



City of Merced Account Clerk I/II

SALARY	\$19.19 - \$23.32 Hourly \$1,535.20 - \$1,865.60 Biweekly \$3,326.27 - \$4,042.13 Monthly \$39,915.20 - \$48,505.60 Annually	LOCATION	City of Merced, CA
JOB TYPE	Full-Time	JOB NUMBER	1399
DEPARTMENT	Finance	OPENING DATE	05/08/2026
CLOSING DATE	5/22/2026 11:59 PM Pacific		

Description

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Account Clerk I) or general supervision (Account Clerk II), perform a variety of account and statistical recordkeeping work in connection with the development, maintenance, and processing of City fiscal and statistical records; provide customer service for utility billings and business licenses; perform general office support assignments; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

Account Clerk I

This is the entry and first working level in the Account Clerk class series. Incumbents learn and perform a variety of basic account and statistical record keeping work. This class is distinguished from Account Clerk II in that incumbents perform a lesser scope of assignments which does not require the same level of knowledge of City fiscal record keeping systems and procedures. Many of the assignments are performed in a training and learning capacity with the expectation that an incumbent will increasingly perform the assignments on a more independent basis, as the requisite work background is acquired on-the-job. When an incumbent becomes familiar with City fiscal record keeping policies and procedures and demonstrates good sustained work performance, they may be promoted to the Account Clerk II level.

Account Clerk II

This is the first experienced working level in the Account Clerk class series. Incumbents perform a variety of account and statistical record keeping work. This class is distinguished from Account Clerk I in that Account Clerk I incumbents perform many assignments in a training and learning capacity. This class differs from the next higher classification of Account Clerk III which requires the performance of more complex, specialized work and more in-depth knowledge of

City fiscal processes and procedures.

REPORTS TO

Assigned supervisory and/or designee.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

Examples of Duties

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of accounting clerical duties involving financial record keeping and generating, collecting, processing and recording City revenue.
2. Maintain a variety of financial and statistical records; process warrants, bills, payments and other documents involved with financial record keeping; and post information to expenditure records and assist with the maintenance of work and time records and subsidiary ledgers.
3. Audit payment authorizations and match them with purchase orders and verify purchase orders.
4. Receive and process business license applications and audit applications and renewals.
5. Prepare, receive, and process deposits, bills and payments for utility services and set up automatic bank drafts for customer utility accounts.
6. Monitor late payments, prepare notifications and collection letters, and initiate turn-offs for delinquent accounts and assist customers with restoring service in receiving payments and processing work orders.
7. Assist with accounts receivables including responding to lien inquiries, processing liens for accounts, which are forwarded to collection agencies; run weekly and monthly invoices and send out.
8. Accept and process payments for parking citations; track receipts and work with Department of Motor Vehicles (DMV) media; reconcile parking citation transactions; record and audit parking citations to ensure accuracy of citation amount; and process refunds and appeals and prepare monthly cite reports to obtain citation totals and reconcile monthly invoices.
9. Perform data entry of account adjustments.
10. Maintain inventory of fixed assets and issue materials from central stores.
11. Assist with preparation of bid packets for purchasing.
12. Receive monies for a variety of purposes and maintain records of receipts and balance cash received and prepare deposits.
13. Assist in developing and preparing monthly, quarterly, and yearly financial and statistical reports.
14. Assist with budget preparation and process adjustments.
15. Operate computerized financial information systems and on-line computer systems used in the City and work with spreadsheets and word processing programs, as needed.
16. Perform a variety of general office assistance assignments; place orders and requisitions for supplies and other related items for the department and distribute supplies and maintain filing room including stamping, filing, and auditing accounts payable files and deposits.
17. Perform various mailroom duties; open, process, sort and post mail; process return mail and send out accordingly; process payments for utilities, business licenses, and other various accounts; and sort and deliver mail to other departments and process outgoing mail for other departments.
18. Provide customer support by collecting payments, cashiering, and answering questions regarding the billing process, policies, payment systems, licenses and services and answer phones and receive customers at a public counter.
19. Notify customers of returned checks and bank drafts and make appropriate updates in the system.
20. Perform related duties as required.

