

CITY OF LIVERMORE FLEXIBLE STAFFING PROCEDURE

PURPOSE

The purpose of this document is to outline and establish an overall procedure for flexible staffing that streamlines this process. Since September of 1991, flexible staffing has been implemented in several City departments to provide on-the-job training opportunities for employees in entry level job classifications while eliminating the added step of conducting a promotional recruitment. Please find an attached list of job classifications (Table 1) that are currently available for flexible staffing. The following written procedure outlines the criteria for establishing flexible staffing job classifications and the eligibility criteria for employees being considered for advancement.

Department head(s) will continue to seek the City Manager's approval when determining the number of budgeted positions. A position classified as a "Job Classifications for Flexible Staffing" (see attached list) may be budgeted at the entry-level or at the journey level classification. If a position is budgeted at the entry level, it may be filled only at the entry-level classification; if a position is budgeted at the journey level classification, the department may hire at either level.

STEP 1 - CRITERIA FOR ESTABLISHING FLEXIBLE STAFFING JOB CLASSIFICATIONS

The Personnel Department, in consultation with the involved department head(s), will determine new job classifications eligible for flexible staffing using the following criteria:

- The job classifications chosen for flexible staffing are part of a job series with the "entry-level" job classification providing on-the-job training to prepare the employee for advancement to the journey level classification. The entry-level job classification intrinsically develops into the higher, journey level classification through on-the-job experience in which the employee performs a broader scope of duties with a higher degree of knowledge and responsibility and less direct supervision.
- The job classifications chosen for flexible staffing are job classes in which employment at the journey level is preferable because the journey level provides an added service benefit level to the organization.
- Advancement to the higher, journey level classification is achieved by obtaining a certification/registration and/or attaining the journey level essential qualifications identified on the job classification specification (i.e., the experience and education qualifications, etc.).

STEP 2 - CRITERIA FOR THE EMPLOYEE'S ELIGIBILITY FOR FLEXING TO THE HIGHER CLASS

A department head may consider an employee for a flexible staffing promotion after the employee has met the following criteria.

- The employee has attained “regular status” employment in the entry-level job classification and has at least twelve months of service in that classification.
- The employee has obtained the essential qualifications of the journey level classification, as outlined in the classification specification. (i.e., experience and education qualifications, the demonstrated knowledge, skills, and abilities, certification, etc.)
- The department has completed the most recent performance evaluation as outlined in the Personnel Rules & Regulations, with all ratings indicating “satisfactory” or above, and no ratings below “satisfactory”.

If the department head determines that the employee meets these criteria and the position has budgetary approval by the City Manager, the department head then submits to the Director of Human Resources a written recommendation that states the three criteria in STEP 2 have been met. Upon determination that the criteria have been met, the employee will advance to the journey, higher job classification subject to the conditions that pertain to promotion, as outlined in the Personnel Rules and Regulations with the exception that the employee will not be required to complete a new probationary period.

Table 1
Job Classifications for Flexible Staffing

Department/Division	Job Classifications
Administrative Services - Finance	Junior Account Clerk, Account Clerk
Community Development - Building	Building Inspector, I/ Building Inspector II/Building Inspector III**
Community Development - Engineering	Junior Engineer/Assistant Engineer
Community Development - Engineering	Junior Civil Engineer/Assistant Civil Engineer
Community Development - Engineering	Junior Engineer/Junior Civil Engineer
Community Development - Engineering	Assistant Engineer/Assistant Civil Engineer
Community Development – Engineering	Assistant Engineering Technician/Associate Engineering Technician/Senior Engineering Technician
Community Development - Planning	Assistant Planner/Associate Planner
Community Development - Building/Planning	Permit Technician/Permit Technician II
Human Resources	Human Resources Clerk I/Human Resources Clerk II, Human Resources Analyst I/II
Library	Librarian I/Librarian II
Public Works/Maintenance/Facilities	Traffic Signal Technician Trainee/Traffic Signal Technician
Public Works/Maintenance/ Facilities	Facilities Maintenance Trainee/Facilities Maintenance Worker I/ Facilities Maintenance Worker II
Public Works/Maintenance/Landscape	Groundskeeper Trainee/Groundskeeper I/Groundskeeper II/ Groundskeeper III**
Public Works/Maintenance/Streets	Maintenance Trainee/Maintenance Worker I/Maintenance Worker II/ Maintenance Worker III**
Public Works/WR	Water Resources Mechanic I, Water Resources Mechanic II
Public Works/WR/Operations	Water Resources Operator Trainee/ Water Resources Operator – Grade I/ Water Resources Operator – Grade II/ Water Resources Operator – Grade III
Public Works/WR/Wastewater Collections	Wastewater Collections Systems Trainee/Wastewater Collections Systems Worker I/Wastewater Collections Systems Worker II, WWCSW III**
Public Works/WR/Water & Recycled Water	Water Distribution Operator Trainee/Water Distribution Operator I/Water Distribution Operator II/Water Distribution Operator III**

**** Level III positions are eligible for flexible staffing solely based on vacant budgeted positions.** Updated: 9/30/22