary accounting programs.
- Answer questions and provide information to the public and City departments; research requested information and make recommendations appropriate to resolving inquiries and/or complaints.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Accountant I

Knowledge of:

- Generally accepted accounting principles and governmental accounting standards board standards.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Learn to apply accounting principles to accounting transactions and financial reports.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze financial data, workpapers, reports and special projects; identify and interpret technical and numerical information; observe and problem-solve operational and technical policy and procedures.
- Remain in a stationary position at desk, table or counter for long periods of time; intermittently move around the office while performing work activities and to reach needed items; manipulate and file documents; operate and adjust office equipment; and move or transport weight of 10 pounds or less.
- Learn to use automated financial management systems.
- Learn governmental accounting principles and practices, including fund accounting.
- Learn applicable local, State, and Federal laws, rules and regulations, especially as related to accounting and auditing.
- Examine and verify a wide variety of financial documents and reports.
- Analyze fiscal data and draw logical conclusions.
- Identify and resolve problems relating to fiscal and/or administrative operations.
- Obtain and apply knowledge of Federal accounting standards.
- Understand program objectives in relation to departmental goals and procedures.
- Maintain accurate records and document actions taken.
- Research regulations, procedures and/or technical reference materials.
- Maintain confidentiality of information.
- Prepare a variety of financial statements, reports, and analyses.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in finance, accounting or another field of study applicable to the responsibilities and requirements of this job class.

One (1) year of experience performing technical or professional accounting duties.

Special Requirements:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Accountant II

In addition to the qualifications for the Accountant I:

Knowledge of:

- Principles and practices of governmental accounting, auditing, and financial reporting including generally accepted accounting principles, governmental accounting standards board standards, and grant guidelines.
- Governmental audit procedures and their application to governmental accounting systems.
- Pertinent local, State and Federal laws, rules and regulations, especially as related to accounting, auditing, and grants.

Ability to:

- Independently apply accounting and audit principles and techniques.
- Use automated office and computerized financial information systems.
- Monitor accounting activities relative to compliance with local, State, and Federal requirements and professional standards.
- Assist in the review and implementation of new Governmental Accounting Standard Boards Standards.
- Understand and ensure proper governmental accounting principles and practices, including fund accounting.
- Review and ensure compliance with applicable local, State, and Federal laws, rules and regulations, especially as related to accounting and auditing.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in finance, accounting or another field of study applicable to the responsibilities and requirements of this job class.

Two (2) years of progressively responsible experience performing duties similar to an Accountant I with the City of Napa.

Working Conditions:

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some positions may be assigned to remote locations. Positions may be required to work outside of normal business including evenings and weekends and travel is rare.

Employment Type: Full-Time Classified

Bargaining Unit: AMP

FLSA Status: Exempt

Established: December 1997

Amended: October 2006, July 2021, TBD



CLASS SPECIFICATION

CLASS TITLE: BUDGET ANALYST I/II

DEFINITION:

To perform complex financial analysis related to coordinating, preparing and monitoring the City's financial plan including operating and capital budgets; to provide technical assistance and recommendations to City departments as it relates to budget development and monitoring; and to research, analyze and review complex financial data.

DISTINGUISHING CHARACTERISTICS:

Budget Analyst I - This is the entry level class in the Budget Analyst series. Positions in this class typically require little directly related work experience. The Budget Analyst I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned area of responsibility are learned.

Budget Analyst II - This is the journey level class in the Budget Analyst series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive relatively less instruction or assistance and are fully aware of the operating procedures and policies within the work unit.

Positions in this class are flexibly staffed and are normally filled by advancement from the I level once there is a departmental need, and the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, otherwise meets performance standards, and any assessment requirements to move to the II level.

This class is distinguished from the Senior Budget Analyst in that the latter performs the more complex budget development, monitoring and analysis duties and provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED:

Budget Analyst I

Receives immediate general supervision from an assigned supervisor or manager.