Typical Qualifications

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic accounting principles.

Methods and practices of financial and statistical recordkeeping.

Basic principles and techniques of public relations and customer service.

Basic mathematical principles.

Basic methods and techniques of data collection, research and analysis.

Basic principles of business letter writing and basic report preparation.

Maintenance of files and information retrieval systems.

Basic knowledge of City purchasing.

Methods and techniques of cash handling.

English usage, spelling, grammar and punctuation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Perform a variety of accounting clerical duties.

Perform a variety of administrative duties.

Maintain and order office supplies.

Learn and perform a variety of financial and statistical record keeping work.

Operate a multi-line telephone system and transfer calls to appropriate personnel.

Follow oral and written directions.

Read and understand codes, statutes, and information related to financial and statistical record keeping work.

Gather and organize data and information.

Maintain a variety of financial records and files.

Perform mathematical calculations quickly and accurately.

Work with computerized financial information systems and use a computer for financial and statistical record keeping work.

Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work area where assigned.

Prepare clear and concise reports.

Work independently in the absence of supervision.

Analyze specific problems and situations.

Adopt effective procedures to resolve problems.

Accomplish multiple tasks simultaneously.

Effectively work in a loud environment.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Account Clerk I**Education/Training:**

Equivalent to the completion of the twelfth grade.

Experience:

One year of work experience performing office support work. Experience in maintaining financial and statistical records and dealing with the public, is desirable.

License or Certificate:

Possession of a valid California Driver License.

Account Clerk II

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of work experience performing fiscal support work at a level comparable to Account Clerk I with the City of Merced.

License or Certificate:

Possession of an appropriate California Driver License.

PHYSICAL DEMAND AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed in an office environment; continuous contact with staff and the public.

Physical: Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; and use of office equipment, including computers, telephones, calculators, copiers, FAX, typewriters, scanners, postage machines, credit card machines, cash counters, binding machines, and laminators.

Supplemental Information

Employer

City of Merced

Address

678 W 18th Street

Merced, California, 95348

Phone

209-385-6837

Website

<http://www.cityofmerced.gov>



City of Merced Assistant Planner

SALARY	\$28.36 - \$34.47 Hourly \$2,268.80 - \$2,757.60 Biweekly \$4,915.73 - \$5,974.80 Monthly \$58,988.80 - \$71,697.60 Annually	LOCATION	City of Merced, CA
JOB TYPE	Full-Time	JOB NUMBER	1401
DEPARTMENT	Development Services	OPENING DATE	05/08/2026
CLOSING DATE	5/24/2026 11:59 PM Pacific		

Description

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Assistant Planner) or general supervision (Planner), perform a variety of technical and professional City Planning, Zoning, and Land Use activities and assignments; prepare staff reports for City boards and commissions involved in planning and land use issues; explain, interpret and apply zoning, sign, and municipal planning ordinances, regulations, and polices to the public; provide a variety of public assistance in responding to inquiries and answering questions related to planning and land use issues, applications, and permits and perform related work as required.

DISTINGUISHING CHARACTERISTICS

Assistant Planner

This is the entry and first working level in the Planner class series with incumbents expected to perform a more narrow scope of assignments under closer supervision.

Planner

This is the first experienced working level in the technical, professional Planner class series. Incumbents are expected to be familiar with City land use policies and perform a variety of technical and professional planning assignments. It is distinguished from the lower level of Assistant Planner by the scope of assignments and degree of independence with which an incumbent functions. It is distinguished from the higher level of Associate Planner by the fact that Associate Planner is the fully experienced class with incumbents performing the full range of current and advanced planning.

REPORTS TO

Planning Manager or designee.

CLASSIFICATIONS SUPERVISED

Incumbents may provide work direction, coordination, and training for technical planning support staff and less experienced professional planning personnel.

