



INVITATION FOR SEALED BID

TAC-003

**Description: TEMPORARY PERSONNEL SERVICE
Department: CITY OF TULSA**

NIGP Commodity Code(s): 962-69

Total pages including this page is 60

Important Instruction - Read Carefully:

**If you have obtained these bid specifications from either of:
City of Tulsa's Fax-on-Demand (918-596-1171) or
City of Tulsa's Website : www.cityoftulsapurchasing.com**

**you must notify the buyer LARRY HOOD of your intent to bid by
e-mail lhood@ci.tulsa.ok.us in order to receive addenda. The buyer
will always acknowledge your e-mail for your records. All addenda
will be posted on fax-on-demand and the website.**

TABLE OF CONTENTS

Pay special attention to those pages with a reference to the following notes:

Note #1: Signature of an authorized agent required

Note #2: Signature of an authorized agent and notary required

Table of Contents		2
Invitation for Sealed Bid	(Note #1)	3
General Terms and Conditions		4
Interest Affidavit	(Note #2)	5
Bidder Affidavit	(Note #2)	6
Contractor Information Sheet		7
Summary Price Sheet – Office/Technical/Professional		8
Summary Price Sheet – Labor/Trades		9
Detailed Terms and Conditions		10
Frequently Requested Position Descriptions		19

Your bid response should follow the same format listed above plus any additional format requested in the body of the bid invitation.

**INVITATION FOR SEALED BIDS
TO
City of Tulsa**

200 CIVIC CENTER, ROOM 109, TULSA, OKLAHOMA 74103

Bid number and date of bid opening must appear on the lower
left outside corner of bid envelopes and all related containers.

DATE OF OPENING: November 15, 2001

BID NUMBER: TAC-003

BID MUST BE IN THE CITY CLERK'S OFFICE AT THE ABOVE ADDRESS BY 5:00 P.M. THE DAY PRECEDING THE "DATE OF OPENING" SHOWN ABOVE.

BIDS WILL BE OPENED AT 8:30 A.M. IN THE CITY COUNCIL ROOM ON THE DAY SPECIFIED UNDER "DATE OF OPENING."

PUBLISHED IN THE TULSA DAILY COMMERCE AND LEGAL NEWS: October 25, 26, 29, 30, & 31, 2001

Bid must be accompanied by bidder's bond, cashier's check or certified check in the amount of: NOT REQUIRED

PLEASE READ TERMS AND CONDITIONS ON THE NEXT PAGE BEFORE COMPLETING BID DOCUMENTS

THE FOLLOWING SECTION MUST BE COMPLETED BY BIDDER

Delivery will be made in not more than _____ days after receipt of order.

Payment terms _____ % _____ days.

City of Tulsa may increase quantity of order at the unit price bid for 120 days. (Bidder to Specify Days) I have examined the terms and specifications and the instructions to bidders herein and agree, provided I am awarded a contract, to provide the above described items for the sum shown in accordance with the terms and specifications stated herein. All deviations are in writing and attached hereto.

Enclosed is a BID BOND ; CASHIER'S CHECK; Certified Check in the amount of \$ _____, which I agree the City of Tulsa may retain as liquidated damages in the event of my failure to comply with the terms of this bid.

MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID

FIRM NAME _____ by _____

STREET _____ TITLE _____

CITY STATE _____ ZIP CODE _____ PHONE NUMBER _____ DATE _____

GENERAL TERMS AND CONDITIONS OF SEALED BIDS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID.

NO EXCEPTIONS TO THESE TERMS & CONDITIONS WILL BE CONSIDERED.

1. **BIDS MUST BE SUBMITTED ON THIS FORM ONLY INCLUDING A SIGNATURE OF AN AUTHORIZED AGENT.** Each bid shall be placed in a separate envelope. Be sure envelope is completely and properly identified and sealed, showing the bid number and date in the lower left hand corner. Bids must be time stamped in the office of the City Clerk by 5:00 P.M. on the day before date of opening.
2. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
3. All prices shall be quoted F.O.B. Tulsa, Oklahoma, and delivery to City of Tulsa location shall be without additional charge.
4. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type, model numbers, manufacturer's descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be in sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of his contract with the City of Tulsa.
5. The bidder shall show in the proposal both the unit prices and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit prices shall prevail.
6. Any exceptions or deviations from written specifications shall be shown in writing and attached to the bid form.
7. Each bidder agrees to comply with the terms of Title 5, Chapter 1, of Tulsa, Oklahoma Charter and revised ordinances relating to equal employment opportunity.
8. **THE ENCLOSED FORMS REGARDING NON-COLLUSION AND FINANCIAL INTEREST MUST BE SIGNED, NOTARIZED, AND RETURNED WITH THE BID.**
9. The City of Tulsa reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder.
10. All bids must be accompanied by bidders bond, cash, certified or cashier's check in the amount shown on the face of the bid form. This amount shall be retained by the City of Tulsa as liquidated damages in the event the successful bidder (or bidders) fails to execute a contract, if required. The bidder agrees that said amount is presumed to be the damages sustained by the City due to the impracticability and extreme difficulty in fixing the actual damages. The office of the City Clerk will return the bid deposits to the unsuccessful bidders, after a contract has been awarded or all bids have been rejected.
11. In the event cash discounts are offered by the bidder, the discount date shall begin with the date of invoice, the date of receipt of all material covered by the purchase order, or the date of receipt by the City of Tulsa of the original copy of the purchase order with properly executed Affidavit of Claimant, whichever is the later date.
12. Direct purchase of certain items of equipment or material by the City of Tulsa are exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax. The City of Tulsa will furnish executed exemption certificates upon presentation by the bidder at the time of purchase.
13. Bid must show number of days required for delivery under normal conditions. Failure to state delivery time obligates bidder to complete delivery in fourteen (14) calendar days. Unrealistically short or long delivery promises may cause bid to be disregarded. Contractor must keep Purchasing Department advised at all times of status of order. Default in promised delivery or failure to meet specifications authorizes the Purchasing Agent to purchase supplies elsewhere and charge full increase of cost and handling to defaulting contractor. Consistent failure to meet delivery promises without valid reason may cause removal from bid list.
14. Bidder agrees to defend and save City of Tulsa from and against all demands, claims, suits, costs, expenses, damages and judgments based upon infringement of any patent relating to goods specified in this order or the ordinary use or operation of such goods by City or use or operation of such goods in accordance with bidders direction.
15. If the bid requires a written contract, the successful bidder shall execute a written contract with the City of Tulsa and return the required bonds and insurance certificates within ten (10) days after submission of contracts to said bidder by the City.

BIDDER AFFIDAVIT - TITLE 74 O.S. (1974 SUPP.) 85.22-85.25

STATE OF _____ COUNTY OF _____

_____, of lawful age, being first duly sworn on oath says
Authorized Agent

1. (s)he is the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.
2. (s)he is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
3. neither the bidder nor anyone subject to the bidder's direction or control has been a party;
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

SIGNATURE OF AUTHORIZED AGENT

Subscribed and sworn to before me this _____ day of _____, 20_____.

Signature of Notary Public

MY COMMISSION EXPIRES

The Bidder Affidavit must be completed, signed by an authorized agent, and notarized.

CONTRACTOR/BIDDER INFORMATION SHEET

To be completed by all Bidders
For Contracts with the City of Tulsa
(Please print or type)

Project No. or Description _____

Full Name of Bidder _____

Legal Identity
(Corporation, Partnership,
Individual, etc.) _____

Address _____

Telephone No. _____

FAX No. _____

Taxpayer Identification Number _____

Contact Person _____

Phone No. _____

Fax No. _____

E-mail address _____

Webpage Address _____

TAC-003- Office/Technical/Professional - Price Sheet Summary

Vendor Name: _____ Signature: _____

Date: _____

Mark-Up Rate _____

Payrolling Rate _____

Criminal Background _____
Check

DOT Drug Testing _____

(Amphetamines, Cocaine, Metabolites,
Opiates, Marijuana, Phencyclidine)

OFFICE/TECHNICAL, EXEMPT, ADMINISTRATIVE TECHNICAL CLASSIFICATIONS				
PAY GRADE	PAY SCALE	TEMP BASE*	#HOURS FY01	EXAMPLES OF CLASS
OT-12	\$ 6.02 - 9.03	\$ 6.10	7294	Recreation Aide
OT-13	\$ 6.60 - 9.89	\$ 6.60	2234	Office Assistant I
OT-14	\$ 7.28 - 10.91	\$ 7.00	1282	Cashier
OT-15	\$ 8.15 - 12.23	\$ 7.75	41,123	Office Assistant II
EC-01	\$10.00 – 15.00	\$ 8.57	5,542	Telecommunications I
OT-16	\$ 9.23 – 13.84	\$ 8.75	19,722	Accounting Clerk Specialist
OT-17	\$10.55 – 15.83	\$10.05	25,814	Office Administrator I
OT-18	\$11.90 – 17.85	\$11.40	9492	Accounting Assistant Office Administrator II
OT-19	\$13.77 – 20.65	\$13.25	1954	Electrical Inspector II
IT-28	15.22 – 22.83	13.45	62.25	Electronic Tech III
EX-23	\$12.73 – 19.10	\$12.25	1155	Administrative Serv Off I
AT-23			3815	Council Admin Aide I
EX-28	\$14.03 – 21.05	\$13.50	222	Engineer I
AT-28			3351	Accountant I
EX-32	\$15.52 - 23.28	\$15.00		Office Services Supv
AT-32			3138	Forensic Scientist I
IT/IS-32	17.16 – 25.74	15.95	985.50	CADD Sys Tech
EX-36	\$17.21 – 25.82	\$16.75	390	Landscape Architect
AT-36			1005	Budget Analyst II
EX-40	\$19.32 – 28.98	\$18.75		Planner III
AT-40			2482	Senior Trainer
IS-40		19.95	---	
IS-44		27.35	1,912.50	
		\$ 7.00	800	Intern I/HS
		\$ 7.50		Intern II/HS
		\$10.00	13,400	Intern I/College
		\$11.00	413	Intern II/College
			142,182	Total

Effective 1/1/02

Pay grades above EX/AT-40: 1540 total hours

* The TEMP BASE wage is the base pay to be paid a temporary employee for each pay grade.

TAC-003- Labor/Trades – Price Sheet Summary

Vendor Name: _____ Signature: _____
 Date: _____

Mark-Up Rate _____

Payrolling Rate _____

Criminal Background _____
 Check

DOT Drug Testing _____
 (Amphetamines, Cocaine, Metabolites,
 Opiates, Marijuana, Phencyclidine)

LABOR AND TRADE CLASSIFICATIONS				
PAY GRADE	PAY SCALE	TEMP BASE*	#HOURS FY01	EXAMPLES OF CLASS
LT-12	\$ 7.63 - 9.78	\$ 7.00	664.32	Maint Helper Crew Worker Helper**
LT-13	\$ 8.63 - 11.06	\$ 8.25	34,722.25	Maintenance Worker I Custodial Worker I Airport Maint Wrk I
LT-14	\$ 8.99 - 11.53	\$ 8.50	56,379.63	Crew Worker I**
LT-15	\$ 9.81 - 12.58	\$ 9.25	9,725.00	Equipment Operator I
LT-16	\$ 11.24 - 14.42	\$ 10.75	10,523.42	Maintenance Mech I
LT-17	\$12.63 - 16.20	\$ 12.10	---	Welder
LT-18	\$14.09 - 18.07	\$13.75	3,414.00	Electrician I
LT-19	\$14.86 - 19.06	\$14.25	773.00	Electrical Inspector II Mechanical Journeyman
SE-1		\$6.77	---	Seasonal Labor Park & Recreation
SE-2		\$7.07	5,876.50	Seasonal Labor Public Works
AO-1	\$11.69 - 17.98	\$15.00	2,896.00	Airport Safety Officer
			124,974.10	Total hours

(revised 3-20-01)
 (effective 1-01-02)

**Underground Collections Entry Pay Rates Only

Crew Helper LT-12 \$7.25
 Crew Worker I LT-14 \$8.25

* The TEMP BASE wage is the base pay to be paid a temporary employee, for each pay grade.

You will be able to obtain a copy of the Bid Summary on the City of Tulsa's Purchase-Net Fax-on-Demand and Website shortly after bid opening.

10/15/2001

TAC-003
TEMPORARY PERSONNEL SERVICES
CITY OF TULSA

A. General Requirements

1. Issuing Office

This Request for Bid is issued by:
City of Tulsa, Department of Purchasing
John Ogren, Director of Purchasing
200 Civic Center, Suite 802
Tulsa, Ok 74103
(918) 596-7550

2. Delivery of Bids

The vendor is to deliver six (6) signed copies of its bid and attachments in the **form, order and detail** specified in this request in a sealed envelope prior to the hour indicated. **While we appreciate the opportunity to review and to see your presentation materials and brochures, please address the specific items covered in the order referenced in this proposal.** Bids should be delivered to the City of Tulsa Clerk's Office, 200 Civic Center, Suite 109 by 5:00 p.m. on **November 14, 2001**. No bid shall be accepted from any one person, firm or corporation that is in arrears on any obligation to the City.

