CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

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SUGGESTION AWARDS PROGRAM	Effective Date October 1, 1984		

1. PURPOSE

1.1 To provide for increased efficiency of governmental operation in the City of San Diego by establishing a Suggestion Awards Program. The City has as its objective the constant stimulation of imaginative and inventive thinking throughout all City departments so as to discover all possible areas for improvement in all aspects of municipal activities and to generate and implement practical suggestions and solutions from as many employees as possible. (Municipal Code Section 22.1007)

1.2 To define individual and departmental responsibilities and establish procedures for administering the Suggestion Awards Program.

2. SCOPE

2.1 This regulation applies to all departments.

3. DEFINITIONS

3.1 "Suggestion" means a written proposal by an employee of the City that clearly and specifically suggests to the administration of the City a device or method to do any job, system or procedure better, quicker, easier, safer, and/or at less cost; to handle additional work load with the same staff and/or equipment; or to produce a more efficient operation with better control.

3.2 An "eligible employee" is any employee of the City who submits a suggestion. However, all employees will be divided into three categories defined as follows:

a. "Category I": Employees who are expected to develop cost saving ideas in all areas of City operations as a natural extension of their normal job duties.

b. "Category II": Employees who are expected to develop cost saving ideas within their area of professional expertise and career development.

(Supersedes Administrative Regulation 95.92, Issue 1, dated September 1, 1982)

Authorized

(Signed by John Lockwood)

ASSISTANT CITY MANAGER

c. "Category III": Employees who are not normally expected to develop cost saving ideas outside the area of their specific job assignment.

A listing of job classifications by category of eligibility is appended to this Administrative Regulation.

3.3 An "eligible idea" is any improvement received in writing on an Employee Suggestion, Form RM-400, which is submitted prior to implementation or within sixty (60) days after the implementation date, with the following exceptions:

a. Ideas concerning items contained in a Memorandum of Understanding.

b. Ideas concerning compensation and benefits.

c. Requests for standard items.

d. Solutions to problems that fall within the specific scope of an officially assigned task or responsibility.

e. Ideas which duplicate previous suggestions.

f. Ideas that were already under active and continuous consideration prior to the receipt of the suggestion.

g. Increases in fees or charges.

h. Ideas that are the result of a problem solving group formed by management.

3.4 A "recognition award" is the award presented to the Category I eligible suggester of an adopted suggestion.

3.5 A "monetary award" is the compensation paid to the Category II or Category III eligible suggester of an adopted eligible suggestion. The awards shall be made according to the following schedule:

Category II:

a. Maximum of $1,000 or ten percent (10%) of the estimated first year's net savings or net increase in revenue, whichever is less.

a. Maximum of $50 for suggestions where the Suggestion Award Committee finds that it is impractical or uneconomical to estimate the amount of savings or increase in revenue.

b. Maximum of $50 where the Suggestion Awards Committee finds that the suggestion cannot be adopted or placed in operation but that the suggestion has led directly to the adoption of improvements or changes that result in a savings or increase in revenue.

Category III:

a. Maximum of $5,000 or thirty percent (30%) of the estimated first year's net savings or net increase in revenue, whichever is less.

b. Maximum of $500 for suggestions where the Suggestion Awards Committee finds that it is impractical or uneconomical to estimate the amount of savings or increase in revenue.

c. Maximum of $500 where the Suggestion Awards Committee finds that the suggestion cannot be adopted or placed in operation but that the suggestion had led directly to the adoption of improvements or changes that result in a savings or increase in revenue.

3.6 "Net increase in revenue" means the estimated first year net increase in revenue production from a specific source resulting from the adoption and placing into effect of a suggestion. In estimating the net increase in revenue, the cost of placing the suggestion in effect shall be amortized over a reasonable period of time.

3.7 "Net savings" means the estimated first year net cost reduction resulting from the adoption and placing into effect of a suggestion. In computing net cost reduction, the cost of placing the suggestion in effect shall be amortized over a reasonable period of time.

4. POLICY

4.1 City employees will be encouraged to submit suggestions.

4.2 The Suggestion Awards Program will provide the services necessary to aid departments in encouraging the submission of employee suggestions and in processing and awarding the suggestions received.

