

RESOLUTION NO. 2021-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING AND DELETING CERTAIN CLASS SPECIFICATIONS IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING APPENDIX A OF RESOLUTION NO. 2020-78 RELATING TO COMPENSATION FOR CONFIDENTIAL/NONREPRESENTED EMPLOYEES

THE CITY COUNCIL OF THE CITY OF FULLERTON HEREBY RESOLVES AS FOLLOWS:

1. The following new classifications are hereby established and placed in the appropriate appendix (attached hereto) of Resolution No. 2020-78, Relating to Compensation for Confidential/Nonrepresented Employees.

<u>Title</u>	<u>Range</u>	<u>Bottom</u>	<u>Top</u>	<u>Effective Date</u>
Budget Analyst I	843	4,658	5,945	May 2021
Budget Analyst II	873	5,497	7,015	May 2021
Senior Budget Analyst	881	6,486	8,278	May 2021
Budget and Purchasing Manager	890	7,080	9,037	May 2021

2. The following superseded class specification is hereby deleted from the classification plan:

<u>Title</u>	<u>Effective Date</u>
Budget Analyst	August 2002

3. The following new class specifications (attached hereto) are hereby adopted:

<u>Title</u>	<u>Effective Date</u>
Budget Analyst I	May 2021
Budget Analyst II	May 2021
Senior Budget Analyst	May 2021
Budget and Purchasing Manager	May 2021

4. This resolution shall be effective May 18, 2021.

ADOPTED BY THE FULLERTON CITY COUNCIL ON May 18, 2021.

---

Bruce Whitaker, Mayor

ATTEST:

---

Lucinda Williams, MMC  
City Clerk

---

Date

CONFIDENTIAL/NONREPRESENTED UNIT  
SCHEDULE OF BASE SALARY RATES AND  
ALLOCATION OF CLASSES TO SALARY RANGES

Effective May 18, 2021

E NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
800	Approx. Annual	40,847	42,890	45,034	47,286	49,650	52,133
	Approx. Monthly	3,404	3,574	3,753	3,940	4,138	4,344
	Approx. Bi-Weekly	1,571	1,650	1,732	1,819	1,910	2,005
	Hourly	19.638	20.620	21.651	22.734	23.870	25.064
803	Approx. Annual	42,296	44,411	46,631	48,963	51,411	53,981
	Approx. Monthly	3,525	3,701	3,886	4,080	4,284	4,498
	Approx. Bi-Weekly	1,627	1,708	1,794	1,883	1,977	2,076
	Hourly	20.335	21.351	22.419	23.540	24.717	25.953
805	Approx. Annual	45,459	47,732	50,118	52,624	55,256	58,018
	Approx. Monthly	3,788	3,978	4,177	4,385	4,605	4,835
	Approx. Bi-Weekly	1,748	1,836	1,928	2,024	2,125	2,231
	Hourly	21.855	22.948	24.095	25.300	26.565	27.893
809	Administrative Assistant/Human Resources						
	Annual	47,532	49,908	52,404	55,024	57,775	60,664
	Approx. Monthly	3,961	4,159	4,367	4,585	4,815	5,055
	Approx. Bi-Weekly	1,828	1,920	2,016	2,116	2,222	2,333
	Hourly	22.852	23.994	25.194	26.454	27.776	29.165
810	Human Resources Technician I			Payroll Technician I			
	Approx. Annual	47,731	50,118	52,624	55,255	58,018	60,919
	Approx. Monthly	3,978	4,176	4,385	4,605	4,835	5,077
	Approx. Bi-Weekly	1,836	1,928	2,024	2,125	2,231	2,343
	Hourly	22.948	24.095	25.300	26.565	27.893	29.288
820	Approx. Annual	52,070	54,673	57,407	60,277	63,291	66,456
	Approx. Monthly	4,339	4,556	4,784	5,023	5,274	5,538
	Approx. Bi-Weekly	2,003	2,103	2,208	2,318	2,434	2,556
	Hourly	25.034	26.285	27.599	28.979	30.428	31.950
840	Employee Benefits Specialist Human Resources Technician II			Payroll Technician II			
	Approx. Annual	54,737	57,474	60,348	63,365	66,533	69,860
	Approx. Monthly	4,561	4,789	5,029	5,280	5,544	5,822
	Approx. Bi-Weekly	2,105	2,211	2,321	2,437	2,559	2,687
	Hourly	26.316	27.632	29.013	30.464	31.987	33.586

E NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
843	Budget Analyst I						
	Approx. Annual	55,898	58,693	61,627	64,709	67,944	71,341
	Approx. Monthly	4,658	4,891	5,136	5,392	5,662	5,945
	Approx. Bi-Weekly	2,150	2,257	2,370	2,489	2,613	2,744
	Hourly	26.874	28.218	29.629	31.110	32.666	34.299
860	Approx. Annual	58,660	61,593	64,673	67,906	71,302	74,867
	Approx. Monthly	4,888	5,133	5,389	5,659	5,942	6,239
	Approx. Bi-Weekly	2,256	2,369	2,487	2,612	2,742	2,879
	Hourly	28.202	29.612	31.093	32.647	34.280	35.994
863	Executive Assistant						
	Annual	60,216	63,227	66,388	69,708	73,193	76,853
	Approx. Monthly	5,018	5,269	5,532	5,809	6,099	6,404
	Approx. Bi-Weekly	2,316	2,432	2,553	2,681	2,815	2,956
	Hourly	28.950	30.398	31.918	33.513	35.189	36.949
865	Approx. Annual	62,567	65,695	68,980	72,429	76,050	79,853
	Approx. Monthly	5,214	5,475	5,748	6,036	6,338	6,654
	Approx. Bi-Weekly	2,406	2,527	2,653	2,786	2,925	3,071
	Hourly	30.080	31.584	33.163	34.822	36.563	38.391
870	Human Resources/Risk Management Analyst (X)						
	Approx. Annual	64,871	68,115	71,521	75,097	78,852	82,794
	Approx. Monthly	5,406	5,676	5,960	6,258	6,571	6,900
	Approx. Bi-Weekly	2,495	2,620	2,751	2,888	3,033	3,184
	Hourly	31.188	32.748	34.385	36.104	37.909	39.805
873	Budget Analyst II (X)						
	Approx. Annual	65,959	69,257	72,720	76,356	80,173	84,182
	Approx. Monthly	5,497	5,771	6,060	6,363	6,681	7,015
	Approx. Bi-Weekly	2,537	2,664	2,797	2,937	3,084	3,238
	Hourly	31.711	33.297	34.961	36.709	38.545	40.472
875	Approx. Annual	68,273	71,687	75,271	79,035	82,987	87,136
	Approx. Monthly	5,689	5,974	6,273	6,586	6,916	7,261
	Approx. Bi-Weekly	2,626	2,757	2,895	3,040	3,192	3,351
	Hourly	32.824	34.465	36.188	37.998	39.897	41.892

E NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
877	Approx. Annual	72,681	76,315	80,130	84,137	88,344	92,761
	Approx. Monthly	6,057	6,360	6,678	7,011	7,362	7,730
	Approx. Bi-Weekly	2,795	2,935	3,082	3,236	3,398	3,568
	Hourly	34.943	36.690	38.524	40.450	42.473	44.597
880	Approx. Annual	75,382	79,151	83,109	87,264	91,628	96,209
	Approx. Monthly	6,282	6,596	6,926	7,272	7,636	8,017
	Approx. Bi-Weekly	2,899	3,044	3,196	3,356	3,524	3,700
	Hourly	36.241	38.054	39.956	41.954	44.052	46.254
881	Public Information Coordinator (X)			Senior Budget Analyst (X)			
	Approx. Annual	77,831	81,723	85,809	90,100	94,605	99,335
	Approx. Monthly	6,486	6,810	7,151	7,508	7,884	8,278
	Approx. Bi-Weekly	2,994	3,143	3,300	3,465	3,639	3,821
883	Hourly	37.419	39.290	41.254	43.317	45.483	47.757
	Human Resources Manager I (X)						
	Approx. Annual	79,941	83,938	88,135	92,542	97,169	102,027
	Approx. Monthly	6,662	6,995	7,345	7,712	8,097	8,502
885	Approx. Bi-Weekly	3,075	3,228	3,390	3,559	3,737	3,924
	Hourly	38.433	40.355	42.373	44.491	46.716	49.052
	Approx. Annual	82,537	86,664	90,997	95,547	100,324	105,341
	Approx. Monthly	6,878	7,222	7,583	7,962	8,360	8,778
890	Approx. Bi-Weekly	3,175	3,333	3,500	3,675	3,859	4,052
	Hourly	39.681	41.665	43.749	45.936	48.233	50.645
	Budget and Purchasing Manager (X)						
	Approx. Annual	84,966	89,214	93,675	98,358	103,276	108,440
895	Approx. Monthly	7,080	7,435	7,806	8,197	8,606	9,037
	Approx. Bi-Weekly	3,268	3,431	3,603	3,783	3,972	4,171
	Hourly	40.849	42.891	45.036	47.288	49.652	52.135
	Human Resources Manager II (X)						
895	Approx. Annual	89,182	93,642	98,324	103,240	108,402	113,822
	Approx. Monthly	7,432	7,803	8,194	8,603	9,033	9,485
	Approx. Bi-Weekly	3,430	3,602	3,782	3,971	4,169	4,378
	Hourly	42.876	45.020	47.271	49.635	52.116	54.722

E NO.	CLASS TITLE	<u>STEPS</u>					
		1	2	3	4	5	6
896	Approx. Annual	92,433	97,054	101,907	107,003	112,353	117,970
	Approx. Monthly	7,703	8,088	8,492	8,917	9,363	9,831
	Approx. Bi-Weekly	3,555	3,733	3,920	4,115	4,321	4,537
	Hourly	44.439	46.661	48.994	51.444	54.016	56.716
897	Fiscal Services Manager (X)						
				Risk Manager (X)			
	Approx. Annual	94,515	99,240	104,203	109,413	114,883	120,627
	Approx. Monthly	7,876	8,270	8,684	9,118	9,574	10,052
	Approx. Bi-Weekly	3,635	3,817	4,008	4,208	4,419	4,640
	Hourly	45.440	47.712	50.097	52.602	55.232	57.994
898	* City Clerk / Clerk Services Manager (X)						
	Approx. Annual	96,420	101,241	106,303	111,618	117,199	123,059
	Approx. Monthly	8,035	8,437	8,859	9,302	9,767	10,255
	Approx. Bi-Weekly	3,708	3,894	4,089	4,293	4,508	4,733
	Hourly	46.356	48.674	51.107	53.663	56.346	59.163
	(Plus \$225 per month as appointed City Clerk)						
899	Approx. Annual	102,085	107,189	112,549	118,176	124,085	130,289
	Approx. Monthly	8,507	8,932	9,379	9,848	10,340	10,857
	Approx. Bi-Weekly	3,926	4,123	4,329	4,545	4,773	5,011
	Hourly	49.079	51.533	54.110	56.816	59.656	62.639

(X) = F.L.S.A. Exempt Classifications

\* = NonRepresented

## **BUDGET ANALYST SERIES**

### **Definition:**

Under varying levels of supervision performs a variety of complex, responsible and professional level duties and responsibilities involved in the development, evaluation and review of City budgets; performs a wide variety of complex budget and financial analyses and duties and performs related work as required.

### **Class Titles**

**Budget Analyst I  
Budget Analyst II  
Senior Budget Analyst**

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Plans, organizes and coordinates the City's budget process.

Reviews and analyzes proposed budget and Capital Improvement Program (CIP) submissions.

Analyzes revenues and expenditures in comparison to budget estimates, reviews allocations and makes related recommendations.

Recommends changes in budget procedures and processes.

Plans, organizes and implements CIP budgetary functions and maintains records of budget and CIP transactions.

Identifies and resolves complex budgetary and financial issues and problems.

