

RESOLUTION NO. 2025-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING, UPDATING AND DELETING CERTAIN CLASSIFICATION SPECIFICATIONS IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING RESOLUTION NO. 2025-049 APPENDIX A, NON-REGULAR EMPLOYEE SCHEDULE OF HOURLY PAY RATES AND ALLOCATIONS OF CLASSES TO SALARY RANGES

THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, RESOLVES AS FOLLOWS:

1. City Council adopts the following revised classification specification (attached):

<u>Title</u>	<u>Effective Date</u>
Library Page	December 2025

2. City Council hereby establishes the following new classification specification and adds to the classification plan:

<u>Title</u>	<u>Effective Date</u>
Intern	December 2025

3. City Council adopts the following revised and retitled classification specification (attached):

<u>Title</u>	<u>Effective Date</u>
Community Services Leader	December 2025
Community Services Specialist	December 2025

4. City Council amends Resolution No. 2025-049 Appendix A, Non-Regular Employee Schedule of Hourly Pay Rates and Allocation of Classes to Salary Ranges.

5. City Council deletes the following superseded classification specifications from the classification plan:

<u>Title</u>	<u>Effective Date</u>
Administrative Intern Series	December 2004
Community Services Leader Series	April 2003
Community Services Specialist Series	August 2010
Library Page	July 2005
Parks Planning Intern Series	July 2004
Planning/Engineering Intern Series	August 2004

6. This resolution shall be effective December 20, 2025.

ADOPTED BY THE FULLERTON CITY COUNCIL ON NOVEMBER 18, 2025.

Fred Jung
Mayor

ATTEST:

Lucinda Williams, MMC
City Clerk

Date

Attachments:

- Attachment 1 – Library Page Classification Specification
- Attachment 2 – Intern Classification Specification
- Attachment 3 – Community Services Leader Classification Specification
- Attachment 4 – Community Services Specialist Classification Specification
- Attachment 5 – Appendix A, Non-Regular Employee Schedule of Hourly Pay Rates and Allocation of Classes to Salary Ranges.

LIBRARY PAGE

Definition:

Under varying levels of supervision performs a wide variety of routine, non-technical library duties and performs related work as required.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Sorts and shelves incoming books, videos, compact discs and other library material.

Arranges and maintains a variety of library material in order on shelves.

Clears library tables and bookshelves of unused or misshelved books and other library material.

Operates a personal computer and/or a computer terminal and uses applicable software to enter and retrieve data, check materials in and out of the Library and update related records.

Picks up and delivers library mail, materials, supplies and other items and empties book return bins.

Unpacks shipments of library materials and supplies

Performs basic maintenance and cleaning of library equipment.

Assists with the processing of library materials.

Assists patrons with library computer usage, at a front counter/public desk and/or in the stacks depending on area assigned.

Prepares conference rooms for meetings, library programs and community gatherings; moves and arranges furniture (e.g. tables, chairs, podium) into specified configuration.

Lifts and moves boxes of books, library supplies, shelving, furniture, meeting room set-up materials and related items weighing 50 pounds or less and pushes and/or pulls a loaded book cart.

Drives a vehicle on City business depending on area assigned.

Class Characteristics:

Library Page is a multi-incumbent, non-regular series in the Library Department with duties related to the support of a variety of library activities.

Bargaining Group: Not Represented

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

Knowledge of:

Basic library or office functions and practices

English usage, syntax, spelling, grammar and punctuation.

Modern office procedures.

Techniques for providing a high level of customer service, by effectively dealing with the public and Agency staff.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed

AND

Ability to:

Learn, understand and apply library procedures.

Communicate clearly and concisely using appropriate English grammar and syntax.

Understand and carry out oral and written instructions.

Perform repetitive tasks.

Read and sort numerals and letters rapidly and accurately.

Meet the public with courtesy and tact.

Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Read and write at the level required for successful job performance.

Handle job stress and maintain composure in public settings.

