

## **RESOLUTION NO. 2025-057**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, ADOPTING UPDATED JOB DESCRIPTIONS BASED ON THE CITYWIDE CLASSIFICATION AND COMPENSATION STUDY**

**WHEREAS**, the City Council of the City of Chino authorized the completion of a Citywide Classification and Compensation Study to ensure that classifications and pay structures aligned with the local government market and are fair, competitive, and compliant; and

**WHEREAS**, based on data collected through the Citywide Classification and Compensation Study, job descriptions were updated to accurately reflect the current duties and qualifications of each position; and

**WHEREAS**, in accordance with Resolution No. 85-52, the City Council must formally adopt the updated job descriptions as part of the City's Classification Plan; and

**NOW, THEREFORE, BE IT RESOLVED** the City Council of the City of Chino does hereby adopt updated job descriptions for the following classifications, as described in Exhibit A attached hereto:

Accessibility Coordinator  
Accountant  
Accounting Technician  
Administrative Assistant  
Aging Services Coordinator  
Assistant Budget Manager  
Assistant City Engineer  
Assistant City Manager  
Assistant Engineer/Assistant Civil Engineer  
Assistant Homeless Outreach Coordinator  
Assistant Parks & Facilities Manager  
Assistant Planner  
Assistant Public Works Services Manager  
Assistant to the City Manager  
Associate Civil Engineer  
Associate Engineer  
Associate Planner  
Billing Supervisor  
Broadcast Associate  
Broadcast Coordinator  
Budget Manager  
Building Inspector  
Building Official  
Case Manager I/II  
City Clerk  
City Clerk Records Technician

City Planner  
City Traffic Engineer  
Clinical Program Manager  
Code Compliance Inspector I/II  
Code Compliance Technician  
Communications Manager  
Community Liaison  
Contracts and DIF Administrator  
Council Liaison  
Counselor I  
Counselor II  
Counselor III  
Crime Analyst  
Crime Prevention and Community Outreach Specialist  
Crime Prevention and Community Outreach Supervisor  
Cross Connection Specialist  
CSPR Boxing Trainer  
CSPR Coordinator  
CSPR Leader  
CSPR Manager  
CSPR Shuttle Driver  
CSPR Specialist  
CSPR Supervisor  
Customer Service Representative I/II  
Deputy City Clerk  
Deputy City Manager  
Deputy Director of Community Services, Parks & Recreation  
Deputy Director of Development Services  
Deputy Director of Finance  
Deputy Director of Human Resources/Risk Management  
Deputy Director of Public Works/City Engineer  
Deputy Director of Public Works/Services  
Director of Community Services, Parks & Recreation  
Director of Development Services  
Director of Finance  
Director of Human Resources/Risk Management  
Director of Public Works  
Economic Development Analyst  
Economic Development Manager  
Emergency Services Coordinator  
Engineering Aide  
Engineering Technician  
Environmental Compliance Coordinator

Environmental Compliance Technician  
 Equipment Lead Mechanic  
 Equipment Mechanic  
 Equipment Mechanic Supervisor  
 Executive Assistant to the City Council  
 Facilities Maintenance Lead Technician  
 Facilities Maintenance Supervisor  
 Facilities Maintenance Technician  
 Facilities Worker  
 Facility Coordinator  
 Fiscal Services Manager  
 Grounds Maintenance Lead Worker  
 Grounds Maintenance Worker  
 Grounds Supervisor  
 Homeless Outreach Coordinator  
 Human Resources Specialist I/II  
 Human Resources/Risk Management Analyst  
 Information Technology Analyst  
 Information Technology Manager  
 Information Technology Specialist I/II  
 Information Technology Supervisor  
 Maintenance Coordinator  
 Management Aide  
 Management Analyst  
 Management Assistant  
 Parks & Facilities Manager  
 Payroll Supervisor  
 Payroll Technician  
 Permit & Inspection Supervisor  
 Permit Center Coordinator  
 Permit Technician  
 Planning Technician  
 Plans Examiner  
 Police Payroll Assistant  
 Police Records & Evidence Coordinator  
 Police Records & Evidence Supervisor  
 Police Records Technician  
 Police Service Officer I/II  
 Police Technical Services Manager  
 Police Training Coordinator  
 Principal Planner  
 Project Coordinator  
 Property & Evidence Technician

Public Information Officer  
Public Safety Dispatch Supervisor  
Public Safety Dispatcher I/II  
Public Works Inspector  
Public Works Lead Inspector  
Public Works Services Manager  
Public Works Supervisor  
Purchasing Manager  
Recycled Water Coordinator  
Revenue Manager  
Risk Manager  
Senior Accountant  
Senior Building Inspector  
Senior Customer Service Representative  
Senior Engineer  
Senior Human Resources/Risk Management Analyst  
Senior Information Technology Analyst  
Senior Management Analyst  
Senior Permit Technician  
Senior Planner  
Storekeeper  
Storekeeper Aide  
Strategic Initiatives Manager  
Streets Maintenance Lead Worker  
Streets Maintenance Worker  
Streets Supervisor  
Supervising Building Inspector  
Supervising Code Compliance Inspector  
Supervising Plans Examiner  
Wastewater Maintenance Lead Worker  
Wastewater Maintenance Worker  
Water Distribution Lead Operator  
Water Distribution Operator  
Water Meter Lead Technician  
Water Meter Technician  
Water Quality Technician  
Water Treatment Lead Operator  
Water Treatment Operator  
Water Utilities Superintendent  
Water Utilities Supervisor

APPROVED AND ADOPTED THIS 16th day of September 2025.

---

EUNICE M. ULLOA, MAYOR

ATTEST:

---

NATALIE GONZAGA  
CITY CLERK

State of California                    )  
County of San Bernardino    ) §  
City of Chino                        )

I, NATALIE GONZAGA, City Clerk of the City of Chino, do hereby certify that the foregoing Resolution was duly adopted by the City Council at a regular meeting held on the 16th day of September 2025 by the following votes:

AYES:               COUNCIL MEMBERS:  
  
NOES:               COUNCIL MEMBERS:  
  
ABSENT:            COUNCIL MEMBERS:

\_\_\_\_\_  
NATALIE GONZAGA, CITY CLERK