4.3 Category I suggesters will be eligible for a recognition award.

4.4 Category II and III suggesters will be eligible for a monetary award.

5. RESPONSIBILTIES OF THE SUGGESTION AWARDS COMMITTEE

5.1 The membership of the Committee shall be selected in accordance with Section 22.1010 of the Municipal Code and shall consist of nine (9) members selected and appointed as follows:

a. The City Manager or his/her alternate.

b. Four department directors or their alternates appointed by the City Manager.

c. One representative each from the San Diego Police Officer's Association, Municipal Employees Association, AFL-CIO Local 145-International Association of Fire Fighters, and AFL-CIO Local 127-American Federation of State, County and Municipal Employees.

5.2 A chairperson shall be selected annually, at the first meeting of the calendar year, by a majority vote of the membership of the Committee.

5.3 The Committee shall meet in regular session at least once a month. Additional meetings may be called at the discretion of the chairperson.

5.4 Any five (5) members shall constitute a quorum. Each member of the Committee shall have one vote, and at least five affirmative votes of members of the Committee shall be necessary to pass any matter requiring Committee action.

5.5 The Committee may recommend to the City Council that a recognition award be presented to a Category I suggester, that a monetary award be paid to a Category II or III suggester for an eligible suggestion upon a finding that a net savings or net increase will accrue to the City through adopting and placing the suggestion into operation.

5.6 Where the Committee finds that is impractical or uneconomical to estimate the amount of savings or revenue, the Committee may recommend that a Category I suggester be presented a recognition award, Category II suggester be paid a monetary award not to exceed $50, and a Category III suggester be paid a monetary award not to exceed $500, for an eligible suggestion.

5.7 Where the Committee finds that an eligible suggestion cannot be adopted, but leads directly to the adoption of improvements or changes, the Committee may recommend that a Category I suggester be presented a recognition award, a Category II suggester be paid a monetary award not to exceed $50, and a Category III suggester be paid a monetary award not to exceed $500.

5.8 The Committee shall adopt rules governing the conduct of the Committee's business, provided such rules are not in conflict with the City Charter, Municipal Code or this Administrative Regulation.

6. RESPONSIBILITIES OF COMMITTEE STAFF

6.1 Staff shall make all necessary arrangements for Committee meetings.

a. Prepare an agenda and any materials necessary to the conduct of Committee business.

b. Prepare and distribute the minutes of all Committee meetings.

6.2 Staff shall publicize and promote the Suggestion Awards Program.

6.3 Staff shall prepare an annual statistical report and quarterly management reports.

6.4 Staff shall process suggestions by:

a. Notifying suggesters in writing upon receipt of suggestions.

b. Reviewing suggestions to ensure:

i. A complete description of the situation to be improved.

ii. A complete description of the improved situation.

iii. An estimate of intangible benefits, such as improved morale, safety, quality, communication and public service.

iv. An estimate of monetary savings which include hours saved by job classification, material savings by quantity and frequency, equipment savings and any other identifiable savings.

v. An estimate of installation costs which includes hours by job classification, materials by quantity and frequency, equipment usage and any other identifiable costs.

c. Returning incomplete suggestions to the suggester.

d. Routing suggestions to the proper evaluating authority.

e. Reviewing evaluated suggestions for completeness and accuracy.

f. Investigating adopted suggestions to ensure implementation.

g. Notifying suggesters in writing of final Committee action.

h. Maintaining all necessary logs, records and files or suggestions.

7. PROCEDURE - SUGGESTION AWARD

Responsibility		Action
Suggester	7.1	Submits suggestion on an Employee Suggestion, Form RM-400, by
		a. Completely describing the situation to be improved.
		b. Completely describing the improved situation.
		c. Providing an estimate of intangible benefits, such as improved morale, safety, quality, communication and public service.
		d. Providing an estimate of monetary savings which includes hours saved by job classification, material savings by quantity and frequency, equipment changes and any other identifiable savings.
		e. Providing an estimate of installation costs which includes hours by job classification, materials by quantity and frequency, equipment usage and any other identifiable costs.