Education and Experience

Any combination of training and experience, which provides the required knowledge, skills, and abilities, is considered qualifying. A typical way to obtain the required qualifications is:

Completion of the ninth grade.

Bilingual ability may be preferred for some positions.

Special Requirements Include:

Ability to travel within the area to attend various job related, professional, and organizational activities. Employees who drive to conduct City of Fullerton business will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work flexible hours, including weekends and evenings, to accommodate City needs.

Physical Tasks and Working Conditions Include the Following:

Work is performed in a library environment and at a public counter. An incumbent uses a computer, keyboard and related equipment, sits, stands, walks, kneels, crouches, twists, reaches, bends, grasps, lifts and moves boxes of books, library equipment, furniture, supplies and related items weighing 50 pounds or less. An incumbent pushes and/or pulls a loaded book cart, is exposed to book dust and may drive a vehicle on City business and use a step stool. An incumbent must be able to meet the physical requirements of the series and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised December 2025

Revised July 2005

Revised June 1996

Revised June 1989

INTERN**Definition:**

Under general or direct supervision performs a variety of entry-level sub-professional administrative and/or technical duties and staff support tasks for a department or division and performs related work as required.

Essential Duties and Responsibilities of all Interns:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs a variety of administrative, technical and/or general staff work in assigned areas.

Collects, compiles, analyzes and evaluates statistical data and conducts research and surveys.

Assists in the preparation of and/or prepares reports, including findings and recommendations.

Prepares charts, graphs and exhibits.

Assists in grant research, administration and grant application preparation.

Prepares informational material for special or regular reports.

Assists in budget preparation.

Assists in preparing/posting public notices for projects.

Assists the public with inquiries related to area assigned.

Assists in preparing invitations and press releases.

Responds to routine telephone or in-person inquiries from a variety of individuals.

Inputs data and maintains records and files.

Operates a personal computer and uses applicable software to produce a variety of material.

Performs other projects/tasks as assigned.

Drives a vehicle on City business.

Lifts and moves boxes of records and other items weighing 30 pounds or less.

If area of assignment is Planning or Engineering, the Essential Duties of all Interns plus:

Performs applicable engineering/arithmetic/statistical mathematics calculations.

Performs minor drafting tasks

Uses basic hand tools to include a hammer and screwdriver to post notices, depending on area assigned.

If area of assignment is Parks Planning, the Essential Duties of all Interns plus:

Researches park-related materials, amenities, products and services; secures price quotes and prepares comparisons.

Uses a camera to perform on-site photo documentation of park construction/ conditions/assets and maintains computerized photographic files.

Draws basic plans of existing parks/sites and revises/updates existing plans.

Scans, indexes, files and retrieves park plans and other documents.

Assists in designing basic park projects.

Class Characteristics:

Intern is a non-regular classification. The position is used for training purposes in the field of public administration and in the specific operation of City departments. As an incumbent receives on-the-job training, the level of difficulty and responsibility of assigned tasks will increase.

Bargaining Group: Not represented

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

Knowledge of (all Interns):

Principles of public administration.

Principles of business and organization structure.

Effective methods of making oral and written reports and presentations.

English usage, spelling, grammar and punctuation.

Techniques and methods of administrative analysis and research.

Basic principles and practices of budget development.

Computer applications related to area assigned.

If area of assignment is Planning or Engineering, the Knowledge of (all Interns) plus:

Basic planning or engineering procedures.

Basic drafting techniques or basic engineering/arithmetic/statistical mathematics, depending upon department assigned.

**If area of assignment is Parks Planning, the Knowledge of (all Interns) plus:
Parks Planning**

Basic principles and procedures of park planning or landscape architecture.

Basic drafting techniques and project management.

AND

Ability to:

Communicate clearly and concisely using appropriate English grammar and syntax.

Conduct effective, responsible research and analysis.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Learn, understand and apply applicable policies and procedures.

Understand and carry out oral and written instructions.

Read and write at the level required for successful job performance.

Meet the public with courtesy and tact.

Handle job stress and maintain composure in public settings.

Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Two years of college and continuing progress towards a bachelor's degree from an accredited college or university related to area of assignment.

Special Requirements:

Ability to travel within the area to attend various job related and organizational activities

Must be able to work a flexible schedule to accommodate City needs.

Physical Tasks and Working Conditions Include the Following:

The majority of work is performed in an office environment and may require sitting for prolonged periods of time. An incumbent uses a computer, keyboard and related equipment, stands, grasps,

walks and may drive a vehicle on City business, twist, reach, bend, crouch, kneel, push, pull, lift and move boxes of records and other items weighing 30 pounds or less. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Established December 2025

Combination of Administrative Intern Series, Parks Planning Intern Series and Planning/Engineering Intern Series

COMMUNITY SERVICES LEADER

Definition:

Under general or direct supervision promotes, organizes and leads a variety of recreational activities at a recreation center or other facility; conducts activities within assigned groups and performs related work as required.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Organizes, plans, promotes, leads, teaches and conducts a variety of recreational activities such as arts and crafts, games, team sports, dancing, storytelling, puppetry, social recreation, nature activities, camping, community singing, skits and informal musical activities.

Monitors participants in an assigned functional area of a community center or other facility such as a gymnasium, auditorium, athletic field, game or crafts room, art center and museum.

Organizes, promotes and directs tournaments, shows, socials, dances and exhibits.

Assists in scheduling activities and may monitor the work of other facility/playground staff as assigned.

Supervises participants in an assigned functional area of a community center or other facility such as a gymnasium, auditorium, athletic field, game or crafts room, art center and museum.

Organizes, promotes and directs, or assists in organizing, promoting and directing tournaments, shows, socials, dances and exhibits.

Serves as playground referee/umpire.

Maintains order in assigned activity group and resolves minor conflicts.

Provides information to the public.

Performs a wide variety of duties related to Parks and Recreation programs, functions, events or specialty assignments.

Promotes the safety of all program participants.

Organizes, directs and leads special or diverse groups and resolves disciplinary problems among participants.

Organizes, leads and acts as an advisor to clubs and other groups.

Maintains records of activities and participation and prepares related reports.

Assists in the set-up of and participates in community-wide events.

Opens and closes park facilities, transports related equipment and sets-up sport fields and/or court preparation including but not limited to turf painting, field chalking, infield grooming and tennis court washing.

Lifts and carries a variety of equipment and supplies related to area assigned weighing 50 pounds or less.

Performs emergency cardiopulmonary resuscitation (CPR) and first aid as needed.

May drive a vehicle on City business depending on area of assignment.

Class Characteristics:

Community Services Leader is a multi-incumbent, non-regular, at-will classification with duties related to leading a variety of group recreational activities in the Parks and Recreation Department.

Bargaining Group: Not Represented

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

Knowledge of:

Methods and techniques used in the sports, playground, camping and recreational activities to be assigned.

Specialized functions of the area assigned and related safety precautions.

English usage, syntax, spelling, grammar and punctuation.

Techniques for providing a high level of customer service, by effectively dealing with the public and Agency staff.

Methods and techniques used in arts and crafts programs.

Organizational and leadership techniques.

AND

Ability to:

Communicate clearly and concisely using appropriate English grammar and syntax.

Demonstrate skills in several sports or other activities in the area to be assigned.

Organize and lead a group of children or adults.

Resolve minor conflicts within a group and maintain order in a recreational setting.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Learn, understand and apply applicable policies and procedures.

Understand and carry out oral and written instructions.

Read and write at the level required for successful job performance.

Plan and promote a variety of recreational activities.

Organize, direct and lead special or diverse groups.

Resolve disciplinary problems among activity participants.

Handle job stress and maintain composure in public settings.

Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience, which provides the required knowledge, skills, and abilities, is considered qualifying. A typical way to obtain the required qualifications is:

Completion of the 10th grade.

AND

Some group leadership experience working with children or adults.

Bilingual ability may be preferred for some positions.

