

RESOLUTION NUMBER 6519

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PERRIS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA, APPROVING THE AMENDMENT OF THE CITY'S CLASSIFICATION PLAN TO INCLUDE ONE (1) UPDATED CITY CLASSIFICATION

WHEREAS, Section 36505 of the California Government Code requires that the City Council approve the Classification and Compensation Plan for all employees by means of a resolution; and

WHEREAS, Rule 6.0 of the City of Perris Personnel Rules and Regulations provides that the City Manager shall ascertain and record the duties and responsibilities of all positions in the classified service and shall recommend a classification plan for these positions to the City Council and that the classification plan shall be adopted by the City Council and may be amended as necessary; and

WHEREAS, on September 26, 2017, the City Council, by Resolution No. 5178, adopted the recommendations contained in the Classification and Compensation Study, authorized the City Manager to implement the recommendations, and approved the implementation of the City of Perris Salary Range Placement Schedules, which set forth updated Classification and Compensation Allocations for all City employees; and

WHEREAS, amendments to the City's Classification and Compensation Plan were adopted by the City Council on March 27, 2018 via Resolution No. 5246, on September 25, 2018 via Resolution No. 5367, on December 20, 2020 via Resolution No. 5739; on May 11, 2021 via Resolution No. 5790; on August 31, 2021 via Resolution No. 5843; on January 25, 2022 via Resolution No. 5911; on July 26, 2022 via Resolution No. 6020; on February 28, 2023 via Resolution No. 6136; on April 25, 2023 via Resolution No. 6171; on February 13, 2024 via Resolution No. 6333; on July 30, 2024 via Resolution No. 6454; and

WHEREAS, the City Manager has recommended implementation of another amendment to the City's Classification Plan with one (1) updated classification specification, Audio Visual Specialist; and

WHEREAS, the City has completed meet and confer with Teamsters Local 911 Union, as the employee organization representing the affected job title classification, and reached agreement regarding the proposed actions herein, pursuant to the provisions of the Meyers-Milias-Brown Act (Government Code § 3500 et seq.).

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF PERRIS, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City Council finds the above recitals are true and correct and incorporated herein by this reference.

Section 2. The City Council hereby adopts the updated classification specification for the position of Audio Visual Specialist.

The job description for the updated classification is attached hereto as Exhibits A.

Section 3. This resolution shall be effective on October 8, 2024. The City Clerk shall certify the adoption of this Resolution.

ADOPTED, SIGNED and **APPROVED** this 8th day of October 2024.

Mayor, Michael M. Vargas

ATTEST:

City Clerk, Nancy Salazar

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) §
CITY OF PERRIS)

I, Nancy Salazar, CITY CLERK OF THE CITY OF PERRIS, CALIFORNIA, DO HEREBY CERTIFY that the foregoing Resolution Number 6519 was duly and regularly adopted by the City Council of the City of Perris at a regular meeting thereof held the 8th day of October, 2024, and that it was so adopted by the following called vote:

AYES: NAVA, CORONA, RABB, ROGERS, VARGAS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

City Clerk, Nancy Salazar

Exhibit A – Audio Visual Specialist Classification Specification



Audio Visual Specialist Class Specification

FLSA Designation: Non-Exempt
Effective: 09/2017
Revised: 10/2024

DEFINITION

Under general supervision, to perform journey level audio visual production; research, create, and develop various techniques for presenting information to the public; coordinate pre-production activities with both internal and external sources; develop story boards including script writing and audio visual production; coordinate onsite videos and photo shoots; edit and duplicate final material for presentations; support and update the City's website and social media.

SUPERVISION EXERCISED

May exercise technical and functional supervision over interns and/or volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate production services related to both taped and live telecasts, video programs and training films, including producing live council meetings.

Set up, operate and maintain studio, production facilities and field production elements and equipment including scheduling and staffing, television cameras, video records, microphones, lights and graphic equipment.

Manage and operate a master control area for public meetings, including recording and editing equipment.

Diagnose production related problems; recommend and/or perform modifications; perform minor repairs to lighting, audio, and video equipment.

Troubleshoot during production, adjust and diagnose problems in broadcast quality audio and video production equipment, and make emergency repairs by using testing instruments, diagnostic routines, and electronics tools to prepare equipment for immediate use in the studio and at field locations.

Establish and maintain records of equipment used in order to monitor performance and to facilitate planning for maintenance and supplies.

Sets up, operate and take down audio and video equipment such as television cameras, sound and editing equipment, lights, photographic and graphic equipment in the studio, control room, and at field locations.

Maintain audio visual recordings in accordance with Assembly Bill 839.

Assist with special events and ensure proper public awareness of City programs through video documentation.

Train and supervise interns and/or volunteers needed for live presentations.

Create and produce videos and training materials for the City of Perris, including commercials and long form programming based on the needs of the City and/or ideas generated from City leadership.

Assist with Emergency Operations Center (EOC) set up and operation by ensuring all communication and technical equipment are set up correctly and operational.

Uses Aerial Drone for photography and videography to create promotion media for the City's programs and/or raise public awareness about specific issues.

Setup, maintain, and troubleshoot all audio visual equipment including Public Access Channel 3.

Perform basic maintenance, support, and updates for the City website and social media.

Develop and manage multimedia content for various platforms, ensuring consistency and quality across all channels.

Create graphic design elements to enhance video content and presentations, including titles, lower thirds, and motion graphics.

Provide video and recording support to the Digital Media Specialist when needed to assist in creating, editing, and enhancing social media content.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services and activities of a public cable television station (e.g., updating and deleting content, scheduling content, live streamlining).

Video editing applications, including Final Cut Pro, After Effects, Photoshop, various encoders and compressors, as well as the Mac platform.

Modern and complex principles and practices of video production.

Operational characteristics of standard and complex video production equipment.

Applicable Federal, State and local codes, laws and regulations governing cable television programming.

Techniques and procedures in the use of aerial drones related to aerial photography and videography.

Creative and Technical writing styles.

Acrobat, Adobe PDF, Photoshop, Final Cut Pro, After Effect, and Microsoft Suite Programs.

Work closely with various City departments to understand their audio visual needs and provide tailored solutions.

Liaise with external vendors for equipment purchase, rental, and maintenance, ensuring cost-effective and high-quality service.

Strong organizational and project management skills.

Safe driving principles and practices.

Skill to:

Correctly configure and use all manner of production related cameras, including still, video, and digital single-lens reflex (DSLR) cameras.

Light a scene and correctly determine brightness, softness, and intensity.

Comprehend and distinguish between subtle audio cues and issues that arise in pre/postproduction.

Operate aerial drone for use in aerial photography and videography.

Communicate effectively with all levels of users on A/V related projects.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Maintain TriCaster system, Nexus, and QSC equipment.

Operate Granicus system, including live streaming and archiving meeting footage.

Advise and provide interpretation to others on the application of policies, procedures, and standards to specific situations.

Work flexible hours, including evenings and weekends, as required.

Read and understand professional manuals, journals, and literature.

Prioritize requests for service.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Two years of videography and photography production and editing, or social media related technical support experience.

Training:

Bachelor's degree from an accredited college or university in radio, television, film, computer science, information technology, or related field.

License or Certificate:

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to mechanical hazards and electrical hazards; ability to travel to different sites and locations.

Effective Date: October 2024