Responsibility		Action
Suggester (cont'd)	7.2	Signs the suggestion and forwards it to the Suggestion Awards Administrator.
Suggestion Awards Administrator	7.3	Dates, numbers and logs the suggestion.
	7.4	Reviews the suggestion for completeness.
		a. If incomplete, returns the suggestion to the suggester, outlining what is required for completeness.
		b. Diaries the suggestion for thirty (30) days. If the suggester has not responded, closes out the suggestion by notifying the suggester in writing.
	7.5	If suggestion is complete, acknowledges the receipt of the suggestion in writing.
	7.6	Forwards the suggestion to the appropriate department for evaluation, or evaluates the suggestion if it concerns the Suggestion Awards Program or obviously falls in the category of an ineligible idea.
Evaluating Department(s)	7.7	Evaluates the suggestion within 90 days using a Suggestion Evaluation, Form RM-401, specifying savings, non-savings benefits, installation costs and implementation date.
	7.8	If a final evaluation cannot be completed within 90 days, forwards an interim report to the Suggestion Awards Administrator specifying reasons.
	7.9	Implements the suggestion or recommends that suggestion not be implemented.
	7.10	Forwards the suggestion evaluation, after Department Director approval, to the Suggestion Awards Administrator.
Suggestion Awards Administrator	7.11	Reviews the suggestion evaluation for completeness and accuracy of computations.

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Responsibility		Action
Suggestion Awards Administrator	7.12	Travels to the location where the suggestion has been implemented, views the suggestion in action, and insures the accuracy of the suggestion evaluation.
	7.13	Prepares the suggestion and evaluation for Suggestion Awards Committee review, recommending an award, if appropriate.
Suggestion Awards Committee	7.14	Reviews all suggestions and recommends awards for City Council approval.
Suggestion Awards Administrator	7.15	Notifies the suggester in writing of Committee action.
	7.16	Verifies with liaison in the benefiting department(s) the appropriate accounting data for award payments.
	7.17	Forwards a copy of the suggestion evaluation and direct payment request to the liaison in the department which is paying for award.
	7.18	Schedules implemented suggestion for City Council review, award approval, and presentation if the monetary award approved is $500 or more.
	7.19	Forwards monetary awards under $500 to Department Directors for presentation to suggesters.
Suggester=s Department	7.20	Presents the award to the suggester.
Suggestion Awards Administrator	7.21	Forwards a copy of all implemented suggestions to the Financial Management Department.

8. PROCEDURE - DISAGREEMENT WITH COMMITTEE ACTION

Responsibility		Action
Suggester	8.1	Upon receipt of written notification from Suggestion Awards Administrator, notifies Administrator in writing of arguments for reconsideration by either department evaluators or the Suggestion Awards Committee.
Suggestion Awards Administrator	8.2	Assesses the additional data. If the additional data provided by the suggester was not taken into consideration in initial considerations, forwards to the appropriate authority for review. If the data was considered, responds in writing to the suggester.
Evaluating Department or Suggestion Awards Committee	8.3	Evaluates additional data and responds to Suggestion Awards Administrator. Only one reevaluation will be conducted.
Suggestion Awards Administrator	8.4	Prepares the response for Suggestion Awards Committee review, if necessary.
	8.5	Notifies the suggester and evaluator in writing of the results of the additional review and investigation.

9. PROCEDURE - 12-MONTH REVIEW OF ADOPTED SUGGESTIONS

Responsibility		Action
Suggestion Awards Administrator	9.1	For all monetary awards, forwards a copy of the suggestion, original evaluation and a 12-Month Evaluation, Form RM-402, to the appropriate evaluating department.
Evaluating Department	9.2	Evaluates the suggestion, documenting any changes occurring since the original evaluation.
	9.3	After obtaining Department Director approval, forwards Form RM-402 to Suggestion Award Administrator.

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Responsibility		Action
Suggestion Awards Administrator	9.4	Reviews the 12-month evaluation for completeness and accuracy.
	9.5	Prepares the suggestion and evaluation for Suggestion Awards Committee review, recommending an award if appropriate.
Suggestion Awards Committee	9.6	Reviews 12-month evaluation and, if appropriate recommends an award for City Council approval.
Suggestion Awards Administrator	9.7	Notifies the suggester and evaluator in writing of Committee action.
	9.8	Verifies with liaison in the benefiting department(s) the appropriate accounting data for award payment.
	9.9	Forwards a copy of the suggestion evaluation and direct payment request, to the liaison in the department which is paying for the award.
	9.10	Schedules 12-month evaluation award for City Council review, award approval and presentation if the monetary award approved is $500 or more.
	9.11	Forwards monetary awards of lesser amounts to Department Directors for presentation to suggester.
Suggester's Department	9.12	Presents the award to the suggester.