All bids shall be signed by an individual or officer who is duly authorized to bind the bidder to the terms of its proposal. All proposals must be completed in ink or typewritten. Penciling will not be accepted.

3. MANDATORY PRE-BID CONFERENCE

A mandatory pre-bid conference to provide clarification of bid requirements is scheduled for Wednesday, October 31, 2001 at 8:00am, City Hall Building, 200 Civic Center, in Suite 105.

4. Opening of Bids

Bids will be opened on **Thursday, November 15, 2001** at 8:30am. in the Francis Campbell City Council Meeting Hall.

5. Right to Reject

Bids cannot be altered, amended or added to by the vendor after the submission deadline. Any alternation, interlineation, or erasure made before opening time and date must be initialed by the signer of the proposal guaranteeing authenticity. The City reserves the right to reject any or all bids.

6. Award of Contract

The Mayor shall have the authority to award contracts within the purview of the Purchasing ordinance, Section 406E of Title 6.

The primary objective of this Request for Bid and the resultant contract or contracts will be to maximize the quality and minimize the cost to the City for the services of temporary personnel. **Cost is not the only factor that will be considered.** The City of Tulsa is looking for the lowest secure bid.

In determining “lowest secure bidder,” in addition to price, the following factors shall be considered:

- The ability, capacity and skill of the bidder to perform the contract or provide the service required,
- Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference,
- The character, integrity, reputation, judgment, experience and efficiency of the bidder,
- The quality of performance of previous contracts or services,
- The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service,
- The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service,
- The quality, availability and adaptability of the supplies or contractual services to the particular use required,
- The ability of the bidder to provide future maintenance and service for the use of the subject of the contract,
- The number and scope of conditions attached to the bid.

A contract will likely be awarded to two primary and one back-up vendor for each category (Office/Technical/Professional and Labor/Trades) with those vendors whose proposals are determined to be the most advantageous to the City. If for any reason, the primary vendors are unable to fulfill the requirements of the contract, the back-up vendor will assume the role of primary vendor. The successful vendor will not be allowed to sub-contract with any other vendor for the provision of these services without prior written approval of the City of Tulsa.

Each vendor fully understands and hereby agrees by the submission of this proposal that a contract with the City of Tulsa will allow the City to audit the vendor's books and records relating to positions filled for the City, during the vendor's normal business hours. Audit shall be allowed within five days by the vendor and will be conducted within five days upon receipt of a written request from the City. All vendors further agree to provide the City staff reasonable access to any administrative assistance that may be required for examination and audit of the vendor's books and records as relate to the contract resulting from this proposal.

7. Remedies

In the event vendor breaches any terms of the contract, the parties agree it would be impossible to measure in money the damages that will accrue to the City by reason of such breach. Therefore, if any action be instituted to enforce the provisions hereof against vendor, vendor hereby waives the defense that the City has an adequate remedy at law and the parties hereto agree that specific performance and injunctive relief are appropriate remedies for any breach of the provisions herein.

8. Proposals: For each of the two categories, provide the following:

- Mark-Up Rate:** State the mark-up rate that would be charged to fill any vacancy in any pay grade. It is not necessary to figure mark-up rates per pay grade or per classification. Show your proposed rate, i.e. 20%.
- Payrolling Rate:** At some time during the contract period, it may be advantageous to the City to engage in payrolling. Under these circumstances, the City would provide the name of a particular

individual and the pay rate. The contract holder would be allowed to charge a payrolling rate. Please provide two rates 1. Individuals referred to the vendor by the City, receiving benefits. 2. Individuals referred to the vendor, not receiving benefits.

c. Drug Testing and Criminal Background Checks

Provide the cost charged to provide each of these services. Indicate the timeframe it would take to provide these services. These costs should be itemized separately from each other and from the mark-up or payrolling costs.

d. Assessment/Selection Services Offered to the City of Tulsa

➤ **Structural Interviewing of Candidates**

Vendors must engage in a standardized interview process.

- Describe your interviewing process. Include an example of a specific position and the specific questions that would be asked of the candidate during the screening process.

➤ **Assessments/Evaluations**

Vendors should evaluate/assess the skills and abilities of the candidates referred for temporary assignments to the City of Tulsa.

- Describe candidate evaluation process.
- Describe any assessment instrument currently being administered.
- When is assessment instrument utilized?
- Are assessment instruments validated? By whom? How long have they been used? When used, assessment results must be made available to the City of Tulsa.

➤ **Retrieval/Selection Process**

- Describe process for selecting candidates for referral.
- Describe your process for reviewing the performance of your temporary employees. Include mechanism for identifying previously very successful candidates, and/or unsuccessful candidates.

➤ **Reference Checks/Verification of Information**

Reference checks must be completed.

- Describe, in detail, your screening and reference check process. Include a copy the form you use.
- Include the number of references completed, how far back are reference checks completed i.e. 1 year, 2 years, 5 years?
- What information is gathered during the reference checking process?
- What other information is verified?
- Describe your process for performing security and background checks.

e. Services offered to the City.

➤ **Response Time**

The vendor will respond to the hiring supervisor within **24 hours** with the name and time the temporary is expected to arrive. The candidate should be scheduled to arrive within **48 hours**.

➤ **Vendor Profile**

- Please attach an organization chart of your company with key executives and their functions listed.
- How many grievances/unfair labor practice charges have been filed against your company in the past five years?
- Considering the City's 2000 temporary employee usage, what staff and support would be dedicated to filling the needs of the City of Tulsa?
- How many W-2's were generated in 2000?
- How many Managed Staffing Programs have you undertaken? With whom?
- Describe the variety of positions you filled during the last year.

➤ **Affirmative Action Plan**

The vendor must have a plan in place to attract and place quality minority and female candidates.

- Describe candidate pool
- What innovative strategies have you developed to recruit applicants?
- Describe plan to attract quality minority and female candidates

➤ **Vendor References**

Vendor should provide references from (3) three organizations for whom the vendor filled at least ten (10) vacancies per month within the past 12 twelve months.

➤ **Peak Period and/or Special Projects Recruitment**

The vendor must have in place a plan for volume recruiting.

- Provide three (3) instances where creativity and/or proactive means have been used in filling customer needs. What were the results? Documentation must be provided for past successful recruitment projects.
 - ❖ Indicate the number of people recruited for each project
 - ❖ Indicate the skills sets represented by the recruited individuals
 - ❖ Indicate the companies that benefited from the recruitment efforts, including a contact person.

➤ **Required Reports**

The vendor must have the capability to electronically forward monthly reports via e-mail by the 5th of each month. The following are required elements of these reports:

- 1a. **All cumulative reports will use the City's fiscal year, July 1st – June 30th**
- 2b. **Report** Department, Supervisor, Employee name, Classification, Classification Number, Bill Rate, Current Hours, Year to Date Hours in current position
- 3c. The above listed report must be e-mailed to the Employment Office by the 5th of each month.

The preferred software is Excel. Provide examples of report currently used.

➤ **Other Services**

Describe other services the vendor can supply that would be of benefit to the City of Tulsa.

f. Services Offered to Temporary Employees

➤ **Training plans/services offered to temporaries**

- Describe the training plans/services available to your employees that would assist them in gaining additional job skills.
- How do the candidates know about the training?
- When would the training be available?
- What %, after they have been placed, actually take advantage of the training
- What is done to encourage the temporaries to increase their skills

➤ **Benefits / Medical:** Some option for medical benefits must be provided. Describe your medical benefits. Provide the information given to the candidate.

- What percentage is paid by the company
- How many current employees are registered for medical benefits?

➤ **Benefits / Vacation-Holiday:** A plan for vacation and holiday benefits must be provided to candidates. Describe Vacation and holiday benefits. Provide the information given to the employee, describing these benefits.

➤ **Other Benefits:** Describe any other benefits offered to temporary employees, such as child care, stock options, bonus plans, etc.

- Include the information provided to the employee
- Include costs incurred by the vendor.

REMEMBER: The primary objective of this Request for Bid and the resulting contracts will be to maximize the quality and minimize the cost to the City for the services of temporary personnel. **Cost is not the only factor to be considered.** The City of Tulsa is looking for the **lowest secure bid, as set forth in paragraph number 6 above.**

9. Analysis of Proposals

Each bid will be subjected to review by a selection panel consisting of a representative(s) from the City of Tulsa Purchasing Department, the City of Tulsa Human Resources Department and at least one other representative. The panel will compare and contrast the information the vendors provide by category.

In broad terms, the Temporary Bid Selection Panel will be evaluating the bid on the following criterion:

- o Cost of the service to the City of Tulsa
- o Quality of service to the City of Tulsa
- o Quality of service to the temporary employee
- o Quality of administrative support service to the City of Tulsa

The following items will be evaluated by the panel:

- I. **Mark-Up Rate:**
- II. **Payrolling Rate:**
- III. **Drug Testing and Criminal Background Checks:**
- IV. **Assessment/Selection Services**
 - **References: (Candidate)**
 - **Structural Interviewing of Candidates:**
 - **Assessment/Evaluation Process:**
 - **Retrieval/Selection Process:**
- V. **Services Offered to the City**
 - **Monthly Reports**
 - **3 Vendor References**
 - **Vendor size and capabilities**
 - **Response Time**
 - **Affirmative Action Plan**
 - **Peak Period and /or Special Projects Recruitment**
- VI. **Services Offered to Temporary Employees**
 - **Benefits: Medical**
 - **Benefits: Vacation / Holiday**
 - **Training plans / services offered to temporaries**
 - **Other Benefits: babysitting, stock options, bonus plan**

Vendors should respond to all line items in each category in the order listed in this RFP. **Vendors will not receive credit in a category if they do not to respond to every line item service in the category.** Documentation must be provided to substantiate the service and /or the quality of the service for every line item service. The documentation provided will be evaluated by the selection panel for the quality of each specific line item service. After the initial review of bids, the vendors appearing to best meet the needs of the City will be invited to make formal presentations of the services provided by their organization. After the presentations, the selection panel will re-evaluate the credit given for each category. A maximum of (6) six vendors will be invited to make presentations. The purpose of the presentations will be to evaluate and to verify the quality of the line item services. The selection committee may visit a maximum of (6) six vendor sites before the final selection is made.

The City of Tulsa reserves the right to fill from other sources accounting, engineering, environmental, security positions and/or seasonal positions as it deems necessary.

To assist in preparation, we have provided a chart with the Price Sheet Summaries that contains the following:

- City of Tulsa pay grades
- The base pay to be paid a temporary employee for each pay grade
- The number of hours worked in each pay grade during FY-2001
- Examples of classifications that were used during FY-2001. Additionally, we have provided complete classification descriptions for the positions most often used. Other classification descriptions are available upon request.

It is not necessary to figure total costs per pay grade or classification. Please provide percentage quotes for both mark-up and payrolling .

10. Economy of Preparation

Proposals should be prepared simply, providing a straightforward concise description of vendor capabilities and services that are available to both the

temporary employee and to the City of Tulsa that will satisfy the requirements of this Request for Proposal.

We prefer that each criterion is addressed separately and in the order presented in this proposal. Emphasis should be on completeness and clarity of content.

11. Term of Contract

The term of the contract shall be for a twelve month period beginning January 1, 2002 and ending December 31, 2002. The contract shall be renewable with the consent of both parties, for four (4) additional years.

Increases in the temporary base pay rate may be permitted during the contract period for select positions provided the City approves and the increase is in accordance with the current job pay scales within the industry and at the City of Tulsa. Should City employees receive a pay increase, it **will not** have a direct relationship for temporary employees.

Should the vendor awarded this contract not be awarded a subsequent contract, or breach this contract, temporary employees employed with the City of Tulsa at that time will transfer to the new vendor at no additional charge.

12. Maintenance of Records

The vendor shall be required to maintain, for a period of three years from the date of final contract and payment, documentation for all charges against the City under the contract. These records will be subject to audit.

13. Reporting Requirements

Each vendor will be required to e-mail the City the Management Report on a monthly basis. The following are required elements of these reports:

- a. All cumulative reports will use the City of Tulsa fiscal year, July 1st through June 30th.
- b. These reports will be e-mailed on a monthly basis to the City of Tulsa, Human Resources, Employment Office by the 5th of each month.
- c. Reports should contain the following components:

Department, Supervisor, Employee Name, Classification, Classification Number, Bill Rate, Current Hours, Year-to-Date Hours

14. Insurance Requirements

The primary contractors shall carry and keep in force during the term of this contract policies of public liability insurance, including any contractual liability assumed and any renewal periods under this contract in the minimum amounts set forth below, and Worker's Compensation and Employer's Liability insurance in the amounts required by law.