Special Requirements:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position depending on area of assignment. Employees required to drive will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

Must be able to work a flexible schedule to accommodate City needs to include weekends, holidays, evenings and overtime. Must be available to work on July fourth and December 31st.

Valid and appropriate CPR certificate and a valid and appropriate first aid certificate within 60 days of appointment, issued by a source acceptable to the City and renewals as required depending on the area assigned.

Successful passage of a Parks and Recreation Department pre-employment screening process depending on the area assigned.

Current negative tuberculin test at time of appointment and additional tuberculin screening as required by the Parks and Recreation Department depending on the area assigned.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in a community center, day camp and/or playground environment. Some work may be performed in an office environment and in a variety of field trip locations. Office work requires sitting for periods of time and the use of a computer keyboard and screen. An incumbent may drive a vehicle on City business, will be exposed to the elements and sits, stands, walks, kneels, crouches, twists, climbs steps and sloping surfaces, reaches, bends, crawls and grasps and may walk or run on slippery and uneven surfaces, push, pull, drag, lift and carry supplies and program equipment weighing 50 pounds or less and lift equipment and supplies weighing 30 pounds or less from waist to overhead. An incumbent performs emergency CPR and first aid and may be exposed to the blood and other bodily fluids of program participants. Depending on the area assigned an incumbent may also be exposed to dust and paint/glue fumes. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised December 2025 including consolidation of Community Services Leader I, II and Senior

Revised April 2003

Revised November 1997

Revised November 1996

Established July 1979

COMMUNITY SERVICES SPECIALIST

Definition:

Under general or direct supervision performs and/or assists with a variety of duties related to the organization, coordination and supervision of a major function, activity or phase of a Parks and Recreation program and performs related work as required.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Organizes and coordinates activities and performs a variety of duties related to playgrounds, department facilities, adaptive recreation, events, arts programs and after school programs.

Assists in planning, organizing and directing of programs at community centers, day camps and summer playgrounds.

Opens and secures facilities for activities and programs.

Provides information to the public.

Promotes the safety of all program participants.

Works with community organizations to generate interest in Parks and Recreation programs.

Operates a personal computer and uses applicable software to maintain records, prepare reports and other written material.

Directs and monitors the work of others.

Performs emergency cardiopulmonary resuscitation (CPR) and first aid as needed.

Assists in the set-up of and participates in community-wide events.

Assists in conducting staff meetings and in-service training.

May drive a vehicle on City business depending on area of assignment.

Lifts and carries a variety of equipment and supplies related to area assigned weighing 50 pounds or less.

Performs other projects/tasks as assigned.

Class Characteristics:

Community Services Specialist is a multi-incumbent, nonregular, at-will classification with duties related to the organization, coordination and supervision of a variety of events and programs in the Parks and Recreation Department.

Bargaining Group: Not Represented

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

Knowledge of:

Principles and techniques of planning group activities related to the area assigned.

English usage and grammar.

Customer service techniques.

Principles and techniques of monitoring and inspecting group activities.

Specialized functions of the area assigned and related safety precautions.

Basic staff direction techniques.

AND

Ability to:

Organize, coordinate and perform a variety of duties related to playgrounds, facilities, recreation, events, arts and after school programs depending on area assigned.

Organize, direct and lead special or diverse groups.

Resolve minor conflicts within a group and maintain order in a recreational setting.

Meet the public with courtesy and tact.

Communicate clearly and concisely using appropriate English grammar and syntax.

Understand and carry out oral and written instructions.

Use judgment and initiative.

Handle job stress and maintain composure in public settings.

Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Learn, understand and apply applicable policies and procedures.

Establish, maintain and foster positive and effective relationships with those contacted in the course of work.

Read and write at the level required for successful job performance.

Education and Experience:

Any combination of training and experience, which provides the required knowledge, skills, and abilities, is considered qualifying. A typical way to obtain the required qualifications is:

Graduation from high school or equivalent.

AND

Two years of performing recreational, physical education or related duties.