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APPENDIX

Legal References

Municipal Code Section 22.1007-22.1018

Forms Involved

RM-400, Employee Suggestion
RM-401, Suggestion Evaluation
RM-402, 12-Month Evaluation

Subject Index

Suggestions, Suggestion Evaluation, 12-Month Reviews

Attachments

Attachment I - Suggestion Eligibility Categories

Administering Department

Risk Management

Revised 11/00

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)

CATEGORY I

Classification Title

Accountant IV
Administrative Services Manager
Administrative Intern
Administrative Intern-Mayor/Council
Agricultural Lease Manager
ARJIS Administrator
Assistant City Attorney
Assistant City Auditor & Comptroller
Assistant City Clerk
Assistant City Librarian
Assistant City Manager
Assistant Department Director
Assistant Deputy Director
Assistant Environmental Services Director
Assistant Executive Services Director
Assistant Financial Management Director
Assistant Fire Chief
Assistant For Community Outreach
Assistant Intergovernmental Relations Director
Assistant Investment Officer
Assistant MWWD Director
Assistant Personnel Director
Assistant Planning & Development Review Director
Assistant Planning Director
Assistant Police Chief
Assistant Property Agent
Assistant Purchasing Agent
Assistant Real Estate Assets Director
Assistant Recreation Center Director
Assistant Retirement Administrator
Assistant Retirement General Counsel
Assistant Risk Management Director
Assistant To City Manager
Assistant To Environmental Services Director
Assistant To Executive Director, Human Relations
Assistant To Fire Chief
Assistant To Mayor
Assistant To Neighborhood Code Compliance Director
Assistant To Park & Recreation Director
Assistant To Plan & Development Review Director

Classification Title

Assistant To Planning Director
Assistant To Police Chief/Civilian
Assistant To The Director
Assistant To The Eng & Cap Projects Director
Assistant To The Police Chief
Assistant To The Water Department Director
Assistant Transportation Director
Assistant Treasurer
Associate Counsel
Binational Affairs Officer
Budget Services Manager
Building Code & Noise Abatement Supervisor
Building Inspection Supervisor
Business Center Manager
Child Care Coordinator
City Architect
City Attorney
City Auditor & Comptroller
City Clerk
City Librarian
City Manager
City Planner
Claims And Insurance Manager
Community Development Administrator
Community Development Coordinator
Council Assistant
Council Committee Consultant
Council Member
Council Representative I
Council Representative II
Department Director
Deputy City Attorney
Deputy City Manager
Deputy Director
Deputy Director, Records Management & Info
Deputy Fire Chief
Deputy Library Director
Deputy Planning Director
Disability Services Coordinator
Economist

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)

CATEGORY I (Continued)

Classification Title	Classification Title
Employee Benefits Administrator	Neighborhood Code Compliance Director
Employee Benefits Specialist I	Neighborhood Services Coordinator
Employee Benefits Specialist II	Organizational Effectiveness Program Manager
Endowment Officer	Paramedic Coordinator
Engineering & Capital Projects Director	Park And Recreation Director
Engineering Trainee	Personnel Director
Environmental Services Director	Planning & Development Review Director
Equal Employment Investigation	Planning Director
Equal Opportunity Contracting	Planning Intern
Executive Assistant Police Chief	Police Chief
Executive Director	Police Commander
Executive Services Director	Police Commander/Civilian
Facility Manager	Police Intern
Financial Management Director	Police Personnel Manager
Financial Operations Manager	Police Property & Records Administrator
Fire Chief	Police Special Projects Manager
Fire Shift Commander	Principal Accountant
Fleet Manager	Principal Assistant To City Attorney
Golf Course Operations Manager	Principal Assistant To Mayor
Graffiti Program Manager	Principal Planner
Grants Coordinator	Print Shop Manager
Homeless Services Coordinator	Program Coordinator
Information Services Manager	Program Manager
Information Systems Administrator	Public Art Program Administrator
Information Systems Analyst I	Purchasing Agent
Information Systems Analyst II	Quality Management Coordinator
Information Systems Analyst III	Real Estate Assets Director
Information Systems Analyst IV	Recycling Program Manager
Intergovernmental Relations Director	Regional Urban Information System Administrator
Investment Officer	Resource Development Officer
Labor Relations Manager	Retirement Administrator
Legal Intern	Retirement General Counsel
Library Intern	Revenue Programs Manager
Lifeguard Chief	Risk Management Director
Literacy Program Administrator	Senior Council Committee Consultant
Management Assistant To City Manager	Senior Legal Intern
Marine Safety Captain	Senior Systems Analyst
Mayor	Student Intern
Medical Operations Coordinator	Student Intern - Mayor/Council
Medical Operations Coordinator (Uniform)	Supervising Management Analyst
Metropolitan Wastewater Department Director	Transportation Director