Personal injury, each person:	\$ 100,000
Personal injury, each occurrence	\$1,000,000
Property damage, each person	\$ 25,000
Property damage, each occurrence	\$ 100,000

The policy shall provide a clause stating that it cannot be canceled by the insurer without the insurer first providing the City ten (10) days written notice of

cancellation. The successful bidder shall furnish the City a certificate of insurance showing such coverage within ten (10) days following the acceptance of the bid.

15. Contract Administration

The hiring supervisor will make all requests for temporary employees for existing classifications. A Temporary Contract Procedures Manual will be forwarded to vendors securing the bid.

If the primary vendors are unable to respond to a vacancy within 48 hours as specified in the bid specifications, the City reserves the right to contact the back-up vendor for assistance in filling the temporary vacancy.

The City of Tulsa's Human Resources Department will act as contract administrator for each contract resulting from this Request for Proposal. Any individual previously employed by the City of Tulsa in a permanent capacity who desires re-employment with the City as a temporary **must** be approved through the City's Human Resources Department prior to placement. Any temporary employee who is terminated must receive approval from the City's Human Resources Department in order to be considered for another temporary employment opportunity. The City shall have the right to survey temporary employees.

B. Proposal Format and Content

1. Respond to criteria a. through f. in item #8 (Proposal).
2. Classifications are attached for the positions most frequently requested on a temporary basis. Others are available upon request.
3. No person shall be excluded from participation or consideration in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this contract, or in the employment practices of the contractor on the grounds of race, color, religion, sex, age, disability or national origin. The contractor shall, upon request, show proof of such non-discrimination and shall post in conspicuous places available to all candidates, notices of non-discrimination. All employment advertisements or solicitations placed by the contractor or on behalf of the contractor shall state that such contractor is an Equal Opportunity Employer. Please provide a statement that would reflect such EOE compliance.

C. Description of Services Requested

Classifications are attached for the positions most frequently requested on a temporary basis. Organizations interested in placing a bid for one or both of the City of Tulsa's temporary employment contracts should carefully consider the pay grades, the base pay per pay grade, number of hours required for the last fiscal year and the examples of classifications in the various pay grades. Interested organizations should determine the best mark-up and payrolling rates they could offer to the City. Consideration should be given to the current services you are able to offer the City and the temporary employees. Consideration should also be given to volume and your ability to fill the temporary vacancies in a timely manner.

The City of Tulsa's Human Resources Department, Employment Office, reserves the right to designate certain classifications as "exceptions" to the terms of the contract. This would be the case in situations where a skilled technical individual is needed such as accounting, engineering, environmental, security or seasonal employees. In these situations the City reserves the right to contact a vendor specializing in these types of placements.

D. Standard City Contract Provisions

The contracts entered into with the successful vendors shall include the following terms and conditions:

1. Each vendor will be required to submit with their proposal a copy of their coverage for Worker's Compensation and general liability.
2. The primary vendors, two (2) for Office/Technical/Professional and two (2) for Labor & Trade positions will be required to enter into contract with the City of Tulsa within ten (10) days of submission of their proposal and post a Performance Bond of \$25,000. **It will not be necessary for the back-up vendor to post the Performance Bond, however, they also will be required to enter into a contract within ten (10) days.**
3. If an employee provided by the vendor proves to be unsatisfactory for any reason, the City of Tulsa shall have the right to request an immediate replacement. In addition, if the City is not satisfied with the performance of a temporary worker within the first eight hours of work, the City shall notify the contractor within 24 hours and the City will not be billed for the unsatisfactory temporary employee.
4. If the vendor is unable to provide a satisfactory employee, or if the vendor is unable to provide an employee within 48 hours as specified in this Request for Proposal, the City reserves the right to go to the other primary vendor.
5. Positions that fall within a **progression** may be **filled ONLY** at the **beginning pay grade**, i.e., Crew Worker I and Crew Worker II may only be filled at the Crew Worker I level. Any exception must be approved through the City's Human Resources Department.
6. Labor and Trade positions normally require a CDL Class A or B license. Vendor must provide a copy of this CDL license to the Employment Section. If a hiring supervisor wants to hire an individual for a position normally requiring a CDL A or B and the person does not have one, they can be hired in a Maintenance or Crew Worker Helper position. The individual will be restricted from driving.
7. A contract may be modified only by written amendment executed by all parties hereto and approved by the appropriate City officials. The City of Tulsa is not bound by any oral representation, clarifications, or changes made in the written specifications by City of Tulsa employees, unless such clarification or change is provided to bidders in written form from the City's Purchasing Division.
8. The vendor shall not assign this contract or enter into subcontracts for any of the work described herein without obtaining the prior written approval of the City of Tulsa's Purchasing Division.
9. The City of Tulsa has a restriction (of 1000 hours) on the number of hours a temporary employee may work for the City within a fiscal year. It will be the responsibility of the contractor to ensure that no employee exceeds this 1000 hour limit. The Human Resources Department, Employment Office, will supply the contractor with the current policy regarding the hour restriction.
10. From time to time, the City of Tulsa may wish to retain temporary employees in permanent positions. Should this situation occur, it shall be understood by the parties to this contract that the City will not pay a fee for these employees.

Frequently Requested Positions

Class Code: 7311
EEO Code: N-07
Pay Grade: LT-14

Group: Labor and Trades
Series: Equipment and Plant Management

CLASS TITLE: PARKING METER REPAIRER I

PURPOSE OF THE CLASSIFICATION: Under general supervision installs, maintains, and repairs parking meters, collects money from parking meters, other related assigned duties.

ESSENTIAL TASKS:

- Makes daily collections from parking meters
- Cleans and repairs defective parking meters
- Winds and lubricates clock mechanisms
- Paints meters and posts
- Changes locks on meters
- Hoods and removes hoods from meters
- Removes and installs parking meter heads
- Checks timing of clock mechanisms
- Maintains simple work reports

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and two (2) years of experience in the repair of small mechanisms, such as clock or coin operated machines; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Some knowledge of the methods and materials used in the repair of small mechanical devices; some knowledge of the geography of the City; and some knowledge of the safety requirements of the work performed. Ability to diagnose and correct mechanical defects in small mechanical devices; ability to read and follow written instructions; ability to write clearly and legibly; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in the use and care of small hand tools.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 50 pounds and occasional lifting up to 60 pounds; frequent carrying, pushing, and pulling up to 60 pounds; frequent reaching, bending, handling, feeling, and twisting; occasional balancing, kneeling, climbing, and smelling; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily outdoors, occasionally indoors, and in inclement weather. May be exposed to the following: traffic, weather/temperature extremes, damp/wet surfaces, snow/ice covered surfaces, and insect bites.

Effective date: June 1, 1996

Class Code: 7321
EEO Code: N-07
Pay Grade: LT-16

Group: Labor and Trades
Series: Equipment and Plant Management

CLASS TITLE: CARPENTER I

PURPOSE OF THE CLASSIFICATION: Under general supervision performs a variety of rough and semifinish carpentry work at a skilled level, and other related assigned duties.

ESSENTIAL TASKS:

- Performs a variety of carpentry tasks such as the building and repair of doors, locks, windows, fences, floors, roofs, cabinets, and playground equipment
- Pours and finishes concrete/cement
- Installs and finishes sheet rock
- Paints various surfaces as needed
- Performs general carpentry associated with construction and alteration of public buildings and associated facilities
- Works off blueprints, diagrams, and verbal instructions in performing a variety of carpentry tasks
- Operates various power hand tools and equipment and various automotive equipment
- May act as a lead person over a small crew of workers

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and four (4) years of experience in the carpentry trade; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of the standard practices, methods, tools, and materials of the carpentry trade; and good knowledge of the occupational hazards and safety precautions of the trade. Ability to plan, lay out, and perform carpentry work of average difficulty; ability to make simple estimates of time and materials; ability to read and work from blueprints and sketches; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in the use of tools, power equipment, and materials common to the carpentry trade.

Physical Requirements: Physical requirements include standing and walking; frequent lifting, carrying, pushing, and pulling up to 50 pounds and occasional lifting, carrying, pushing, and pulling up to 60 pounds; frequent reaching, balancing, kneeling, bending, handling, climbing, smelling, and twisting; occasional crawling and feeling; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors, and in inclement weather. May be exposed to hazardous materials, flammable liquids, cramped work areas, excessive dust, weather/temperature extremes, cutting/chipping/grinding, damp/wet surfaces, snow/ice covered surfaces, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, high noises, and oily surfaces.

Effective date: June 1, 1996

Class Code: 7360
EEO Code: N-07
Pay Grade: LT-15

Group: Labor and Trades
Series: Equipment and Plant Maintenance

CLASS TITLE: MECHANICAL UTILITY WORKER

PURPOSE OF THE CLASSIFICATION: Under general supervision performs semiskilled maintenance, inspection, and work support functions as concerns a variety of public facilities and public service related equipment, and other related assigned duties.

ESSENTIAL TASKS (All Departments/Divisions):

- Performs semiskilled to skilled installation, maintenance, and repair on electrical, plumbing, and various types of mechanical equipment
- Performs inspection and testing duties on mechanical equipment and facilities for proper function
- Reports to supervision and provides input on extent of problems found during inspection duties
- Delivers equipment to jobsites
- Performs painting, grounds upkeep, carpentry, and masonry repairs to buildings and public use equipment
- Operates light to medium automotive equipment
- Delivers and performs set up of safety barricades, traffic control devices, and site protection equipment and ensures proper use of safety equipment

In addition to the above tasks, the following tasks may be required by the individual department/division.

Park & Recreation

- Maintains and repairs irrigation systems, pump stations, and fences
- Orders parts and stocks vehicles
- Sets up for special events
- Directs occasionally the work of Maintenance Worker II's or lower classification

Airport

- Maintains and repairs sliding, revolving, and overhead automatic doors and security gates
- Clears baggage jams and repairs baggage conveyors
- Installs, maintains, and repairs ceiling and carpet tiles, and sheetrock
- Installs bulbs in various light fixtures and equipment, including ballast's

Urban Development

- Repairs door closures and changes out lock cylinders
- Performs electrical, sheetrock, and emergency plumbing repairs
- Keeps monthly inventory of janitorial, electrical, and plumbing supplies
- Removes snow and ice from sidewalks and parking lots owned or maintained by Urban Development
- Sets up conference rooms as scheduled
- May occasionally oversee work of community service workers and/or temporary employees
- May occasionally perform preventive maintenance of Tulsa Development Authority vehicles

Public Works

- Rigs and raises poles, arms, cabinets and other loads with digger derrick truck
- Installs and terminates cables in poles, arms and signal heads
- Terminates wires in splices per wiring diagrams, making termination's electrically correct
- Installs cables in conduit, pull boxes, poles, arms, and cabinets without damage to cables and properly grounds standards, services and cabinets

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and three (3) years experience in maintenance and repair of public facilities and equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of the placement and use of traffic control equipment, good knowledge of operating and repair functions concerning public facilities and equipment; good knowledge of water chemistry and filter systems; and good knowledge of the safety requirements of the work. Ability to diagnose and provide useful reports on the condition of various types of mechanical equipment; ability to maintain written records; ability to operate light to medium automotive equipment; ability to make waterproof splices in some positions; ability to layout job sequences; ability to effectively use a multimeter, megohmmeter and ground fault locator in some positions; ability to communicate using a 2 way radio; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 10 pounds, with occasional lifting up to 60 pounds; frequent carrying up to 20 pounds, with occasional carrying up to 60 pounds; frequent pushing and pulling up to 10 pounds, with occasional pushing and pulling up to 60 pounds; frequent reaching, balancing, kneeling, bending, handling, climbing, smelling, and twisting; occasional crawling and feeling; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; **and in some positions a valid Oklahoma Class "A" Commercial Driver's License must be obtained within six (6) months of hire date.**

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, traffic, cramped work areas, excessive heights and high voltage, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum, rough terrain's, cutting/chipping/grinding, hazardous/toxic atmospheres, sewage, damp/wet slippery surfaces, snow/ice covered surfaces, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, compressed gases, high noise areas, and may be required to work overtime and be on 24 hour standby.

Effective date: June 10, 1999

Class Code: 7363
EEO Code: N-07
Pay Grade: LT-18

Group: Labor and Trades
Series: Equipment and Plant Maintenance

CLASS TITLE: MAINTENANCE MECHANIC III

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for highly skilled maintenance, installation, and repair of complex electrical, mechanical, and material or fluid transfer systems; and performs other related assigned duties.