Performs cost/benefit and program cost analyses.

Ensures that approved appropriations and estimated revenues are correctly recorded in the accounting system.

Prepares confidential cost analyses for labor negotiations and related matters.

Generates a wide variety of budget and CIP data and provides specialized data to management as needed.

Serves as administrative liaison to all departments during all stages of budget preparation.

Prepares and presents recommendations resulting from studies.  
Assists City departments with budget preparation.

Prepares and/or assists in preparing various budget related resolutions and agenda letters.

Monitors assigned Department's operating and capital budgets to ensure expenditures are appropriately accounted for and activity does not exceed authorized spending limits.

Determines coding for and completes various journal entries.

Assists in developing improved budgetary controls and procedures.

May provide technical guidance to lower level accounting personnel.

May explain and interpret accounting and budgetary policies and procedures to City staff, auditors and outside agencies.

Operates a computer and uses applicable software.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

Lifts and carries boxes of accounting records and files weighing 30 pounds or less.

**Class Characteristics:**

Budget Analyst Series is a single incumbent confidential series within the Administrative Services Department with duties related specifically to budget coordination/preparation and other budgetary matters.

Budget Analyst I is an entry-level class used for the purposes of recruiting and training in the general field of budget administration. An incumbent may have limited experience and normally works under direct supervision performing the more routine duties assigned to this series. Budget Analyst II is a journey level class within the series performing the full range of duties as assigned. Incumbents are experienced in and knowledgeable of general budget administration and are assigned wider responsibilities, greater operating independence and more difficult duties than a Budget Analyst I. A Budget Analyst II normally works under the general supervision of department or division head. A Senior Budget Analyst is the advanced journey level class within the series and is fully trained and completely familiar with municipal budgeting policies and procedures. Under limited supervision, a Senior Budget Analyst performs the most difficult and responsible types of duties assigned on an independent basis.

Upon gaining the necessary knowledge, skills and experience, as well as a current performance rating of "Exceeds Expectation" or better, and at least two years as a Budget Analyst I with the City of Fullerton, an incumbent at this level may be advanced to Budget Analyst II upon approval of the City Manager.

Upon gaining the necessary knowledge, skills and experience, as well as a current performance rating of "Exceeds Expectation" or better, and at least two years of experience as a Budget Analyst II for the City of Fullerton, an incumbent at this level may be advanced to Senior Budget Analyst upon approval of the City Manager.



Supervision Received;

- Receives general direction from the Budget and Purchasing Manager.

**Contacts and Relationships:**

A Budget Analyst I has the majority of their interaction within the Administrative Services Department and with other City department staff. A Budget Analyst II has wider contact including substantial interaction with other City departments, including department heads. At the Senior Budget Analyst level, interaction increases to include the City Manager and City Council.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

**Knowledge of:**

Accounting principles, practices, standards and controls to include principles and methods of public finance, revenue sources and expenditure processes.

Municipal government structure and programs.

Municipal budget and accounting systems.

Methods of budgetary research and analyses.

Methods of cost-benefit analysis.

English usage, spelling grammar and punctuation.

Report writing techniques.

Computerized financial accounting systems and other computer applications as they relate to area assigned.

Business math.

**AND**

**Ability to:**

Implement governmental budgeting principles and processes and coordinate an effective municipal budget process.

Assess appropriateness of budget requests and recommendations.

Make accurate mathematical and statistical calculations.

Analyze complicated data, make recommendations and prepare reports.

Organize work, adhere to multiple deadlines and handle multiple projects.

Handle job stress and maintain composure in public settings.

Communicate effectively orally and in writing.

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

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

Operate a personal computer and use applicable software programs.

Understand and carry out oral and written instructions independently and exercise independent judgment.

Maintain the confidentiality of sensitive budget and employee relations data.

**Education and Experience:**

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position can be considered as qualifying. A typical combination includes:

A Bachelor's Degree in Finance, Accounting, Public Administration or a closely related field from an accredited college or university to include course work in public finance, statistics and municipal accounting.