Budget Analyst II

Receives general supervision direction from an assigned supervisor or manager and may receive technical and functional supervision from a Senior Budget Analyst.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Perform professional technical and analytical work in the areas of City-wide budget development, monitoring and implementation.
- Prepare fund summaries for use in preparation of the City's annual budget, mid-year review, and year end summary; analyze and recommend budget funding levels and determine impact of programs, cost proposals, and related matters.
- Coordinate the City budget process, including preparation of the budget manual, development of schedules, worksheets and exhibits; monitor interdepartmental cost allocation and actual expenditures.
- Develop and implement training for City staff as it relates to annual budgeting, midyear budget adjustments and use of the City's financial software system.
- Forecast, analyze and monitor City revenues and expenditures throughout the year, ensuring compliance with adopted fiscal initiatives, financial policies, guidelines and procedures.
- Collect complex statistical, financial and operational data to prepare City-wide budget summaries; analyze and recommend budget funding levels and determine impact to programs and cost proposals.
- Review budget adjustments and make recommendations regarding fund allocations and justification for budget adjustments; post approve adjustments.
- Approve capital equipment purchases based on approved budget; review and authorize accounts payable entries.
- Coordinate with Finance Department staff and other City departments to ensure cost accounting and revenue collection systems are consistent with the approved budget; review accounting systems and procedures as related to area of program assignment and make recommendations for improvements and/or modifications.
- Create, manage, and maintain inter-fund loans; perform annual budgeting of interest payments and payoffs; post and create journal entries for loan transactions; process year end audit for deferred interest and deferred liability balances and postings.
- Forecast and budget major revenues such as sales tax, property tax, and large development impact fees.
- Maintain the City's Program Performance Budget and Quarterly Program Reports; track and report on departments' performance.
- Receive, research and respond to questions from City management, City Council, outside agencies, member of the public and news media regarding the City's budget activities.
- Monitor the City's budget for overages; propose recommendations and provide guidance to City staff.
- Serve as subject matter expert and perform complex financial analysis as requested by City Council, executive management, department management and outside agencies.
- Make recommendations for changes and/or improvements to existing standards and procedures.
- Maintain knowledge of current developments, legislation, rules, regulations and innovations in governmental financial management, including budget management and financial accounting systems.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:**Budget Analyst I****Knowledge of:**

- Principles and practices of governmental accounting, auditing and financial reporting including GASB and GAAP.
- Automated accounting and information systems.
- Complex statistical research and analysis techniques.
- Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Perform professional duties in the analysis of a variety of complex accounting and financial data.
- On an ongoing basis, know, understand and explain operations; know all requirements and essential aspects of the job; intermittently observe and analyze problems; review, analyze and interpret documents and information, remember instructions; and communicate tasks or projects to others.
- Remain in a stationary position at desk, table or counter for long periods of time; intermittently move around the office while performing work activities and to reach needed items; manipulate and file documents; operate and adjust office equipment; and move or transport weight of 10 pounds or less.
- Learn pertinent local, State, and Federal laws, rules and regulations especially as related to accounting, auditing, and budgeting requirements.
- Obtain and apply knowledge of Federal accounting standards.
- Apply accounting principles to the analysis of budgetary and accounting records; prepare financial statements and reports.
- Collect, evaluate and interpret varied statistical and narrative information.
- Maintain confidentiality as necessary.
- Use automated accounting and information systems.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in finance, accounting or another field of study applicable to the responsibilities and requirements of this job class.

Three years of professional financial, accounting of budget experience.

Special Requirements:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Budget Analyst II

In addition to the qualifications for the Budget Analyst I:

Knowledge of:

- Principles and practices of budget development, financial accounting, analysis and reporting, cost-benefit analysis, policy analysis and long-range financial planning.
- Pertinent local, State and Federal laws, rules and regulations, as related to area of assignment.
- Advanced methods of financial record keeping, data collection, research and report preparation and presentation.

Ability to:

- Independently conduct complex research and financial analysis related to the development and monitoring of the City-wide budget.
- Develop technical reports and presentations.
- Monitor assigned accounting and financial analysis activities ensuring compliance with local, State, and Federal requirements and professional standards.
- Train staff in budgetary principles, practices and procedures.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in finance, accounting or another field of study applicable to the responsibilities and requirements of this job class.

Two years of professional experience performing duties similar to that of a Budget Analyst I with the City of Napa.

Working Conditions:

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some positions may be assigned to remote locations. Positions may be required to work outside of normal business including evenings and weekends and travel is rare.

Employment Type: Full-Time Classified
Bargaining Unit: AMP
FLSA Status: Exempt
Established: July 2021
Amended: TBD