ESSENTIAL TASKS: (All Departments/Divisions)

- Performs leadwork and participates with several small work groups engaged in a wide variety of planned and scheduled maintenance and renovation activities
- Performs specialized electrical, pipe fitting, hydraulic, and stationary mechanical repairs at a highly skilled level
- Determines supplies and materials required and directs materials and equipment
- Repairs valves, switches, circuitry, switchboards, gears, starters, and complex controllers
- Repairs large water and grit pumps, generators, electric motors, and internal combustion engines
- Operates, maintains, directs, and trains others in the use and maintenance of a variety of medium to heavy automotive equipment and power cranes
- Repairs parts, reassembles components, and installs into system
- Performs complex diagnosis and repair in adverse working conditions
- Establishes contacts and maintains good relations with the public and other employees
- Maintains worksite safety
- Completes all related paperwork

In addition to the above tasks, the following tasks may be required by the individual department/division.

Airports

- Operates, inspects, and determines needs as concerns the repair or adjustment of large and complex mechanical systems, including complex conveyor systems as needed
- Maintains and repairs waste grinder

Water Supply Systems

- Updates blueprints from construction projects with field modifications and changes
- Maintains and repairs water lines, valves, and hydrants
- Performs lab tests on raw and treated water
- Replaces or repairs all plumbing in pump stations including sump pumps
- Directs workers in semiskilled carpentry, plumbing, asphalt, masonry, welding, and/or electrical work
- Operates and maintains a variety of hand and power tools and equipment
- Oversees care and development of landscaped areas
- Directs crews in trimming and removal of shrubs and trees
- Directs a wide variety of building and facility maintenance and renovation including roofing, painting, expansion, re-decoration, and floor repair
- Assists electronic technician installing hardware, sensors to engines and troubleshooting problems

Fire

- Maintains and repairs respiratory equipment, nozzles and valves, tools, breathing air compressors, cascade systems, and various other fire-related equipment
- Performs field service maintenance and repairs

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and five (5) years of increasingly responsible skilled mechanical maintenance, including three (3) years of experience in the repair, maintenance, and installation of large electrical motors, controls, and complex mechanical systems; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of electrical motors and controls and of proper methods of repair and maintenance, including materials handling systems; considerable knowledge of the safety requirements of the work performed; and some knowledge of computers to operate motors/pumps. Ability to make inspections to determine operating condition and needed repairs of mechanical equipment

and to make such repairs expediently so as to cause minimal disturbance to operating schedules; ability to make estimates of labor and materials required to repair, maintain, and service electrical and mechanical units and related equipment; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skill in widely varied electrical and mechanical installation, repair, and maintenance.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 20 pounds with occasional lifting up to 60 pounds; frequent carrying up to 60 pounds with occasional carrying up to 60 pounds; occasional pushing and pulling up to 60 pounds; frequent reaching, balancing, kneeling, bending, handling, feeling, climbing, smelling and twisting; occasional crawling; and vision, speech and hearing sufficient to perform essential tasks. Some positions within this classification may require sitting, use of magnification, and good hand-eye coordination.

Licenses and Certificates: Some positions within this classification may require: possession of a valid Oklahoma Class "D" Operator's License; an appropriate water/wastewater license as issued by the Department of Environmental Quality (DEQ); a Class "A" Commercial Driver's License (CDL) with an "X" endorsement, or a Class "B" CDL with applicable endorsements; and technical certification on breathing apparatus, nozzles, fire equipment tools, electrical equipment, including both AC and DC voltage at first opportunity.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, hazardous/toxic atmospheres, sewage, damp/wet surfaces, snow/ice covered surfaces, insect bites, poisonous plants, toxic fumes/vapors/odors, confined spaces, compressed gases, high noise areas; and may be required to work overtime and be on 24 hour stand-by.

Effective date: June 1, 1996

Class Code: 7370
EEO Code: N-07
Pay Grade: LT-19

Group: Labor and Trades
Series: Equipment and Plant Management

CLASS TITLE: PLUMBER

PURPOSE OF THE CLASSIFICATION: Under general supervision performs skilled maintenance, repair, and installation of plumbing systems and fixtures, related mechanical equipment and minor electrical hookup of plumbing equipment at the journeyman level, and other related assigned duties.

ESSENTIAL TASKS:

- Connects, repairs and maintains system parts such as high pressure boilers and gas lines, steam turbines and related systems, pipes, line breaks/leaks, evaporators, various pumps, motors, air compressors, motors, air compressors, chemical and gas equipment, filters, chlorinates, injectors, odor control systems, back flow prevention devices, HVAC units, and chemical feed systems
- Installs new plumbing including pipes, valves, vents, drains and a variety of plumbing fixtures
- Locates, flags, and repairs leaks in gas, water, and sewer lines
- Operates a variety of light automotive equipment
- Inspects plumbing for problem diagnosis and troubleshooting, and to determine needed repairs
- Repairs boilers and heaters
- Makes estimates of material, time and labor necessary to complete jobs
- Tests, maintains and repairs temperature controllers and other related plumbing equipment

- Works with contractors, consultants, engineers, and other departments to ensure equipment repair and purchase, and proper materials and installation.
- Maintains materials, tools, and inventory
- Performs preventive maintenance on all plumbing systems
- Acts as leadman in monitoring the progress of a crew of laborers as necessary

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and five (5) years of experience at the journeyman level in the plumbing and/or mechanical trade, including experience in the repair, maintenance and operation of electrical motors, controls and mechanical equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of plumbing and/or mechanical fixtures, materials and tools, and their suitability for different types of applications; good knowledge of the City plumbing/mechanical code; good knowledge of electrical motors and controls and of proper method of repair and maintenance; good knowledge of backflow prevention techniques; and good knowledge of the safety requirements of the work performed. Ability to work from blueprints and plans; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include frequent walking and occasional standing; frequent lifting up to 50 pounds, and occasional lifting up to 60 pounds; frequent carrying up to 50 pounds and occasional carrying up to 60 pounds or more; frequent pushing and pulling up to 60 pounds; frequent balancing, bending, kneeling, crawling, handling, feeling, climbing, talking, smelling and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a Journeyman Plumber's and/or Mechanical License as issued by the State of Oklahoma and properly registered with the City of Tulsa; possession of a valid Oklahoma Class "D" Operator's License; Freon Recovery Certificate; some positions within this classification may require possession of a Class "B" Commercial Driver's License (CDL) or a Class "A" CDL, some with an "H" endorsement; and some positions within this classification require an appropriate Water/Wastewater License as issued by the Department of Environmental Quality (DEQ), or a Backflow Prevention License.

WORKING ENVIRONMENT: Working environment is primarily indoors, occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum/water/wastewater lines, cutting/chipping/grinding, hazardous/toxic atmospheres, sewage, damp/wet surfaces, snow/ice covered surfaces, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, compressed gases, and high noises.

Effective date: June 1, 1996

Class Code: 7380
EEO Code: N-07
Pay Grade: LT-18

Group: Labor and Trades
Series: Equipment and Plant Management

CLASS TITLE: SMALL ENGINE MECHANIC

PURPOSE OF THE CLASSIFICATION: Under general supervision performs skilled work in the maintenance and repair of small gasoline, diesel engine driven equipment, and automotive equipment, and other related assigned duties.

ESSENTIAL TASKS:

- Maintains and repairs small engines, such as, lawn mowers, tractors, water pumps, generators, compressors, trailers, rototillers, weed-eaters, motorcycles, and a variety of equipment, usually four cylinders or less
- Operates gas and electric welding equipment, grinders, drill presses, and other specialized tools common to automotive and small engine repairs
- Repairs tires, sharpens blades, and provides general maintenance support for a variety of tools and equipment used in construction and grounds maintenance
- Repairs/Overhauls equipment such as trash pumps, tamping machines, and cement mixers
- Keeps equipment inventory and checks out equipment to users
- Maintains records and schedules equipment for maintenance
- Monitors inventory for parts and tools, and orders items as needed
- Compiles work schedules and writes work reports
- Writes specifications for non-capital and capital equipment
- Operates a variety of medium automotive equipment
- Monitors, troubleshoots, and repairs/replaces hydraulic and electrical systems
- Makes minor carpentry repairs to facilities and fences
- Acts occasionally as leader of others assigned to specific tasks

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and five (5) years of experience in the maintenance of specialized small engine and automotive equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of the operating principles and mechanics of two cycle and four cycle engines; good knowledge of specialized maintenance required for small gasoline and diesel driven equipment; good knowledge of the practical use of tools designed for automotive and mechanical repairs; ability to maintain written records; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 50 pounds; occasional lifting, carrying, pushing, and pulling up to 60 pounds; frequent reaching, balancing, bending, kneeling, handling, feeling, talking, smelling and twisting; occasional crawling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "A" Commercial Driver's License (CDL); some positions within this classification may require a "X" or "N" endorsement within 90 days of the date of hire, or may require a Class "B" CDL with an airbrakes endorsement.

WORKING ENVIRONMENT: Working environment is primarily indoors, occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, cramped work areas, excessive dust, weather/temperature extremes, cutting/chipping/grinding, damp/wet surfaces, snow/ice covered surfaces, snake and insect bites, overhead power lines, compressed gases, and high noises; may be subject to overtime; and 24-hour standby.

Effective date: June 1, 1996

Class Code: 7381

EEO Code: N-07

Pay Grade: LT-16

Group: Labor and Trades

Series: Equipment and Plant Management

CLASS TITLE: MECHANIC I

PURPOSE OF THE CLASSIFICATION: Under general supervision performs semiskilled and skilled maintenance and repair on various types of automotive, light truck, and related mechanical equipment, and other related assigned duties.

ESSENTIAL TASKS:

- Maintains and repairs small power equipment, motorcycles, cars, pickups, and trucks
- Orders and exchanges parts
- Performs general maintenance to include minor electrical and tune up work, brake jobs, clutch repairs, and hydraulic repair work
- Performs preventive maintenance on vehicles
- Operates a variety of light to heavy equipment
- Lubricates parts and equipment
- Uses a variety of tools required in automotive maintenance
- Completes paperwork/clerical duties as necessary
- Performs maintenance and repair of facilities
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and four (4) years of experience in the maintenance and repair of automotive equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of the operating principles and mechanics of internal combustion engines; good knowledge of the methods, tools, and equipment of the automotive mechanical trade; and good knowledge of the occupational hazards and safety precautions of the trade. Ability to diagnose and correct mechanical defects in mechanical and power equipment; ability to maintain simple records; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in the repair and overhaul of motors and power equipment; and skill in the care and use of pertinent tools and equipment.

Physical Requirements: Physical requirements include standing and walking; frequent lifting, pushing, and pulling up to 50 pounds, occasional lifting, carrying and pulling up to 60 pounds; frequent stooping, kneeling, bending, feeling, smelling, and twisting; occasional balancing, crawling, and climbing; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Some positions will be required to obtain a valid Class "A" or "B" Commercial Driver's License (CDL) within 90 days of the date of hire; and/or a State Inspector's License; and some positions within this classification may require the possession of a Freon Recovery Certificate within 6 months of the date of hire.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, radiation, traffic, cramped work areas, excessive dust, weather/temperature extremes, cutting/chipping/grinding, hazardous/toxic atmospheres, damp/wet surfaces, snow/ice covered surfaces, insect bites, toxic fumes/vapors/odors, compressed gases, high noise areas, and oily surfaces.

Effective date: June 1, 1996

Class Code: 7391
EEO Code: N-07
Pay Grade: LT-18

Group: Labor and Trades
Series: Equipment and Plant Maintenance

CLASS TITLE: ELECTRICIAN I

PURPOSE OF THE CLASSIFICATION: Under general supervision performs highly skilled electrical maintenance, construction, and installation work on a wide variety of complex electrical systems and mechanical equipment, and other related assigned duties.

ESSENTIAL TASKS:

- Maintains and repairs runway lights, center line lights, touch down lights and lights at a municipal airport
- Installs, maintains, and repairs other directional electric pumps, compressors, motors, meters, recorders, local and remote control systems and other related equipment at a water and sewage plant
- Designs special systems as needed
- Establishes and maintains new service and circuit lines
- Installs receptacles, switches, breaker boxes, fuse boxes, light fixtures, and alarm systems
- Makes time and material estimates for electrical work
- Maintains an inventory of parts and supplies
- Operates various types of electrical, automotive, and power equipment
- Operates emergency generators and high voltage test equipment
- Troubleshoots and repairs complex electrical - mechanical equipment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and five (5) years at the journeyman level in the electrical trade; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of the standard practices, materials, tools, and equipment of the electrical trade; good knowledge of local and national electrical codes; and good knowledge of occupational hazards of the trade and appropriate precautionary measures. Ability to work from blueprints, diagrams, and schematics; ability to design and install various electrical systems; ability to locate and repair defects in electrical systems and equipment; ability to make time and material estimates; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in the use and care of tools and equipment of the electrical trade.