**AND**

Budget Analyst I:

One year of experience in the preparation and monitoring of budgets and/or in the areas of financial, administrative, or management analysis including the conduct of financial analyses, operation audits, and management studies.

Budget Analyst II:

Two years of experience at the Budget Analyst I level or equivalent in a public sector setting.

Senior Budget Analyst:

Two years of experience at the Budget Analyst II level or equivalent in a public sector setting.

**Special Requirements:**

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

The City of Fullerton's Conflict of Interest Code requires that the Budget Analyst I, Budget Analyst II and Senior Budget Analyst file financial disclosure statements in accordance with state and local laws.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and requires sitting for prolonged periods of time using a computer keyboard and screen. The incumbent stands, walks, twists, reaches, bends, crouches and kneels and may grasp, push, pull, drag and lift boxes of accounting records and files weighing 30 pounds or less. The 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:**

Budget Analyst I: Non-exempt.

Budget Analyst II: Exempt.

Senior Budget Analyst: Exempt.

Revised May 2021

Revised August 2002

Revised December 1999

Established October 1996

## **BUDGET AND PURCHASING MANAGER**

### **Definition:**

Under general direction performs highly responsible managerial work directing, supervising and coordinating all Budget and Purchasing related activities; develops objectives, work plans, and budgets for assigned areas; establishes and evaluates work standards and performance within the assigned areas; and performs related work as required and other duties as assigned.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Assumes all management responsibility for all services and activities of Budget and Purchasing functions.

Provides responsible staff assistance to the Director of Administrative Services.

Plans, organizes, manages, coordinates and evaluates the activities of the Budget and Purchasing functions and other related or assigned responsibilities.

Manages the selection, training, supervision and evaluation of assigned staff; develops work schedules and plans assignments.

Establishes and reviews objectives, standards and procedures for Budget and Purchasing.

Ensures areas of responsibility are in compliance with all applicable laws and regulations.

Develops, recommends, administers and communicates City budget, fiscal and purchasing policies and procedures in compliance with federal, state and local laws and ordinances.

Advises management on issues and problems relating to City policies and procedures and recommends solutions.

Coordinates and assesses cost benefit analysis of enhanced internal controls and coordinates implementation of enhanced internal controls as appropriate.

Prepares, maintains, reviews and communicates a variety of records and correspondence, analysis, reports and a variety of other data.

Plans, organizes, manages and as necessary performs cost/benefit and program cost analyses.

Coordinates and assists City departments with budget preparation / oversight and procurement.

Attends meetings and conferences, makes oral presentations and serves on various committees.

Coordinates and oversees the department budget development.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

**Essential Duties and Responsibilities Specific to Budget Tasks:**

Plans, organizes and manages the City's budget process.

Develops updates and maintains financial forecasts / projections / models.

Plans, organizes and manages proposed / adopted / final budget and Capital Improvement Program (CIP) submissions, including budget adjustments.

Manages and ensures that approved appropriations and estimated revenues are correctly recorded in the budget / accounting system.

Plans, organizes, manages and as necessary prepares confidential cost analyses for labor negotiations and related matters.

**Essential Duties and Responsibilities Specific to Purchasing Tasks:**

Coordinates, evaluates, and advises departments on compliance with City competitive bidding policies and procedures.

Negotiates and administers purchase and service contracts and lease purchase agreements.

Acts as the City's agent in developing cooperative contracts with other public agencies.

Organizes, manages, and as necessary prepares major purchase orders, analyzes bids, proposals and specifications to determine supply sources, interviews vendors and inspects facilities.

Evaluates products and services and establishes pricing guidelines and specifications.

Consults with departmental representatives and vendors concerning bids, specifications, procedures, complaints and issues.

Coordinates management of the City's resource recovery program through the sale of surplus equipment, scrap metal, supplies and materials.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

Lifts and carries boxes of office items and files weighing 30 pounds or less.

**Class Characteristics:**

Budget and Purchasing Manager is a manager position within the Administrative Services Department. The incumbent is responsible for the City's budget process and management, is responsible for a variety of purchasing and centralized service functions, and has broad responsibility for budget and procurement activities.