Bilingual ability may be preferred for some positions but is not required.

Special Requirements Include:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position depending on area of assignment. Employees required to drive will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

Must be able to work flexible hours to accommodate City needs to include weekends, holidays, evenings and overtime. Must be available to work on July fourth and December 31st.

Valid and appropriate CPR certificate and a valid and appropriate first aid certificate within 60 days of appointment, issued by a source acceptable to the City and renewals as required depending on the area assigned.

Successful passage of a Parks and Recreation Department pre-employment screening process depending on the area assigned.

Current negative tuberculin test at time of appointment and additional tuberculin screening as required by the Parks and Recreation Department depending on the area assigned.

Depending on area assigned, completion of 48 units at an accredited college or university or passage of an Instructional Aide Proficiency Test issued by a source acceptable to the City.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in a community center, day camp and/or playground environment. Some work may be performed in an office environment and in a variety of field trip locations. Office work requires sitting for periods of time and the use of a computer keyboard and screen. On

playgrounds and field trips an incumbent may be exposed to the elements. An incumbent may drive a vehicle on City business, sits, stands, walks, kneels, crouches, twists, climbs steps and sloping surfaces, reaches, bends, crawls and grasps and may walk or run on slippery and uneven surfaces, push, pull, drag, lift and carry supplies and program equipment weighing 50 pounds or less and lift equipment and supplies weighing 30 pounds or less from waist to overhead. An incumbent performs emergency CPR and first aid and may be exposed to the blood and other bodily fluids of program participants. Depending on the area assigned an incumbent may also be exposed to dust and paint/glue fumes. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised December 2025 including consolidation of Community Services Specialist I, II and III

Revised August 2010

Revised December 2006 - Senior Community Services Specialist and Supervising
Community Services Specialist deleted from classification

plan.

Revised April 2003

Revised July 1998

Revised June 1997

Established July 1979

NON-REGULAR EMPLOYEE
SCHEDULE OF HOURLY PAY RATES AND
ALLOCATION OF CLASSES TO SALARY RANGES

Effective December 20, 2025

Group A: Excluded from CalPERS Membership in accordance with the contract between the City of Fullerton and CalPERS.

<u>RANGE/STEP</u>	<u>CLASS TITLE</u>	<u>HOURLY RATE</u>
	Community Services Leader	
941/01	Step 1	\$16.90
941/02	Step 2	\$17.15
941/03	Step 3	\$17.40
	Library Page	
945/01	Step 1	\$16.90
945/02	Step 2	\$17.40
951/01	Laborer	\$16.90
	Community Services Specialist	
955/01	Step 1	\$17.90
955/02	Step 2	\$18.40
955/03	Step 3	\$18.90
965/01	Police Cadet	\$17.15
966/01	Senior Police Cadet	\$18.40
	Intern	
975/01	Step 1	\$17.15
975/02	Step 2	\$18.65
975/03	Step 3	\$20.15

Group B: CalPERS Membership is required upon meeting CalPERS eligibility

<u>RANGE/STEP</u>	<u>CLASS TITLE</u>	<u>HOURLY RATE</u>
960/01	Fire Support Aide - Fire Prevention	\$17.15
961/01	Fire Support Aide - Fire Operations	\$17.75
966/01	Ambulance Operator	\$20.00
	Senior Parks and Recreation Specialist I	
970/01	Step 1	\$19.15
970/02	Step 2	\$19.65

<u>RANGE/STEP</u>	<u>CLASS TITLE</u>	<u>HOURLY RATE</u>
970/03	Step 3	\$20.15
	Senior Parks and Recreation Specialist II	
971/01	Step 1	\$20.65
971/02	Step 2	\$21.15
971/03	Step 3	\$21.65
990/01	Parking Control Aide	\$18.65
991/01	Police Communications Aide	\$20.15
Various	Consultant Specialist I	\$17.00 - \$50.00
Various	Consultant Specialist II	\$50.01 - \$150.00
Various	Consultant Specialist III	\$150.01 - \$250.00