



DATE: December 6, 2007  
TO: City of Fresno Employees  
FROM: Terry Bond, Director  
RE: Job Specifications

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Thank you for your patience in awaiting the release of the draft job specifications. As you are aware, the classification structure was submitted to the City's consultants, Fox, Lawson & Associates for drafting of the job specs. On December 1<sup>st</sup>, the Consultants provided the City with the first of three groups of job descriptions based on the classification structure.

To involve as many employees as possible and still proceed efficiently job spec evaluation teams are being formed, made up of employees, labor organization representatives and a Personnel Department facilitator. Each team will be grouped by job family (ie Administrative Support Series, Engineering Series, Mechanical Series) and will be made up of permanent City employees whose job classification is included in that particular family. The purpose of the teams is to ensure that content in the specifications reflect an accurate description of the essential duties, and knowledge, skills and abilities needed to perform the job. Participants will be randomly selected, and will be notified of their involvement via Groupwise or postal mail.

We ask that you take time and review the draft specifications, and familiarize yourself with the proposed format/layout and content. **PLEASE NOTE:** the draft job specifications are not final, and are subject to modification, based on the assessment of the Job Specification Review Teams.

As job specifications are received, they will be made available on-line for view. Below is a list of the job families received as of December 1<sup>st</sup>:

<b>Series:</b>
- Airport Ops
- Airports Project Mgmt
- Airports Project Mgmt Stand Alone
- Airports Property Mgmt
- Airports Public Safety
- Customer Service
- Electrical
- Functional Technology
- IT Communications Support
- IT Programmer Analyst
- IT Tech Specialist
- IT Stand Alone

- Mechanical
- Purchasing
- Real Estate Services
- Real Estate Finance
- Recreation
- Street Maintenance
- Trades Stand Alone
- Transit
- Welder
- Warehousing

Should you have questions or comments, you may contact your department Resource Management Cabinet member, or contact me or Sandra Chavez Martin in the Personnel Services Department. Thank you for your continued patience and assistance in this comprehensive project.

*Please post and distribute for those employees without GroupWise.*