Physical Requirements: Physical requirements include standing and walking; frequent lifting up to 20 pounds and occasional lifting up to 60 pounds; frequent carrying up to 20 pounds and occasional carrying up to 60 pounds; occasional pushing up to 50 pounds; occasional pulling up to 60 pounds; frequent balancing, bending, reaching, kneeling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a Class A Journeyman Electrician's License as issued by the City of Tulsa and the State of Oklahoma; and a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, sewage, damp/wet surfaces, snow/ice covered surfaces, insect bites, poisonous plants, overhead power lines, confined spaces, and high noise areas.

Effective date: June 1, 1996

Class Code: 7920
EEO Code: N-08
Pay Grade: LT-13

Group: Labor and Trades
Series: Unskilled and Semiskilled Labor

CLASS TITLE: CUSTODIAL WORKER I

PURPOSE OF THE CLASSIFICATION: Under immediate supervision performs cleaning and housekeeping duties, including HVAC maintenance as applicable, sets up necessary equipment and works for special event functions, and other related assigned duties.

ESSENTIAL TASKS:

- Sweeps, mops, strips, buffs, and waxes floors
- Washes walls, doors, and woodwork
- Dusts furniture and fixtures
- Cleans windows, glass mirrors and cases, bathroom and kitchen fixtures, drinking fountains, exhibits, artwork, and office furniture
- Vacuums, shampoos/spot cleans carpets and chairs
- Empties wastebaskets
- Mows and waters grass
- Weeds and waters flowerbeds
- Replaces light bulbs, air conditioning filters, and restroom supplies
- Removes trash from grounds/facilities
- Changes out locks
- Performs minor plumbing duties
- Sweeps and hoses off walkways
- Paints various facilities
- Sets up/breaks down tables, chairs, and other equipment for special events
- Works with caterers, florists, musicians, and others for special events
- Maintains catering kitchen and audio/visual equipment
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and one (1) year of experience in general housekeeping duties; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Some knowledge of cleaning materials and methods; some knowledge of various equipment used in janitorial work; some knowledge of HVAC maintenance for some positions; and some knowledge of appropriate safety requirements of the work performed. Ability to understand and follow verbal instructions; ability to perform work requiring good physical condition; ability to adapt to flexible work assignments; ability to work around the public so interruptions are kept to a minimum for ongoing programs; ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include frequent walking and occasional standing; frequent lifting up to 60 pounds; occasional carrying, pushing, and pulling up to 60 pounds; frequent reaching, balancing, kneeling, bending, handling, climbing, smelling, and twisting; occasional crawling and feeling; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Some positions within this classification require possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, excessive dust, damp/wet surfaces, and snow/ice covered surfaces. May be required to work shift irregularities due to heavy special event scheduling.

Effective date: June 1, 1996

Class Code: 7931
EEO Code: N-08
Pay Grade: LT-14

Group: Labor and Trades
Series: Unskilled and Semiskilled Labor

CLASS TITLE: CREW WORKER I

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for performing a variety of unskilled and limited semiskilled tasks; works as a member of a crew engaged in hazardous, heavy construction, and/or major repair or maintenance activities involving City services or facilities, and other related assigned duties.

ESSENTIAL TASKS (All Departments/Divisions):

- Repairs and maintains water or sewer lines
- Maintains and repairs pipes, valves, hydrants, and related facilities
- Cleans sewer or water lines and checks for leaks
- Installs and removes shoring equipment
- Sets up site protection devices and flags traffic
- Operates a variety of powered and heavy automotive equipment
- Trims and removes trees and shrubs
- Cleans up work area and equipment when job is completed

In addition to the above tasks, the following essential tasks may be required by the individual department/division.

Distribution Systems

- Installs, checks, repairs and/or replaces water line breaks and leaks, service lines, waste lines, and water pressure
- Installs, maintains, checks, repairs, and removes fire hydrants, flushing hydrants and main line valves
- Operates a variety of small equipment
- Operates and maintains a variety of heavy automotive equipment
- Performs dead end line maintenance/water flushing
- Obtains water samples
- Locates, marks, inspects, and operates valves and conducts valve surveys by atlas page
- Investigates, tests, and corrects water pressure and chlorine level
- Disinfects, cleans, and/or flushes water mains, storage tanks, and lines
- Maintains pump station, vehicle, and equipment

UCS

- Reads sewer atlas, locates manholes, and sets up equipment
- Performs vehicle, facility, and equipment maintenance
- Operates and maintains TV mini-camera equipment
- Performs smoke, air and dye testing on sewer lines
- Installs, calibrates, checks and cleans flow monitors
- Operates a variety of small equipment
- Takes sewage overflow samples
- Maintains materials and tools inventory on truck
- Tests and inspects sewer lines

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and two (2) years of experience performing heavy manual labor; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of basic manual labor practices, methods, tools and materials; and some knowledge of the hazards of the work. Ability to perform heavy manual labor over an extended period of time in varying weather conditions; ability to understand verbal instructions and to read and follow written instructions; ability to learn and perform more responsible tasks; ability to use hand and mechanical tools and equipment; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include frequent walking and standing; occasional lifting, carrying, pushing, and pulling up to 60 pounds; frequent balancing, bending, kneeling, handling, climbing, smelling, and twisting; occasional reaching, crawling, and feeling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; some positions within this classification may require a Class "A" Commercial Driver's License (CDL) with an "N" endorsement.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, traffic, cramped work areas, excessive dust, weather/extreme temperatures, trench excavations, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, hazardous/toxic materials, sewage,

damp/wet surfaces, snow/ice covered surfaces, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, high noises; and may be required to work overtime and be on 24-hour standby.

Effective date: June 1, 1996

Class Code: 7943

EEO Code: N-07

Pay Grade: LT-13

Group: Labor and Trades

Series: Unskilled and Semiskilled Labor

CLASS TITLE: MAINTENANCE WORKER I

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for performing unskilled and semiskilled tasks; works on individual job assignments or as a member of a work group engaged in planned or scheduled general maintenance or renovation activities involving City properties and facilities, and other related assigned duties.

ESSENTIAL TASKS:

- Assists and performs limited carpentry, electrical, plumbing, and masonry work
- Loads and delivers equipment and work materials
- Fills holes with dirt, gravel, or asphalt
- Paints facilities and equipment and repairs fences
- Operates and maintains a variety of light to heavy automotive and power equipment
- Performs general maintenance such as planting, watering, weeding, spraying, pruning, trimming, and mowing
- Sets up site protection equipment and flags traffic

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and one (1) year of experience performing applicable general maintenance and renovation work; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of manual labor work practices, methods, tools and materials of varied semiskilled general maintenance work; and good knowledge of the hazards and safety precautions of the work. Ability to understand and follow verbal and written instructions; ability to use various types of mechanical tools and equipment; ability to operate various types of automotive and power equipment; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in the operation of light to heavy automotive equipment and in the use of pertinent tools and power equipment.

Physical Requirements: Physical requirements include frequent walking; occasional lifting up to 20 pounds; occasional carrying up to 50 pounds; occasional pushing and pulling up to 50 pounds; frequent reaching and smelling; occasional balancing, bending, kneeling, crawling, handling, feeling, climbing, and twisting; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of an Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather; and occasionally indoors. May be exposed to the following: hazardous materials, flammable liquids, traffic, excessive dust, and damp/wet surfaces.

Effective date: June 1, 1996

Class Code: 7948

EEO Code: N-08

Pay Grade: LT-12

Group: Labor and Trades

Series: Unskilled and Semiskilled

CLASS TITLE: MAINTENANCE HELPER

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for working on individual job assignments or as a member of a work group engaged in planned or scheduled general maintenance or renovation activities involving City properties and facilities, and other related assigned duties.

ESSENTIAL TASKS:

- Rakes, shovels, and sweeps dirt, leaves, grass and other debris from public grounds and streets
- Loads materials into trucks, wheel barrows, or containers
- Cleans crew shops and restrooms and replaces paper products as necessary
- Picks up trash, cleans restroom and shop locations, replaces paper towels and toilet paper as necessary
- Assists in maintenance operations such as mowing, watering, weeding, repair of fences, trimming of shrubs, mulching, skimming of pools, and moving work materials
- Fills holes with dirt, gravel or asphalt
- Cleans, washes, and stores equipment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Completion of the 10th grade. Must be able to pass a basic reading/writing aptitude test.

Knowledge, Abilities, and Skills: Some knowledge of basic manual labor practices; and some knowledge of the hazards of manual labor. Ability to perform manual labor over an extended period of time, in varying weather conditions; ability to understand verbal or simple written instructions; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 60 pounds; occasional carrying up to 50 pounds; occasional pushing up to 60 pounds; occasional pulling up to 50 pounds; frequent bending, kneeling, handling, and talking, reaching, balancing, crawling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid applicable Oklahoma Driver's License as required by the department.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, traffic, excessive dust, weather/temperature extremes, rough terrains, cutting/chipping/grinding, damp/wet

surfaces, snow/ice covered surfaces, insect bites, poisonous plants, toxic fumes/vapors/odors, high noises, confined spaces, and refuse/garbage/litter; works in and around ponds, ornamental fountains, and an urban lake.

Effective date: October 14, 1999

Class Code: 7950

EEO Code: N-08

Pay Grade: LT-13

Group: Labor and Trades

Series: Unskilled and Semiskilled Labor

CLASS TITLE: AIRPORT MAINTENANCE WORKER I

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for performing a variety of unskilled and semiskilled tasks; works on individual job assignments or as a member of a work group engaged in planned or scheduled general maintenance or renovation activities involving City properties and facilities, and other related assigned duties.

ESSENTIAL TASKS:

- Maintains and trims various types of ornamental plants, shrubs and trees
- Maintains and repairs conveyor system, irrigation systems, and sliding, revolving, and overhead doors
- Maintains and repairs tools and equipment
- Removes trash/debris from airport facilities
- Assists and performs limited electrical and plumbing work
- Paints facilities and equipment
- Constructs/installs various types of signs
- Operates a variety of light to medium automotive equipment
- Loads and delivers equipment and work materials
- Operates various types of power equipment and hand tools
- Cleans, washes, and stores equipment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and one (1) year of experience performing manual labor; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of basic manual labor practices, methods, tools and materials; and some knowledge of the hazards of the work. Ability to perform manual labor over an extended period of time, in varying weather conditions; ability to understand verbal and written instructions; ability to learn and perform more responsible tasks; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 50 pounds; occasional carrying, pushing, and pulling up to 50 pounds; frequent bending, kneeling, handling, climbing, and smelling; occasional reaching, balancing, crawling, feeling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "B" Commercial Driver's License with an airbrakes endorsement.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, rough terrains, cutting/chipping/grinding, sewage, damp/wet surfaces, snow/ice covered surfaces, insect bites, high noise areas, and refuse/garbage/litter.

Effective date: June 1, 1996

Class Code: 7980

EEO Code: N-07

Pay Grade: LT-16

Group: Labor and Trades
Series: Unskilled and Semiskilled

CLASS TITLE: PUBLIC WORKS EMERGENCY REPRESENTATIVE

PURPOSE OF THE CLASSIFICATION: Under general supervision acts independently to respond to general public initiated complaints, service orders or requests, and reports from City departments regarding all emergency problems within the City's rights-of-way; and other related assigned duties.

ESSENTIAL TASKS:

- Performs the initial response to public calls or work orders, examines problem, determines course of action and the resources needed, notifies appropriate support, and, if necessary, performs repairs or alleviates problem
- Responds to customer's emergency requests and investigates problems pertaining to breaks, leaks, torn out lines, pressure on hydrants, burst meters, turning water on and off, and other complaints
- Performs daily departmental mail courier route in some positions
- Tests the water in the distribution system for chlorine residual
- Maintains daily documentation of work reported and performed and related paperwork
- Makes immediate or future work recommendations to appropriate department or section to insure public safety and traffic flow
- Handles street maintenance and pump station emergencies after regular hours
- Checks reservoir lights
- Installs and removes water meters
- Keeps daily inventory and maintains tools and safety vehicles and equipment necessary for repairs and emergency response
- Determines and effectively utilizes the traffic safety equipment required to assure public safety and a safe worksite

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and four (4) years of progressively responsible experience in analysis and repair of the City street and/or water distribution systems; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of street maintenance and water distribution systems; good knowledge of the terminology, tools, methods, and materials used in street maintenance and water distribution system problem analysis and repair; good knowledge of hazardous conditions and the hazards and safety precautions of the work; good knowledge of City emergency resources and equipment and the

applicable rules and regulations; and some knowledge of sound transmission theory. Ability to use electronic equipment to discern valve and/or leak detection; ability to use hand tools, hydrant tools and other manual repair equipment; ability to efficiently use the water atlas; ability to work independently and make appropriate decisions quickly and efficiently in emergency situations; ability to deal with irate citizens in handling emergency problems; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting and carrying up to 10 pounds with occasional lifting and carrying up to 60 pounds; frequent pushing and pulling up to 60 pounds; frequent reaching, balancing, kneeling, bending, handling, and twisting; occasional climbing and smelling; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Class "A" Commercial Driver's License (CDL) with appropriate endorsements; and some positions may be required to obtain the appropriate Oklahoma Department of Environmental Quality Water License (DEQ).