Examples of Duties**REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of professional planning work including both current and advanced planning; participate in the review, development, revision and maintenance of General Plan elements, plans, zoning ordinances, and other policies and procedures.
2. Conduct a variety of research and data collection and analysis for land use development, zoning history, and compliance with City land use ordinances and policies.
3. Assist with grant projects and special projects; prepare project reports.
4. Gather and organize a variety of information, preparing staff reports on items for elected or appointed boards, commissions and the City Council concerned with planning and land use issues and develop and make oral presentations of findings and recommendations.
5. Assist the public and developers with problems and inquiries regarding land development, business licenses, planning issues, permit procedures and requirements, signage, and zoning and receive and respond to zoning violation complaints.
6. Interpret and apply zoning ordinances, sign ordinances, and Municipal Code requirements to a variety of land use issues.
7. Review industrial, commercial, residential, and sign building permits for zoning and ordinance compliance.
8. Process entitlements including permits and determinations, including the preparation of staff and administrative reports, public hearing notices, environmental documents, graphics, and oral presentations. Interpret use permits in accordance with applicable codes, ordinances and regulations.
9. Process site plan approvals, minor subdivision proposals, agreements, temporary encroachment permits, street closures and requests to use City-owned property.
10. Provide technical support for a variety of City land use entities.
11. Enforce zoning and sign code violations in association with the Code Enforcement Division, as needed.
12. Attend meetings with developers on preliminary and active development projects.
13. Perform related duties as required.

Typical Qualifications**QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic operations, services, and activities of a community planning and development program.

Modern theory, principles, practices, and techniques of current and advanced planning including land use, environmental policy analysis, municipal service delivery, physical design, demographics, and economic and social concepts as applied to municipal planning and a variety of planning problems.

Purposes and procedures of public planning agencies, boards, and governing bodies.

Laws, rules, regulations, policies, and acts affecting land use and zoning.

Basic principles of building and fire codes.

General Plan policies and goals.

Methods and techniques of research and statistical analysis, graphic illustration, and presentation applicable to the

preparation of municipal planning studies.
Environmental impacts of changes in land use.
Software used in professional planning work.
Methods and techniques of design and site planning.
Development review procedures and requirements.
Recent developments, current literature, research methods, and sources of information related to municipal planning, urban growth, and development.
Methods and techniques of effective technical report preparation and presentation.
Methods and techniques of organization and project and time management.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Perform professional planning duties in the development, implementation, and modification of City plans and regulations including planning studies, environmental reviews, and zoning administration enforcement.
Read, interpret, analyze, apply, implement and explain pertinent Federal, State, and local codes, laws, ordinances, rules, and regulations including departmental policies and administrative directives.
Read and interpret General Plan elements, environmental impact statements, and other documents related to community planning and land use.
Collect, compile and analyze technical, statistical, and other information related to public planning and land use.
Read and interpret maps, design and construction plans and specifications, graphs, and statistical data.
Prepare a variety of staff, technical, and administrative reports, statements, and correspondence including for planning, environmental and zoning.
Use appropriate software in the performance of professional planning work.
Use pertinent systems to develop maps and public hearing notice distribution lists.
Make and conduct effective oral and written presentations.
Effectively represent the City Planning functions in responding to inquiries, providing assistance, and dealing with public and community organization concerns about planning, land use, and zoning.
Apply policies, procedures, and standards pertaining to the municipal planning process.
Interpret planning and zoning programs to the general public.
Develop recommendations regarding the use of property.
Process routine development applications and coordinate necessary communication between staff, developer, and other agencies.
Analyze projects and potential projects for consistency with planning regulations, general planning principles, and architectural quality.
Present technical data in verbal, written, graphic, and map form to City management staff and variety of boards and commissions.
Effectively present information and respond to questions from groups of managers, Council members, committee and commission members, and the general public.
Deal effectively and courteously with the public including in difficult situations.
Convey information to the public in an understandable manner.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Assistant Planner

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in planning or a related field.

Experience:

One year of responsible professional or paraprofessional urban or regional planning and zoning experience is highly desirable.

License or Certificate:

Possession of an appropriate California Driver License.