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)

CATEGORY I (Continued)

Classification Title	Classification Title
Treasurer	Youth Services Administrator
Water Department Director	Zoning Administrator
Work Service Aide	

CATEGORY II

Classification Title	Classification Title
Accountant I	Associate Management Analyst
Accountant II	Associate Personnel Analyst
Accountant III	Associate Planner
Administrative Aide I	Associate Property Agent
Administrative Aide II	Biologist II
Airport Manager	Biologist III
Area Manager I	Buyer's Aide I
Area Manager II	Buyer's Aide II
Asbestos Program Manager	Cemetery Manager
Assistant Binational Affairs	Central Stores Program Manager
Assistant Chemist	City Attorney Investigator
Assistant Economist	Claims Representative I I
Assistant Engineer-Civil	Code Compliance Officer
Assistant Engineer-Electrical	Code Compliance Supervisor
Assistant Engineer-Mechanical	Collections Manager
Assistant Engineer-Traffic	Combination Inspector I
Assistant Facility Manager	Combination Inspector II
Assistant Fire Marshal	Committee Consultant Secretary
Assistant Fire Marshal/Civilian	Community Development Spec I
Assistant Management Analyst	Community Development Spec II
Assistant Park Designer	Community Development Spec III
Assistant Personnel Analyst	Community Development Spec IV
Assistant Planner	Confidential Secretary To City Attorney
Assistant Rate Analyst	Confidential Secretary To City Council
Assistant Stadium Manager	Confidential Secretary To City Manager
Associate Chemist	Confidential Secretary To Mayor
Associate Communications Engineer	Confidential Secretary To Police Chief
Associate Economist	Council Secretary
Associate Engineer-Civil	Crime Laboratory Manager
Associate Engineer-Corrosion	Criminalist
Associate Engineer-Electrical	Deputy Noise Abatement Officer
Associate Engineer-Mechanical	Deputy Personnel Director
Associate Engineer-Traffic	Disposal Site Supervisor

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)
CATEGORY II (Continued)

Classification Title	Classification Title
Dispute Resolution Officer	Organizational Effectiveness Specialist I
District Manager	Organizational Effectiveness Specialist II
District Refuse Collection Supervisor	Organizational Effectiveness Specialist III
Electrical Inspector I	Organizational Effectiveness Supervisor
Electrical Inspector II	Park Designer
Employee Assistance Counselor	Plan Review Specialist III
Employee Assistance Program Manager	Plan Review Specialist IV
Fire Battalion Chief	Police Captain
Fire Battalion Chief - Mast	Police Lieutenant
Fire Prevention Supervisor	Power Plant Superintendent
General Utility Supervisor	Principal Attorney Investigator
General Water Utility Supervisor	Principal Customer Services Representative
Golf Course Manager	Principal Legal Assistant
Golf Course Superintendent	Principal Plan Review Specialist
Graphic Communications Manager	Principal Plant Technician Supervisor
Hazardous Material Inspector III	Principal Police Records Clerk
Hazardous Material/Pretreatment Trainee	Principal Procurement Specialist
Hazardous Materials Inspector I	Principal Utility Supervisor
Hazardous Materials Inspector II	Print Shop Supervisor
Hazardous Materials Program Manager	Procurement Specialist
Horticulturist	Programmer Analyst II
Housing Inspector I	Programmer Analyst III
Housing Inspector II	Project Assistant
Investigation Support Manager	Project Officer I
Junior Engineer-Civil	Project Officer II
Junior Engineer-Electrical	Property & Evidence Supervisor
Junior Engineer-Mechanical	Property Agent
Lakes Program Manager	Public Information Officer
Land Surveying Assistant	Public Works Superintendent
Land Surveying Associate	Pump Station Operations Supervisor
Librarian IV	Ranger/Diver Supervisor
Litter Control Supervisor (Terminal)	Rate Analyst
Management Trainee	Refuse Collection Manager
Marine Biologist I	Rehabilitation Coordinator
Marine Biologist II	Safety & Training Manager
Marine Biologist III	Safety Officer
Marine Safety Lieutenant	Safety Representative II
Mechanical Inspector I	Senior Attorney Investigator
Mechanical Inspector II	Senior Airport Operations Assistant
Noise Abatement Officer	Senior Biologist