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, and in inclement weather. May be exposed to the following: hazardous materials and conditions, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, hazardous/toxic atmospheres, sewage, damp/wet surfaces, snow/ice covered surfaces, confined spaces, high noise areas, and may be required to work holidays or mandatory overtime.

Effective date: April 10, 1997

Class Code: 2171
EEO Code: N-06
Pay Code: OT-13

Group: Clerical and Administrative
Series: Clerical and Secretarial

CLASS TITLE: OFFICE ASSISTANT- LEVEL I

PURPOSE OF THE CLASSIFICATION: Under immediate supervision performs entry-level clerical/customer service duties in accordance with established policies and procedures, and other related assigned duties.

ESSENTIAL TASKS:

- Enters data
- Files and copies materials
- Distributes mail
- Performs customer/receptionist duties such as answering phones and referring calls
- Operates various office machines
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and one (1) year general office experience. Refer to the Office Assistant/Administrator Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Knowledge of and skill in applying rules of grammar, spelling, and punctuation. Ability to follow verbal and written instructions; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, telephone, and to file documents; subject to sitting, standing, bending, reaching, lifting, walking, and repetitive movements; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily an office setting; requires the use of a telephone and other office machines for extended periods of time.

Effective Date: June 11, 1998

Class Code: 2172
EEO Code: N-06
Pay Code: OT-15

Group: Clerical and Administrative
Series: Clerical and Secretarial

CLASS TITLE: OFFICE ASSISTANT- LEVEL II

PURPOSE OF THE CLASSIFICATION: Under direct supervision performs clerical/secretarial duties applying general knowledge and skills related to work performed in accordance with established policies and procedures, and other related assigned duties.

ESSENTIAL TASKS:

- Types letters and memos
- Performs basic bookkeeping duties
- Enters data
- Proofreads and/or verifies accounts, names, addresses, etc.
- Accesses information via computer
- Answers telephone, routes calls, and takes messages
- Receives and directs walk-in traffic
- Handles, orders, and distributes requests for supplies and maintains inventory
- Distributes mail
- Maintains a filing system
- Handles reproduction needs
- Operates various office equipment
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED); or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Office Assistant/Administrator Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Good knowledge of and skill in applying rules of grammar, spelling, and punctuation; good knowledge of general office procedures; good knowledge of and skill in keyboard use and typing; and knowledge of word processing, database, or spreadsheet software packages. Ability to

compose and edit memos; ability to perform arithmetic computations; ability to follow verbal and written instructions; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in operating a personal computer, typewriter, and/or word processor and other office machines; skill in organizing, compiling, and recording information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and other office equipment; subject to sitting, standing, lifting, bending, reaching, walking, and repetitive movements; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Some divisions may require a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily an office setting; requires the use of a telephone and other office machines for extended periods of time; and may be required to work overtime.

Effective Date: June 11, 1998

Class Code: 2174
EEO Code: N-06
Pay Code: OT-17

Group: Clerical and Administrative
Series: Clerical and Secretarial

CLASS TITLE: OFFICE ADMINISTRATOR- LEVEL I

PURPOSE OF THE CLASSIFICATION: Under general supervision performs administrative or clerical duties requiring advanced technical knowledge and administrative skills, requiring independent judgment on a frequent basis, and other related assigned duties.

ESSENTIAL TASKS:

- Writes and edits memos, letters, and general correspondence to departmental personnel
- Utilized advanced computer software packages to create and maintain database information
- Assists with and/or coordinates the department budget preparation and documentation
- Assists employees with questions utilizing the City Personnel Policies and Procedures
- Assists employees and the public with the location and functions of all City departments and divisions
- Assists with the development and administration of office procedures
- Assists with projects and/or research
- Maintains, schedules, and arranges meetings and conferences
- Attends committee, board, or authority meetings and records, transcribes, and distributes minutes
- Performs lead responsibilities
- Provides backup support
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), supplemented by twenty (20) hours of accredited coursework and **one (1) year of experience as an Office, Assistant Level III**; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Nine (9) hours of accredited coursework as specified in the Office Assistant/Administrator Progression Criterion Document. Years of experience may not be substituted for the specified coursework.

Knowledge, Abilities and Skills: Considerable knowledge of and skill in applying the rules of grammar, spelling, punctuation, and principles of accounting and mathematics; considerable knowledge of word processing, database, and/or spreadsheet software packages; considerable knowledge of office practices and procedures; and good knowledge of City and Department Policies and Procedures. Ability to work independently; ability to work under pressure; ability and willingness to maintain confidentiality; ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skill in operating a personal computer, typewriter, and/or word processor and other office equipment; and skill in organizing, compiling, and recording information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use office equipment; subject to sitting, standing, bending, reaching, and walking; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily an office setting; requires the use of a telephone and office machines; and may be required to work overtime.

Effective Date: June 11, 1998

Class Code: 2282
EEO Code: N-02
Pay Code: IT-32

Group: Clerical and Administrative
Series: Data Processing and Information Services

CLASS TITLE: CADD SYSTEM TECHNICIAN

PURPOSE OF THE CLASSIFICATION: Under general supervision performs analysis, evaluation, training, and design work involving new or modified CADD applications and network operating systems, and other related duties that may be assigned.

ESSENTIAL TASKS:

- Analyzes, evaluates, designs, and maintains various CADD and Engineering systems and applications
- Works with users on projects and develops or selects appropriate system software
- Installs hardware and software and administers local area networks
- Analyzes and determines the most appropriate methods to correct hardware and software problems
- Performs project leader duties in systems organization, modification, and user training
- Implements new technologies to improve productivity of the engineering staff
- Analyzes technical responsibilities of users to assure effective CADD systems support for operational information concerns
- Provides training and support for CADD system users
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in computer science, geography, and/or engineering and three (3) years of experience in microcomputer/LAN systems analysis and/or computer programming; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of UNIX, DOS, Sun Operating Systems; Hardware devices; CADD, mapping, GIS Software; and good knowledge of engineering, surveying,

drafting, mapping, and geographic principles. Ability to coordinate, evaluate, and supervise the work of subordinates; ability to recognize, analyze, and solve system and software maintenance problems; ability to communicate effectively working with people individually or in groups; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 50 pounds; occasional carrying, pushing, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, feeling, handling, twisting, and smelling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and may require overtime and traveling to various City locations.

Effective Date: December 1, 2000

Class Code: 2314
EEO Code: E-03
Pay Code: EX-23
Group: Clerical and Administrative
Series: General Administrative

CLASS TITLE: ADMINISTRATIVE SERVICES OFFICER I

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for complex office management and general administrative work including budget preparation and administration, departmental personnel administration, fiscal and operational records maintenance, and departmental management details; and performs other related assigned duties.

ESSENTIAL TASKS:

- Assists an executive by relieving administrative detail
- Develops and maintains records, files, and prepares reports and statements
- Prepares payment requests and purchase orders
- Answers phones and redirects calls
- Performs studies of organization, finance, and related nature
- Communicates directives of executive to others
- Assists in developing and enforcing policies and procedures
- Assists in preparation and control of budget
- Prepares department payroll
- Handles arrangements for meetings, conventions, banquets, seminars and other matters
- Represents executive in negotiating leases and other arrangements
- Acts as department's liaison with other city departments, committees and outside agencies
- Collects information and produces management reports
- Assists in researching solutions to grievances and disputes
- Plans and supervises work of clerical and fiscal assistants, custodial, field inspection and security personnel
- Prepares agendas for board and committee meetings
- Serves as secretary and authors correspondence (in some positions)
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in business or public administration or a closely related field, and two (2) years of related experience, or a

bachelor's degree in business or public administration, or closely related field; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the principles and practices of business and office administration; some knowledge of the principles and practices of supervision; ability to solve administrative problems and to be of administrative assistance to an executive in a staff or line capacity; ability to express oneself clearly and concisely, both orally and writing; ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirement: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing, and pulling up to 10 pounds; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking, reaching, sitting, standing, balancing, kneeling, bending, handling, feeling, climbing, smelling, and twisting; vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Effective date: July 1, 2000

Class Code: 2325
EEO Code: E-01
Pay Code: EX-32
Group: Clerical and Administrative
Series: General Administrative

CLASS TITLE: OFFICE SERVICES SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under general direction administers and supervises the operation of the City's reproduction, printing, mail, central records storage, convenience copier program, forms management, and performs other related assigned duties.

ESSENTIAL TASKS:

- Supervises the central mail, duplication, and central records storage services provided to all City departments
- Plans and coordinates the utilization of the services
- Maintains operational statistics on the allocation and use of services by all City departments
- Administers the allocation for services provided to all City departments and external agencies
- Supervises the maintenance of financial or statistical records not requiring formal accounting training
- Coordinates the use and maintenance support of the City's convenience copiers
- Develops the Office Services budget and monitors the expenditures of funds
- Interfaces with all departments on service issues and implements corrective actions when appropriate
- Develops specifications for the contracting of central office supplies, microfilming, the City's forms program, copier program, and various high speed duplicating equipment
- Establishes performance criteria for the Office Services section and staff and conducts evaluations
- Recommends hiring of new employees and ensures the training and development of staff
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in business or public administration, and four (4) years of experience in office management, involving the supervision of duplicating, printing, microfilming, or a closely related field, or a bachelor's degree in business or public administration, and two (2) years of experience in office management, involving the

supervision of duplicating, printing, microfilming, or a closely related field; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of modern office practices and procedures; and considerable knowledge of a variety of printing, reproduction, and office machines as to their operations, capabilities, and limitations. Ability to make operating decisions independently in accordance with departmental policies and procedures; ability to maintain records and to prepare reports; ability to plan and coordinate the work of a clerical staff performing varied clerical operations; ability to analyze the costs of materials, procedures, and processes, and to implement programs and policies to control costs; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, and pushing up to 5 pounds; may be subject to walking, standing, sitting, handling, feeling, and climbing; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Effective Date: July 1, 2000

Class Code: 2381
EEO Code: N-06
Pay Code: OT-17

Group: Clerical and Administrative
Series: General Administrative

CLASS TITLE: COUNCIL ADMINISTRATIVE AIDE I

PURPOSE OF THE CLASSIFICATION: Under general supervision provides staff assistance and general administrative work aiding the City Council in performing its legislative, community relations, and administrative work; and performs other related assigned duties.

ESSENTIAL TASKS:

- Acts as a liaison between the councilor, City Administration, and/or the public
- Composes correspondence for the councilors
- Participates with the councilor in a variety of task forces and committees
- Provides information on City procedures, policies, and ordinances
- Performs some administrative tasks relating to the councilor and his/her district, disseminating press releases and other factual information to the media
- Assists in the implementation of new procedures
- Assists in updating computer software
- Maintains computerized council mailing list
- May perform some administrative tasks relating to a standing Council Committee
- Performs some general, administrative tasks relating to the central operation of the Council Office

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Successfully completed at least 20 hours of coursework from an accredited college or university with a specialization in business or public administration or a related field and two (2) years of business or governmental experience.

Knowledge, Abilities and Skills: Good knowledge of the principles and practices of business and office administration; and some knowledge of the principles of research. Some ability to solve administrative problems and to be of assistance to a councilor; reasonable ability to express oneself clearly and concisely, both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting up to 10 pounds; occasional carrying up to 5 pounds; may be subject to walking, standing, and sitting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires some travel to various City locations to attend community meetings; and requires some evening work.

Effective Date: March 12, 1998

Class Code: 2641
EEO Code: N-03
Pay Code: AT-40

Group: Clerical and Administrative
Series: Human Resources Management

CLASS TITLE: SENIOR TRAINER

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for the design, development, delivery and administration of training programs including but not limited to management, supervisory and professional level training programs; and performs other related assigned duties.

ESSENTIAL TASKS:

- Conducts training needs analysis by interviewing and surveying to plan training programs to effectively meet training needs
- Evaluates external training programs and trainers, provides recommendations and coordinates activities concerning contracting outside trainers
- Designs and develops surveys, questionnaires and needs assessment studies to identify training needs and prepares proposals for new training projects
- Assists in determining needed training resources, budget preparation and controlling expenditures in accordance with budget allocations
- Designs, develops and delivers training programs using subject matter experts where necessary
- Provides training for internal employees and managers who have training responsibilities
- Creates material (video, audio, printed, graphics) to be used by internal or external trainers to conduct training sessions
- Performs counseling for supervisors in regard to employee training and team activities
 - Facilitates structured learning experience (group dynamics and group process)
- Researches, plans and develops the concept, purpose, and scope of audio-video and net-system based training
 - Assists in the development and implementation of training projects, policies and procedures in conjunction with the internal customer training committee and/or as directed.
- Performs career development counseling for employees
- Assists training consultants on projects

- Coordinates the design, development, and distribution of the training catalogue
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from a recognized college or university with a bachelor's degree in business or public administration, communications, or a social or behavioral science, and three (3) years of progressively responsible experience in adult training and development preferably including two (2) years in management and supervisory training; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the modern principles and practices of employee development and training methods and procedures; some knowledge of video and network systems training programs; and good knowledge of work methods involved in the operation of City departments. Ability to design, develop, conduct, and facilitate training workshops including audio-visual programs; ability to gather, assimilate, and analyze information; ability to perform research and statistical analysis on effectiveness of employee training programs; ability to present ideas clearly and concisely both verbally and in writing to achieve job objectives and cause action or understanding. Skill in the operation of audio-visual and computer equipment.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing, and pulling up to 60 pounds; occasional lifting and carrying in excess of 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires some travel to various City locations to conduct training sessions.

