

PUBLIC SERVICES EMPLOYEE (Unrepresented Temporary)

DEFINITION:

This classification is to be utilized for the employment of specific temporary personnel. Persons in this classification are at-will employees and may be terminated at any time without cause and without right of notice, hearing or appeal. Duties of such personnel are to be specified in a Job Assignment Form and attached to the Employee Transaction Form for City Manager approval. This classification may be utilized to hire temporary personnel to perform a broad range of duties for the City in the various City departments. Such personnel are not eligible for benefits and may not be retained for more than the maximum number of hours allowed by the Public Employee's Retirement System per fiscal year.

SUPERVISION RECEIVED AND EXERCISED:

Personnel in this classification are supervised by a regular City employee within the department in which the incumbent is hired. Supervision of regular City employees is prohibited unless expressly stated in the Job Assignment Form. Personnel within this classification are accountable for their actions within the workplace and must comply with appropriate employment rules, regulations and laws.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities of incumbents are dependent upon assignment. The assigned duties and responsibilities are to be specified in the Job Assignment Form.

QUALIFICATIONS: Individuals of this classification must be qualified by education and training in order to be employed in a Public Services Employee capacity. Such qualifications must be established by the department requesting the services and reviewed by Human Resources with a recommendation to the City Manager prior to the start of employment.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that could likely produce the required knowledge, skills and abilities is qualifying.

SPECIAL QUALIFICATIONS:

Specific positions may require a valid California, Class C, Driver License with a good driving record. Depending upon assignment a pre-employment medical examination may be required prior to start of employment. Other assignments may require individuals to be computer literate.