Planner

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in planning or a related field.

Experience:

Two years of experience in city or county planning, including zoning administration, long range planning, or environmental assessment comparable to that of an Assistant Planner with the City of Merced.

License or Certificate:

Possession of an appropriate California Driver License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed in an office environment; occasionally work outside; continuous contact with staff and the public; and may require irregular working hours and occasional overtime.

Physical: Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; and use of office equipment, including computers, audio-visual equipment, telephones, calculators, copiers, and FAX.

Employer

City of Merced

Address

678 W 18th Street

Merced, California, 95348

Phone

209-385-6837

Website

<http://www.cityofmerced.gov>



City of Merced Associate Planner

SALARY	\$36.61 - \$44.50 Hourly \$2,928.80 - \$3,560.00 Biweekly \$6,345.73 - \$7,713.33 Monthly \$76,148.80 - \$92,560.00 Annually	LOCATION	City of Merced, CA
JOB TYPE	Full-Time	JOB NUMBER	1400
DEPARTMENT	Development Services	OPENING DATE	05/08/2026
CLOSING DATE	5/28/2026 11:59 PM Pacific		

Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction, to perform complex professional City planning, zoning, and land use activities and assignments; to prepare staff reports for City boards and commissions involved in planning and land use issues; develop planning studies, environmental reviews, community design, and general plan preparation; assist with planning policy formulation and implementation; perform zoning administration and enforcement; explain, interpret and apply zoning, sign, and municipal planning ordinances, regulations, and polices to the public; provide a variety of public assistance in responding to inquiries and answering questions related to planning and land use issues, applications, and permits; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first advanced journey level in the professional Planner class series. Incumbents are expected to perform a broad range of complex planning and zoning assignments. Incumbents perform the full scope of current and advanced planning work. This class is distinguished from Planner in that Associate Planners are expected to perform more complex, comprehensive planning work requiring more in-depth knowledge of City planning polices and land use requirements. It is distinguished from the next higher level of Senior Planner, in that Senior Planners perform the most complex, specialized work, and may be assigned responsibility for the development, coordination, and completion of major planning studies and projects.

REPORTS TO

Planning Manager or designee.

CLASSIFICATIONS SUPERVISED

Incumbents may provide work direction, coordination, and training for technical planning support staff and less experienced professional planning personnel.

Examples of Duties

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of moderate to difficult and complex professional planning work including both current and advanced planning; prepare General Plan elements, as assigned; and participate in the review, development, revision and maintenance of General Plan elements, plans, zoning ordinances, and other policies and procedures.
2. Plan, organize, develop, and conduct environmental and research studies; maintain, update, and analyze demographic and other data, special studies, and environmental impact reports required for community planning, studies and policy development.
3. Conduct a variety of research and data collection and analysis for land use development, zoning history, and compliance with City land use ordinances and policies.
4. Process applications for land use projects, such as special use permits, zoning changes, annexations, and site development; coordinate application reviews with other City departments, as necessary.
5. Participate in and conduct environmental reviews and processing of environmental documents of proposed land use projects.
6. Perform projects related to annexations, consolidations and district changes; assist with grant projects and special projects; and prepare project reports.
7. Perform zoning administration and enforcement work, including the conduct of site inspections to ensure compliance with General Plan and Zoning Codes.
8. Gather and organize a variety of information, preparing staff reports on items for elected or appointed boards and commissions and the City Council concerned with planning and land use issues; develop and make oral presentations of findings and recommendations.
9. Assist the public and developers with problems and inquiries regarding land development, business licenses, planning issues, permit procedures and requirements, signage, and zoning; receive and respond to zoning violation complaints.
10. Interpret and apply zoning ordinances, sign ordinances, and Municipal Code requirements to a variety of land use issues.
11. Review industrial, commercial, residential, and sign building permits for zoning and ordinance compliance.
12. Interpret use permits in accordance with applicable codes, ordinances and regulations.
13. Process site plan approvals, minor subdivision proposals, tentative maps, final maps, agreements, temporary encroachment permits, street closures and requests to use City-owned property.
14. Process General Plan Amendments and/or Zone Changes.
15. Prepare and assist with preparation of maps, graphs, and information summaries.
16. Provide technical support for a variety of City land use entities.
17. Conduct public presentations.
18. Provide work coordination, project direction, and training for other Planning personnel as necessary.
19. Enforce zoning and sign code violations in association with the Code Enforcement Division, as needed.
20. Attend meetings with developers on preliminary and active development projects.
21. Perform related duties as required.