Effective Date: December 1, 2000

Class Code: 3631
 EEO Code: N-06
 Pay Code: OT-12

Group: Cultural, Legal and Sciences
 Series: Recreation

CLASS TITLE: RECREATION AIDE

PURPOSE OF THE CLASSIFICATION; Under general supervision is responsible for assistance in the supervision of a recreation facility or function, and other related duties that may be assigned.

ESSENTIAL TASKS:

- On a year-round, part-time basis, assists recreation personnel in the scheduling, supervision, and upkeep of recreation facilities and equipment
- Supervises center and office activities
- Assembles and disassembles recreational equipment
- Teaches recreational and children's classes
- Helps maintain discipline, order, and safety of citizens involved in a variety of recreation activities
- Performs various office duties, including related paperwork and monitoring a bulletin board
- Collects user fees and maintains records of monies and participants
- Answers phones, answers questions, and takes messages

- Interprets recreation programs and department procedures to groups and individuals
- Monitors attendance and/or work assignments of temporary, seasonal, and volunteer workers and instructors
- Secures premises and building at closing times
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and six (6) months of related experience involving the supervision of youth activities; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Some knowledge of youth supervision and first aid. Ability to monitor activities and maintain discipline; ability to collect fees and keep simple records; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 50 pounds; occasional carrying up to 20 pounds; occasional pushing up to 60 pounds; occasional pulling up to 5 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Some individuals within this classification may be required to possess a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors with exposure to computer monitor, and occasionally outdoors and in inclement weather.

Effective Date: January 1, 1995

Class Code: 3778
 EEO Code: E-02
 Pay Code: AT-32

Group: Cultural, Legal and Science
 Series: Sciences

CLASS TITLE: FORENSIC SCIENTIST I

PURPOSE OF THE CLASSIFICATION: Under direct supervision is responsible for providing basic scientific information related to the adjudication of criminal matters in courts of record; and performs other related duties.

ESSENTIAL TASKS: (Dependant on particular sub-discipline within forensic science)

- **Obtains, examines, analyzes, identifies, compares and evaluates suspected evidence (i.e., blood, urine, semen, hair, fibers, saliva, paint, glass, fire debris, soil, drugs, hazardous materials, firearms and components)**

- **Utilizes instrumentation including, but not limited to: gas chromatography, ultraviolet and infrared spectrophotometry, mass spectroscopy, electrophoresis, polarizing, compound and comparison microscopes, thermocycler, capillary electrophoresis and x-ray spectrometer**
- **Manages caseload to ensure meeting deadlines and to maintain reasonable backlog, planning, scheduling and coordinating laboratory work**
 - Trains in one or more laboratory sections
 - Prepares written scientific and statistical reports based on laboratory examinations and results
 - Responsible for strict security of evidence and chain of custody
 - Utilizes specialized computer software and hardware
 - Attends meetings, seminars, and continuing education classes
 - Interprets laboratory examinations and results for police officers and attorneys
 - Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in one of the physical or biological sciences with some experience in a forensic laboratory preferred; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Forensic Scientist Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Knowledge of principles of analytical procedures of chemistry, biology, toxicology, or related sciences; knowledge of hazards and toxicity of chemicals; and knowledge necessary to maintain laboratory equipment. Ability to communicate effectively both verbally and in writing on scientific test results; ability to perform accurate, basic scientific analysis and calculations; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 10 pounds, with occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operators License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an laboratory setting, and may be exposed to various hazardous chemicals, toxic fumes/vapors/odors, high noises, high voltage, and biohazards.

Effective Date: October 12, 2000

Class Code: 3790
EEO Code: E-02
Pay Code: EX-36

Group: Cultural, Legal and Sciences
Series: Sciences

CLASS TITLE: LANDSCAPE ARCHITECT

PURPOSE OF THE CLASSIFICATION: Under direction performs professional planning and design work in the improvement and construction of City parks and recreational land and other related duties that may be assigned.

ESSENTIAL TASKS:

- Prepares working drawings, specifications, planting plans, and construction details of park projects to be implemented
- Conducts site research to investigate topography, drainage, soil type, and other existing features
- Coordinates new construction and renovation projects with division heads, private contractors, and other departments involved
- Prepares construction and planning documents, and receives consultant documents in CADD and/or miscellaneous spreadsheet and word processing formats
- Makes continual evaluation of existing facilities and makes recommendations for improvements
- Supervises the activities of employees involved in construction projects
- Makes presentations to the public and various groups interested in park development
- Prepares and revises specifications for purchases of material to be used in park construction
- Produces cost estimates
- Maintains records, files, and databases concerning parks
- Analyze all existing park playgrounds
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in landscape architecture, parks administration or management, or a closely related field, and three (3) years of experience in landscape architecture or park planning work, including CADD experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices, methods, and techniques used in landscape architecture work; considerable knowledge of CADD, spreadsheet, and word processing software in order to communicate with consultants; considerable knowledge of ornamental horticulture principles and practices; good knowledge of the theory and practice of park management; and good knowledge of the methods and materials used in light construction work. Ability to plan, coordinate, and implement short and long-range goals for park construction and improvement; ability to evaluate existing facilities and make sound recommendations for improvements; ability to use CADD, spreadsheet, and word processing software to set computer CADD standards and produce contract documents; ability to supervise the work of employees engaged in park renovation and construction projects; ability to plan, design, layout, and prepare specifications for complex landscaping projects; ability to speak effectively to large and small groups concerning park projects; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of an Oklahoma Landscape Architect License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires some travel to various City park locations to inspect natural, wooded sites for future facility construction.

Effective Date: July 1, 2000

Class Code: 4263
EEO Code: N-03
Pay Code: IT-28

Group: Engineering, Planning, and Technical
Series: Communications Operations and Maintenance

CLASS TITLE: ELECTRONICS TECHNICIAN III

PURPOSE OF THE CLASSIFICATION: Under general supervision supervises and/or participates in the installation, maintenance, and repair of various devices and related electronic controls and equipment, and other related assigned duties.

ESSENTIAL TASKS:(All Departments/Divisions)

- Supervises and/or participates in the work of subordinate Electronics Technicians engaged in a variety of installation, maintenance, repair, and calibration activities
- Performs maintenance and repair work
- Orders parts and maintains a parts inventory
- Supervises and/or trains individuals concerning operations or equipment
- Supervises and/or participates in the testing of controllers and related electronic equipment
- Maintains a routine maintenance program of control equipment
- Prepares reports for departmental management
- Develops and maintains training manuals and charts for electronic equipment maintenance
- Maintains files and records
- Operates light to heavy automotive equipment and/or a City vehicle

In addition to the above tasks, the following essential tasks may be required by the individual department/division.

Traffic

- Designs, modifies, and builds special equipment related to the testing and operation of traffic control signals
- Supervises and performs modifications of traffic control systems at field locations on existing control systems
- Programs communications, microprocessor based equipment
- Maintains various databases

Airport

- Inspects, maintains, repairs, and troubleshoots the operation of exterior security access gates and interior motorized gates at both Tulsa International Airport and RL Jones Riverside Airport
- Programs communications, microprocessor based equipment

Zoo

- Designs, modifies, and builds special equipment related to the testing and operation of zoo exhibits
- Sets up equipment for special events
- Writes computer programs

Plant/Utilities

- Troubleshoots and repairs electrical, electro-mechanical, hydraulic and pneumatic instrumentation systems, modules, and controls in a water or wastewater plant or related facility
- Operates and adjusts pumping systems

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), supplemented by successful completion of an approved two (2) year course in electronics, and three (3) years of experience in field and/or bench repair of electronic equipment and related process control equipment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the operating principles of a variety of electronic, electrical, electro-mechanical, hydraulic, and pneumatic equipment; considerable knowledge of the tools, equipment, methods, and materials, used in the testing, maintenance and repair of such equipment; and considerable knowledge the theory and operating principles of solid state devices and circuitry. Ability to plan, organize, and supervise the work of subordinates; ability to read and work from wiring diagrams, schematics, engineering specifications, and factory service manuals; ability to perform technical diagnostic repair work; ability to maintain inventory and work records; ability to perform assignments independently with limited supervision; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization. Skill in the use of various tools and equipment in the repair and maintenance of electrical and electronic equipment and plant process controls and instrumentation.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone and to solder and de-solder miniature components on circuit boards; occasional lifting, carrying, pushing, and pulling up to 60 pounds; may be subject to extended periods of walking and standing; reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of an Oklahoma Class "D" Operator's License; and some positions within this classification may be required to obtain a valid applicable Commercial Driver's License (CDL) or a Class "C" Water or Sewer Operator's License as issued by the Department of Environmental Quality (DEQ) within six months to one year of hire date.

WORKING ENVIRONMENT: Working environment is indoors and outdoors and in inclement weather; may be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum lines, rough terrain, hazardous/toxic atmospheres, damp/wet surfaces, snow/ice covered surfaces, overhead power lines, toxic fumes/vapors/odors, confined spaces, compressed gases, high noises, and computer monitor.

Effective Date: October 1, 1995

Class Code: 4270
EEO Code: N-03
Pay Code: OT-15

Group: Engineering, Planning, and Technical
Series: Communications Operations and Maintenance

CLASS TITLE: TELECOMMUNICATIONS TECHNICIAN ASSISTANT

PURPOSE OF THE CLASSIFICATION: Under general supervision performs general telecommunications support work involving various types of electronic and microprocessor based telecommunications, safety, and security equipment; and other related assigned duties.

ESSENTIAL TASKS:

- Performs basic repair and maintenance work involving various types of stationary and mobile telecommunications equipment, safety equipment, security systems, and other types of electronic and microprocessor based equipment
- Assists in the installation, preventative maintenance, and less technical repair work involving various telecommunications equipment
- Maintains tools, equipment, and facilities associated with operational concerns of the City departments
- Handles and delivers parts and supplies as requested
- Maintains storage facilities in an orderly and functional manner

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), supplemented by an acceptable two (2) year Telecommunications Vocational Technical Program; or three (3) years of related experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the operating principles of various types of telecommunications electronic and microprocessor based equipment. Ability to repair and maintain various types of communications equipment; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 50 pounds; occasional carrying, pushing, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, feeling, climbing, and smelling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors and in inclement weather.

Effective Date: January 8, 1998

Class Code: 4460
EEO Code: N-07
Pay Code: OT-19

Group: Engineering, Planning, and Technical
Series: Inspection

CLASS TITLE: ELECTRICAL INSPECTOR II

PURPOSE OF THE CLASSIFICATION: Under general supervision performs skilled inspection work in securing compliance with the appropriate electrical code and regulations governing the installation and operation of electrical systems and equipment and other related assigned duties.

ESSENTIAL TASKS:

- Inspects new wiring and electrical installation in residences, businesses, public, and other buildings to ensure conformance with established safety regulations and ordinances
- Inspects for compliance with proper codes
- Confers with workers and contractor pertaining to various problems encountered and electrical regulations
- Investigates complaints of violations of the City's electrical code
- Evaluates and issues permit and penalty fees
- Patrols City and reports violations of the City's electrical codes
- Issues notice of final inspections to Public Service Company authorizing electrical service
- Operates City vehicle
- Acts as liaison with utility companies resolving difficult problems
- May obtain warrants and appear in court in violation prosecutions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Completion of one (1) year from an accredited college or university with coursework in English, Marketing, Management, and Mathematics, and six (6) years of experience in electrical work, including three (3) years as a contractor, or a Class "A" journeyman electrician; three (3) years as an Electrical Inspector I; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Building Trades Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Considerable knowledge of the methods and practices involved in constructing, installing, and maintaining a wide variety of electrical systems and equipment; considerable knowledge of possible defects, faults, and corrective measures in electrical systems and equipment; considerable knowledge of Federal, State, and local electrical regulations and related ordinances; and some knowledge of computers. Ability to diagnose defects and hazards in old and new electrical installations; ability to conduct research; ability to effectively establish and keep an efficient schedule; ability to enforce regulations with firmness and impartiality; ability to handle stressful situations; ability to recognize and take proper precautions in a hazardous environment; ability to use a computer; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a telephone; occasional lifting and carrying up to 60 pounds; occasional pushing and pulling up to 50 pounds; may be subject to extended periods of walking; standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; an Electrical Contractor or as a Class "A" Journeyman license as issued by the State of Oklahoma; BOCA certification as required as a Electrical Inspector; and become a state licensed electrical inspector within one (1) year of date of hire.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors and in inclement weather; requires traveling to various locations for inspections; and may be subject to hazardous equipment, installations, structures, and environment, dangerous animals, heights, confined space entry, high voltage, and fire damaged areas.