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)

CATEGORY II (Continued)

Classification Title	Classification Title
Senior Building Maintenance Supervisor	Stadium Maintenance Supervisor
Senior Chemist	Stadium Turf Manager
Senior Civil Engineer	Structural Engineering Associate
Senior Combination Inspector	Structural Engineering Assistant
Senior Communications Engineer	Structural Engineering Senior
Senior Communications Technician Supervisor	Structural Inspector I
Senior Disposal Site Supervisor	Structural Inspector II
Senior Electrical Engineer	Supervising Academy Instructor
Senior Electrical Inspector	Supervising Claims Representative
Senior Electrical Supervisor	Supervising Criminalist
Senior Engineer-Fire Protection	Supervising HazMat Inspector
Senior Engineering Geologist	Supervising Librarian
Senior Housing Inspector	Supervising Personnel Analyst
Senior Land Surveyor	Supervising Plan Review Specialist
Senior Legislative Recorder	Supervising Property Agent
Senior Management Analyst	Supervising Public Information Officer
Senior Marine Biologist	Supervising Recreation Special
Senior Mechanical Engineer	Supervising Recycling Specialist
Senior Mechanical Inspector	Supervising Wastewater Pretreat Inspector
Senior Park Ranger	Training Supervisor
Senior Personnel Analyst	Victim Services Coordinator
Senior Planner	Wastewater Pretreat Program Manager
Senior Plant Technician Supervisor	Wastewater Pretreatment Inspector II
Senior Procurement Specialist	Wastewater Pretreatment Inspector III
Senior Property & Evidence Supervisor	Wastewater Treatment Superintendent
Senior Structural Inspector	Water Distribution Operations
Senior Traffic Engineer	Water Production Superintendent
Senior Public Information Officer	Work Control Manager

CATEGORY III

Classification Title	Classification Title
Account Audit Clerk	Apprentice I-Electrician (4 Yr)
Account Clerk	Apprentice I-Electrician (5 Yr)
Accountant Trainee	Apprentice I-Equipment Mechanic
Airport Operations Assistant	Apprentice I-Equipment Painter
Apprentice	Apprentice I-Heating Technician
Apprentice I-Building Inspector	Apprentice II-Building Inspector
Apprentice I-Carpenter	Apprentice II-Carpenter
Apprentice I-Communications Technician	Apprentice II-Communications Technician

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)
CATEGORY III (Continued)

Classification Title

Apprentice II-Electrician (4 Yr)
Apprentice II-Electrician (5 Yr)
Apprentice II-Equipment Mechanic
Apprentice II-Equipment Painter
Apprentice II-Heating Technician
Apprentice II-Machinist
Apprentice II-Painter
Apprentice II-Plumber
Apprentice II-Refrigeration Mechanic
Apprentice II-Welder
Apprentice I-Machinist
Apprentice I-Painter
Apprentice I-Plumber
Apprentice I-Refrigeration Mechanic
Apprentice I-Welder
Aquatics Technician I
Aquatics Technician II
Aquatics Technician Supervisor
Area Refuse Collection Supervisor
Assistant Criminalist
Assistant Customer Services Supervisor
Assistant Laboratory Technician
Assistant Reservoir Keeper
Assistant Wastewater Plant Operator
Assistant Water Distribution Operator
Assistant Water Plant Operator
Audio Visual Specialist
Auto Messenger
Benefits Representative I
Benefits Representative I I
Bindery Worker III
Biologist I
Building Maintenance Supervisor
Boat Operator
Body And Fender Mechanic
Bookmobile Driver
Building Service Technician
Building Services Supervisor
Building Supervisor
Cal-Id Technician
Carpenter
Carpenter Supervisor
Cashier
Cement Finisher