Budget and Purchasing Manager is a single incumbent confidential class within the Administrative Services Department.

Supervision Received and Exercised;

- Receives general direction from the Director of Administrative Services.
- Exercises direction over assigned subordinate professional, technical and support staff.

**Contacts and Relationships:**

The Budget and Purchasing Manager supervises staff as assigned. Contacts are established and maintained with a variety of individuals and sources to include Administrative Services Department staff, other City departments to include department and division heads and staff as well as City Council, and businesses and service providers.

**Qualification Guidelines:**

The knowledge and abilities that are required to perform the duties and responsibilities of this class are as follows:

**Knowledge of:**

Principles and techniques of management and supervision related to the direction, evaluation and training of assigned staff.

Effective methods of making oral and written presentations.

Business letter and report writing and methods of research and analysis.

Proficient with data analysis tools such as MS Excel.

Municipal government structure and programs.

Enterprise resource systems and other software applications as related to areas assigned and the impacts on reporting.

Legal issues related to areas of responsibility to include federal, state and local laws, regulations, ordinances, rules and procedures.

Governmental accounting, budgeting and auditing standards and practices related to budget, procurement and reporting.

Cost analysis techniques and methods of cost allocations.

Governmental finance and accounting principles and procedures, including developing, implementing, and administering a large municipal budget.

Principles, practices, standards and methods of procurement, delivery, warehouse management and computerized purchasing systems.

Methods and techniques of complex contract negotiations and administration related to area assigned.

Conflict resolution techniques.

English usage, spelling, grammar and punctuation.

Public relations and customer service techniques.

Modern office practices, methods and computer equipment and applications related to the work.

**AND**

**Ability to:**

Plan, organize, manage and evaluate the operations of Budget and Purchasing functions.

Manage, supervise, organize, direct and coordinate the work of professional, technical and support personnel; select, train and evaluate assigned staff.

Analyze, interpret and apply applicable federal, state and local policies, laws and regulations.

Understand and carry out oral and written instructions; initiate and carry out required procedural assignments and use independent judgment and initiative; make sound decisions in accordance with established procedures and policies.

Communicate effectively orally and in writing.

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

Manage, coordinate and adhere to multiple deadlines and projects.

Operate a personal computer and use applicable software programs.

Maintain the confidentiality of sensitive information and data.

Develop and coordinate an effective budget process.

Produce, communicate and present the adopted budget, forecasts/projections, and other financial reports and analysis.

Perform complex statistical and cost benefit analysis.

Negotiate and administer contracts and lease purchase agreements for major capital equipment.

Analyze data, to include life-cycle costs associated with bids and proposals; make sound recommendations; and initiate and carry out required assignments.

Investigate and resolve vendor payment problems and contract compliance issues.

Interview vendors, inspect facilities and evaluate products, equipment and services.

Prepare clear and comprehensive reports and make effective presentations.

Interact effectively with others in the workplace; resolve conflicts in a fair and amicable manner.

Handle job stress and maintain composure in public settings.

Operate modern office equipment including computer equipment and applicable and specialized software.

**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:

A Bachelor's Degree in Finance, Accounting, Business Administration, Public Administration or a closely related field from an accredited college or university to include coursework in finance and accounting.

**AND**

Four years of progressively responsible experience dealing with budget and/or procurement at the municipal level, to include one year of supervisory or lead experience.

Professional procurement/purchasing certifications such as the following is preferred:

- Certified Public Procurement Officer Certification (CPPO)
- Certified Professional Public Buyer Certification (CPPB)
- Certified Purchasing Professional Certification (CPP)



**Special Requirements:**

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

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

The City of Fullerton's Conflict of Interest Code requires that the Budget and Purchasing Manager file financial disclosure statements in accordance with state and local laws.

Per California Code §3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and requires sitting for prolonged periods of time. The incumbent uses a computer, keyboard and related equipment. The incumbent walks, kneels, stands, reaches and bends and may grasp and lift office items and files weighing 30 pounds or less. The incumbent drives a vehicle on City business and 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:** Exempt.

Established May 2021