Typical Qualifications

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a community planning and development program.

Modern theory, principles, practices, and techniques of current and advanced planning including land use, environmental policy analysis, municipal service delivery, physical design, demographics, and economic and social concepts as applied to municipal planning and a variety of planning problems.

Purposes and procedures of public planning agencies, boards, and governing bodies.

Laws, rules, regulations, policies, and acts affecting land use and zoning.

Principles of building and fire codes.

General Plan policies and goals.

Methods and techniques of research and statistical analysis, graphic illustration, and presentation applicable to the preparation of municipal planning studies.

Environmental impacts of changes in land use.

Software used in professional planning work.

Methods and techniques of design and site planning.

Federal Emergency Management Agency (FEMA) flood zones and the California Urban Level of Flood Protection criteria.

Development review procedures and requirements.

Recent developments, current literature, research methods, and sources of information related to municipal planning, urban growth, and development.

Methods and techniques of effective technical report preparation and presentation.

Methods and techniques of organization and project and time management.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Perform moderate to difficult and complex professional planning duties in the development, implementation, and modification of City plans and regulations including planning studies, environmental reviews, and zoning administration enforcement.

Provide guidance, training and direction for other professional planning and technical support staff.

Read, interpret, analyze, apply, implement and explain pertinent Federal, State, and local codes, laws, ordinances, rules, and regulations including departmental policies and administrative directives.

Read and interpret General Plan elements, environmental impact statements, and other documents related to community planning and land use.

Collect, compile and analyze technical, statistical, and other information related to public planning and land use.

Read and interpret maps, design and construction plans and specifications, graphs, and statistical data.

Prepare a variety of staff, technical, and administrative reports, statements, and correspondence including for planning, environmental and zoning.

Use appropriate software in the performance of professional planning work.

Use pertinent systems to develop maps and public hearing notice distribution lists.

Make and conduct effective oral and written presentations.

Effectively represent the City Planning functions in responding to inquiries, providing assistance, and dealing with public and community organization concerns about planning, land use, and zoning.

Apply policies, procedures, and standards pertaining to the municipal planning process.

Interpret planning and zoning programs to the general public.

Develop recommendations regarding the use of property.

Process routine development applications and coordinate necessary communication between staff, developers, and other agencies.

Analyze projects and potential projects for consistency with planning regulations, general planning principles, and architectural quality.

Present technical data in verbal, written, graphic, and map form to City management staff and variety of boards and commissions.

Effectively present information and respond to questions from groups of managers, council members, committee and commission members, and the general public.

Deal effectively and courteously with the public including in difficult situations.

Convey complex information to the public in an understandable manner.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in planning or a related field.

Experience:

Three years of experience in city or county planning, including zoning administration, long range planning, or environmental assessment, comparable to that of a Planner with the City of Merced.

License or Certificate:

Possession an appropriate California Driver License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed in an office environment; occasionally work outside; continuous contact with staff and the public; and may require irregular working hours and occasional overtime.

Physical: Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; and use of office equipment, including computers, audio-visual equipment, telephones, calculators, copiers, and FAX.