Classification Title

Cement Gun Operator
Claims Aide
Claims Clerk
Claims Representative I
Clerical Assistant I
Clerical Assistant ll
Collections Investigator I
Collections Investigator II
Collections Investigator III
Collections Investigator Trainer
Communications Technician
Communications Technician Supervisor
Community Real Assistant To Police Chief
Community Service Officer I
Community Service Officer II
Construction Estimator
Court Support Clerk I
Court Support Clerk II
Custodian I
Custodian II
Custodian III
Customer Services Representative
Customer Services Supervisor
Data Entry Operator
Data Entry Supervisor
Deputy City Clerk I
Deputy City Clerk II
Deputy Director, Legislative Services & Elections
Dispatcher I
Dispatcher II
Dispatcher II
Disposal Site Representative
Document Examiner I
Document Examiner II
Document Examiner III
Document Input Clerk (Terminal)
Documents Input Supervisor (Terminal)
Drafting Aide
Editor/Proofreader
Electrician
Electrician Supervisor
Electronics Technician
Electronics Technician Supervisor
Emergency Medical Technician

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)
CATEGORY III (Continued)

Classification Title	Classification Title
Equipment Mechanic	Heavy Truck Driver I
Equipment Operator I	Heavy Truck Driver II
Equipment Operator II	Hydrography Aide
Equipment Operator III	Information Systems Technician
Equipment Painter	Instrumentation & Control Supervisor
Equipment Repair Supervisor	Instrumentation & Control Technician
Equipment Service Supervisor	Intermediate Stenographer
Equipment Service Writer	Interview & Interrogation Specialist I
Equipment Technician I	Interview & Interrogation Specialist III
Equipment Technician II	Interview and Interrogation Specialist II
Equipment Technician III	Irrigation Specialist
Equipment Trainer	Junior Chemist
Executive Secretary	Junior Engineering Aide
Field Representative	Junior Planner
Fire Captain	Junior Property Agent
Fire Captain - Mast	Junior Stenographer
Fire Dispatch Supervisor	Laboratory Assistant
Fire Dispatcher	Laboratory Technician
Fire Engineer	Laborer
Fire Engineer - Mast	Lake Aide I
Fire Fighter I	Lake Aide II
Fire Fighter II	Landfill Equipment Operator
Fire Fighter II - Mast	Latent Print & Forensic Supervisor
Fire Prevention Inspector I/Ci	Latent Print Examiner I
Fire Prevention Inspector II	Latent Print Examiner II
Fire Prevention Inspector II/C	Layout Composer
Fire Recruit	Lead Cemetery Groundskeeper
Fitness Specialist	Lead Fire Dispatcher (Terminal)
Fleet Parts Buyer	Lead Fire Dispatcher (Terminal)
Forensic Alcohol Analyst	Legal Assistant
Forensic Specialist	Legal Assistant
Golf Starter	Legal Secretary
Golf Starter Supervisor	Legislative Recorder I
Graphic Design Supervisor	Legislative Recorder II
Graphic Designer	Librarian I
Greenskeeper	Librarian II
Greenskeeper Supervisor	Librarian III
Grounds Maintenance Manager	Library Aide
Grounds Maintenance Supervisor	Library Assistant
Grounds Maintenance Worker I	Library Clerk
Grounds Maintenance Worker II	Library Technician
Grounds Maintenance Worker III	Lifeguard I
Heat, Vent & A/C Supervisor	Lifeguard II
Heating Technician	Lifeguard III

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)
CATEGORY III (Continued)

Classification Title

Light Equipment Operator
Lithographic Technician
Litter Control Inspector
Locksmith
Machinist
Metal Fabrication Services Supervisor
Metal Fabrication Supervisor
Meter Reader
Micrographics Clerk
Motive Service Technician
Motive Service Trainee
Motor Sweeper Operator
Motor Sweeper Supervisor
Multimedia Production Coordinator
Nursery Gardener
Nursery Supervisor
Offset Press Supervisor
Painter
Painter Supervisor
Paramedic I
Paramedic II
Park Ranger
Parking Enforcement Officer I
Parking Enforcement Officer II
Parking Enforcement Supervisor
Payroll Audit Specialist I
Payroll Audit Specialist II
Payroll Audit Supervisor-Audit
Payroll Audit Supervisor-Personnel
Payroll Specialist I
Payroll Specialist II
Payroll Supervisor
Personnel Assistant I
Personnel Assistant II
Pesticide Applicator
Pesticide Supervisor
Photographer
Plan Review Specialist I
Plan Review Specialist II
Planning Technician I
Planning Technician II
Planning Technician III
Plant Operator Trainee
Plant Process Control Supervisor