Effective Date: October 1, 1995

Class Code: 4673
EEO Code: E-02
Pay Grade: EX-40

Group: Engineering, Planning and Technical
Series: Planning

CLASS TITLE: PLANNER III

PURPOSE OF THE CLASSIFICATION: Under general direction performs professional work in the development and effectuation of comprehensive plans, procedures, or programs; and performs other related assigned duties.

ESSENTIAL TASKS:

- Performs professional planning work in developing database studies
- Assists in programming project objectives, research activities, and related activities
- Conducts the more difficult technical aspects of the planning program
- Supervises subordinate planners in conducting a difficult phase of the plans or programs
- Analyzes data, designs basic portions of the master plan or program and makes recommendations for revisions
- Supervises a group of technical assistants engaged in specialized activities in support of project development and implementation
- Prepares outlines of data desired and supervises compilation and statistical analysis of data
- Serves as liaison coordinator with private consultants, public officials, and various civic organizations
- Prepares detailed plans and graphic and written presentations
- Recruits clients and oversees their certification, eligibility, and testing by conducting training and workshops
- Maintains various records, reports, and files
- Assists in the development and monitoring of division budgets in some positions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, urban planning, or one of the social sciences with an emphasis in social, manpower planning, land use planning, urban design, economic development, or a closely related field; and four (4) years of experience in a planning capacity or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles and practices of urban planning, community research, statistical analysis, **real estate marketing, development, finance and**

valuation, and program design; comprehensive knowledge of the techniques of planning research; considerable knowledge of economics, municipal finance, and sociology as applied to city planning; **considerable knowledge of real estate laws and GIS systems**; considerable knowledge of employment training requirements; considerable knowledge of economic, social, and/or physical needs of an urban community; good knowledge of civil engineering and physical design as applied to city planning; and good knowledge of public administration. Ability to analyze and forecast economic, social, and physical problems of the community and to formulate effective solutions; ability to carry planning assignments to completion through the formulation of creative planning solutions; ability to analyze and systematically compile technical and statistical information, and to prepare comprehensive technical reports; **ability to interpret laws and regulations**; ability to supervise **and train assigned personnel**; ability to communicate effectively both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; **and Real Estate License is preferred in some positions.**

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; **and may be required to attend public meetings and hearings outside normal office hours in some positions.**

Effective date: July 1, 2000

Class Code: 4751
EEO Code: E-02
Pay Code: EX-28

Group: Engineering, Planning and Technical
Series: Professional Engineering

CLASS TITLE: ENGINEER I

PURPOSE OF THE CLASSIFICATION: Under general supervision performs entry level professional civil engineering work in the construction and inspection of Public Works projects and other related assigned duties.

ESSENTIAL TASKS:

- Reviews preliminary and final plans and designs for a variety of Public Works projects
- Performs design work of moderate complexity under the supervision of a professional engineer
- Plots profiles and cross sections for various engineering projects from field survey notes
- Lays proper grades, determines alignments, and prepares quantity and cost estimates
- Calculates traverse and writes descriptions of property to be purchased by the City
- Prepares various contracts, letters, reports, and any required addendums
- Supervises subordinate employees in the inspection of construction projects
- Makes spot checks to see that inspection work is performed properly
- Supervises a number of field survey parties
- Assigns parties to location and checks all field notes submitted by party chiefs
- Plans and designs park resthouses, shelters, and other facilities
- Researches and designs special projects

- Investigates storm water drainage problems, identifies causes, and makes recommendations on solutions
- Supervises skilled and unskilled workers on construction projects
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in civil, mechanical, electrical, industrial or chemical engineering; prefer one (1) year of related engineering experience. Refer to the Engineering Services Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Good knowledge of the principles and practices of civil engineering as applied to land surveying, drafting, design, and construction; good knowledge of the methods, materials, tools and equipment used in public works construction; and good knowledge of engineering mathematics. Ability to adapt approved engineering methods and standards to the design of sanitary and storm sewers, streets, and other public works; ability to make complex engineering computations quickly and accurately; ability to prepare reports to technical and engineering information; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Must possess skill in the use of drafting and surveying instruments.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 60 pounds; may be subject to walking, standing, reaching, balancing, climbing, bending, kneeling, handling, feeling, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Certification within Oklahoma as an Engineer Intern as evidenced by successful completion of the Fundamentals of Engineering examination within one year of appointment; and some positions require possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, and occasionally outdoors and in inclement weather; and requires some travel to various City locations to conduct fieldwork.

Effective date: July 1, 2000

Class Code: 5120

EEO Code: N-06

Pay Code: OT-14

Group: Fiscal
Series: Account Clerical

CLASS TITLE: CASHIER

PURPOSE OF THE CLASSIFICATION: Under immediate supervision receives and records payments, assists with fiscal clerical duties, and other related assigned duties.

ESSENTIAL TASKS:

- Collects money and checks delivered by mail or directly from the public
- Posts and verifies receipts, checks and cash
- Refers utility customers to customer service personnel in cases of incorrect statements

- Reconciles daily receipts
- Prepares daily receipts batches for data processing
- Sells admission tickets at public buildings
- Totals bills, vouchers and cash

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and two (2) years of general office experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Some knowledge of elementary bookkeeping. Ability to learn to operate cash registers, validating equipment, adding machines, calculators, cathode ray tubes, and money changers; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and pushing up to 25 pounds; frequent carrying up to 5 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors.

Effective Date: October 1, 1995

Class Code: 5142
EEO Code: N-06
Pay Code: OT-16

Group: Fiscal
Series: Account Clerical

CLASS TITLE: ACCOUNT CLERK SPECIALIST

PURPOSE OF THE CLASSIFICATION: Under general supervision performs responsible bookkeeping functions involving the application of basic accounting principles and practices to a variety of financial records; may provide lead direction to clerical and account clerical assistants in the performance of posting and record keeping and other related assigned duties.

ESSENTIAL TASKS:

- Posts journal recapitulations, information from personnel actions, perpetual inventories, and prepares monthly reports and trial balances
- Reviews and corrects fiscal print-outs
- Monitors, maintains, and adjusts various accounts
- Sets up standard books as new accounts are opened
- Receives, documents, prepares and deposits incoming monies
- Conducts internal audits of standard accounts
- Codes and prepares requests for purchases and payments
- Posts payrolls and purchase orders to control accounts

- Pays and tracks departmental bills by processing payment requests
- Receives payments and issues receipts
- Gathers and tabulates fiscal information and performs account clerical functions of reconciling accounts and verifying reports
- Locates, schedules, and tags new equipment/fixed assets
- May train clerical employees and provide lead direction
- Prepares monthly financial statements
- Posts journal entries
- Types budgets
- Makes daily review of fund reports and escrow accounts
- Maintains files, databases, records, and related documents
- Provides backup support to other staff
- Processes and maintains payroll, time, and leave reports in some smaller departments
- Compiles data and prepares billings for miscellaneous accounts receivables

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), including or supplemented by additional training in bookkeeping and commercial subjects and four (4) years experience in bookkeeping and related clerical work; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the principles, methods, and practices of bookkeeping; good knowledge of laws, ordinances, and regulations governing City financial matters; some knowledge of computers and applicable software; and some knowledge of modern office methods and procedures. Ability to operate standard office machines; ability to make mathematical calculations with speed and accuracy; ability to prepare financial reports and to keep financial records of moderate complexity; ability to understand and follow brief instructions in regard to accounting problems; ability to plan and supervise the work of a small group of clerical personnel; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skill in the operation of a typewriter, adding machine, and calculator.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, telephone, and small precise work; occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, climbing, kneeling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Some divisions may require a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; and some positions within this classification will require some travel to various City locations to locate, tag, and/or inventory fixed assets.

Effective Date: October 1, 1995

Class Code: 5143
EEO Code: N-06
Pay Code: OT-18

Group: Fiscal
Series: Account Clerical

CLASS TITLE: ACCOUNTING ASSISTANT

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for technical, administrative, and supervisory or leadwork in an accounting area involving fiscal records maintenance, financial transactions, and other related assigned duties.

ESSENTIAL TASKS:

- Prepares or directs the preparation of schedules and reports reflecting accounting information, payroll and billing and payable activities
- Reconciles escrow bank statement, files, and transactions (in some positions)
- Plans and directs work of subordinate account clerks
- Researches and explains City financial policies to other employees and the general public
- Researches accounts and ensures funding availability for payments and disbursements
- Establishes general and subsidiary accounting records according to established account classifications and policies
- Prepares and posts various financial and contractual paperwork
- Approves payments and ensures documentation and designation codes are accurate
- Processes journal entries and balances and maintains files, records, ledgers, and related documents

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in accounting or business administration supplemented by coursework in accounting and three (3) years of related experience in maintenance of fiscal or public records and policy enforcement; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of bookkeeping principles and practices; considerable knowledge of laws, ordinances and regulations governing City financial matters; and good knowledge of modern office methods and procedures. Ability to operate computers and other office equipment; ability to plan and supervise the work of account clerical and bookkeeping personnel; ability to make mathematical calculations with speed and accuracy; ability to prepare financial reports and to keep complex financial records; ability to understand and follow brief verbal and written instructions; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skill in the operation of a computer; and skill in the use of spreadsheets and database applications.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may be required to work occasional fluctuating hours to accommodate peak times and heavy workloads.

Effective Date: October 1, 1995

Class Code: 5332
EEO Code: N-02
Pay Code: AT-36
Group: Fiscal
Series: Financial Management

CLASS TITLE: BUDGET ANALYST II

PURPOSE OF THE CLASSIFICATION: Under general supervision performs responsible technical work in the development and analysis of the City budget and other related assigned duties.

ESSENTIAL TASKS:

- Coordinates the departmental budget development and approval process in some positions
- Reviews and analyzes departmental budget requests submittals
- Reviews and proposes written recommendations to departmental budgets
- Assists in the preparation of periodic statistical reports
- Prepares for publication a budget reviewing the City's program for the coming fiscal year
- Conducts periodic analysis and estimates of expenditures and revenues
- Reviews departmental requests affecting current or subsequent budgets
- Prepares and/or reviews budget amendments
- Monitors and/or assists in the preparation of long-range capital plans
- Runs indirect cost models and studies
- Tracks City-wide funding and expenditures
- Reviews and/or approves/denies budget transfers/personnel actions
- Participates in special studies/teams
- Maintains grant log in some positions
- Develops appropriate budget performance standards in some positions
- Prepares and/or reviews various forms and budget ordinances
- Conducts surveys and makes recommendations regarding administrative, fiscal, and budgetary procedures and standards
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, economics, accounting, or a related field; and three (3) years of experience in governmental budgeting and financial administration; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of budgeting, governmental accounting, finance and public administration; and good knowledge of research techniques. Ability to edit, organize, and present clearly, in verbal or written form, findings and recommendations; ability to analyze complex budgetary problems; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; may be subject to walking, standing, sitting, reaching, crawling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and subject to extensive overtime during the months of February, March, and April.

Effective date: December 1, 2000

Class Code: 5361
EEO Code: N-02
Pay Code: AT-28

Group: Fiscal
Series: Financial Management

CLASS TITLE: ACCOUNTANT I

PURPOSE OF THE CLASSIFICATION: Under general supervision performs responsible accounting work in maintaining a complete set of accounting records and other related assigned duties.

ESSENTIAL TASKS:

- Participates in keeping accounts, including control and subsidiary ledgers covering varied financial transactions
- Participates in the preparation of weekly, monthly, and annual financial and expenditure reports
- Prepares special financial reports
- Advises, instructs, and trains other employees in the performance of their duties
- Assists in the supervision and participates in the maintenance of a complete cost accounting system
- Maintains control records of receipts and expenditures of a large operating department
- Prepares operating and financial statements
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting, and one (1) year of responsible accounting experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Accountant Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Good knowledge of the principles, practices, and methods of accounting; good knowledge of modern office management procedures, practices, and equipment as applied to accounting operations; and some knowledge of municipal accounting, purchasing, tax, and allied systems and procedures. Ability to analyze and interpret fiscal and accounting records and to prepare accurate and complete financial statements and reports; ability to plan, lay out, lead and review the work of clerical employees; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, 10-key, and telephone; occasional carrying up to five pounds; may be subject to walking, standing, reaching, bending, kneeling, and climbing; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Effective date: December 1, 2000