Classification Title

Plant Process Control Electrician
Plant Technician I
Plant Technician II
Plant Technician III
Plant Technician Supervisor
Plasterer
Plumber
Plumber Supervisor
Police Agent
Police Code Compliance Officer
Police Code Compliance Supervisor
Police Dispatch Supervisor
Police Dispatcher
Police Investigative Aide I
Police Investigative Aide II
Police Lead Dispatcher
Police Officer I
Police Officer II
Police Property & Evidence Clerk
Police Records Clerk
Police Recruit
Police Recruit/Sworn Trainee
Police Sergeant
Pool Guard I
Pool Guard I - Hourly
Pool Guard II
Pool Guard II
Power Plant Operator
Power Plant Supervisor
Principal Clerk
Principal Engineering Aide
Principal Survey Aide
Principal Test Administration
Principal Traffic Engineering Aide
Procurement Trainee
Public Information Clerk
Public Information Specialist
Public Information Supervisor
Public Service Aide
Public Service Worker
Public Works Dispatch Supervisor
Public Works Dispatcher
Public Works Supervisor
Pump Station Operator

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)
CATEGORY III (Continued)

Classification Title	Classification Title
Pump Station Operator Trainee	Senior Survey Aide
Recreation Center Director I	Senior Test Administration Specialist
Recreation Center Director III	Senior Utility Supervisor
Recreation Leader I	Senior Wastewater Operations Supervisor
Recreation Leader II	Senior Water Operations Supervisor
Recreation Specialist	Senior Water Utility Supervisor
Recycling Specialist I	Senior Zoning Investigator
Recycling Specialist II	Seven-Gang Mower Operator
Recycling Specialist III	Sign Painter
Refrigeration Mechanic	Sign Shop Supervisor
Reservoir Keeper	Spec Events Traffic Control Supervisor
Retirement Assistant	Special Event Traffic Control
Roofer	Stable Attendant
Roofing Supervisor	Stadium Groundskeeper
Safety Representative I	Stadium Maintenance Technician
Sanitation Driver I	Stock Clerk
Sanitation Driver II	Storekeeper I
Sanitation Driver Trainee	Storekeeper II
Senior Account Audit Clerk	Storekeeper III
Senior Account Clerk	Stores Operations Supervisor
Senior Accounts Payable Audit Clerk	Student Engineer
Senior Boat Operator	Student Worker
Senior Cashier	Student Worker
Senior Claims Representative	Supervising Cal-Id Technician
Senior Clerk/Typist	Supervising Cal-Id Technician
Senior Code Compliance Supervisor	Supervising Custodian
Senior Customer Services Representative	Supervising Disposal Site Representative
Senior Data Entry Operator	Supervising Field Representative
Senior Disposal Site Representative	Supervising Meter Reader
Senior Drafting Aide	Swimming Pool Manager I
Senior Engineering Aide	Swimming Pool Manager II
Senior Legal Assistant	Swimming Pool Manager III
Senior Legal Secretary	Tank Service Technician I
Senior Library Technician	Test Administration Specialist
Senior Locksmith	Traffic Signal Supervisor
Senior Meter Reader	Traffic Signal Technician I
Senior Motive Service Technician	Traffic Signal Technician II
Senior Offset Press Operator	Tree Maintenance Crew Leader
Senior Parking Meter Technician	Tree Maintenance Supervisor
Senior Police Records Clerk	Tree Trimmer
Senior Power Plant Supervisor	Utility Supervisor
Senior Refrigeration Mechanic	Utility Worker I
Senior Stable Attendant	Utility Worker II
Senior Stadium Groundskeeper	Vehicle And Fuel Clerk

SUGGESTION ELIGIBILITY CATEGORIES (ATTACHMENT 1)
CATEGORY III (Continued)

Classification Title	Classification Title
Wastewater Operations Supervisor	Water Plant Operator
Wastewater Plant Operator	Water Utility Supervisor
Water Distribution Operator	Water Utility Worker
Water Distribution Operator Trainer	Zoning Investigator I
Water Operations Supervisor	Zoning Investigator II