Employer

City of Merced

Address

678 W 18th Street

Merced, California, 95348

Phone

209-385-6837

Website

<http://www.cityofmerced.gov>



City of Merced Dispatcher II

SALARY	\$27.79 - \$33.78 Hourly \$2,223.20 - \$2,702.40 Biweekly \$4,816.93 - \$5,855.20 Monthly \$57,803.20 - \$70,262.40 Annually	LOCATION	City of Merced Police Department, CA
JOB TYPE	Full-Time	JOB NUMBER	1408
DEPARTMENT	Police	OPENING DATE	05/20/2026
CLOSING DATE	5/31/2026 11:59 PM Pacific		

Description

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Dispatcher I) or general supervision (Dispatcher II), learn and understand City Police Department dispatching policies, methods, and procedures; receive emergency and non-emergency calls for service via 911, radio, telephone, and other communications media; dispatch law enforcement, fire, and other public safety personnel and equipment; provide telecommunications support and incident coordination for field units; learn and serve as complaint taker for the City of Merced 911 Public Safety Answering Point; assist with other non-emergency responsibilities when assigned; perform general office support assignments; help and serve people in need; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

Dispatcher I

This is the entry and first working level class in the Dispatcher class series. Incumbents have responsibility for dispatching and maintaining field communications with public safety personnel. This level performs many assignments in a training and learning capacity. When incumbents become familiar with the Police Department and the dispatching systems and policies and demonstrates good sustained work performance, they may be promoted to Dispatcher II. Work shifts may rotate, including working nights, weekends, and holidays, and mandatory overtime may be required.

Dispatcher II

This is the journey level class in the Dispatcher class series. Incumbents are expected to perform the full scope of dispatching duties, including maintaining field communications with public safety personnel with minimal guidance and supervision. This class is distinguished from Dispatcher I in that the Dispatcher I performs many assignments in a training capacity. Work shifts may rotate, including working nights, weekends, and holidays, and mandatory overtime

may be required.

REPORTS TO

Dispatcher Shift Supervisor, Communications Systems Supervisor, Police Sergeant, or other designated law enforcement personnel.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

Examples of Duties

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Take emergency and non-emergency calls for police, fire, medical, and other related services over telephone, 911, radio, and other communications media; respond rapidly to inquiries and requests to ensure proper dissemination of information and dispatch police, fire units and other public service entities to public safety incidents.
2. Interview callers to evaluate location, and the nature and urgency of their situation; request all pertinent information; classify incidents; and establish dispatch priorities.
3. Investigate law enforcement history pertaining to people and addresses to prepare officers for the situation they will be encountering.
4. Query information and provide telecommunications support, using the California Law Enforcement Telecommunications System (CLETS) and other local, regional, national, and international databases to determine alerts and wants for people and property and provide information to support officers and fire fighters in the field using a variety of computerized and manual information systems.
5. Coordinate and maintain contact with other agencies to assist field personnel in managing and resolving requests and public safety issues, as required and coordinate or transfer requests for emergency and non-emergency medical services with other emergency service providers; transfer calls to other units or agencies as warranted.
6. Monitor and broadcast public safety radio transmissions to facilitate communication flow.
7. Enter, update, modify, and clear incident data and other related information into the computer-aided dispatching (CAD) system, records management systems (RMS), CLETS, and other computer systems and data bases as required.
8. Maintain incident records, cards and logs including handwriting, documenting, and time stamping conversations on the radio and during calls, when necessary and duplicate recordings of radio and telephone communications for court or other purposes.
9. Call out special teams and make command and other notifications as required.
10. Perform limited communications equipment and work area maintenance; troubleshoot and report malfunctioning equipment to ensure equipment is in working order and clean communication center and maintain a clean work environment.
11. Operate communications center equipment including telephones, radios, computers, FAX machines, and printers.
12. Monitor locations on multiple computer screens and verify safe status of public safety units.
13. Relay information to other appropriate agencies regarding hazards.
14. Maintain confidential information in accordance with legal standards and city regulations.
15. Navigate the California Courts Protective Order Registry (CCPOR) website; scan, enter and modify restraining orders.
16. Confirm out of agency warrants and abstract warrants issued by the Merced Police Department.
17. Answer questions and provide information to the public.
18. Perform related duties as required.

Typical Qualifications

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operating policies, procedures, and functions of the police and fire departments relevant to the position.

Laws, codes, and regulations pertinent to public safety services.

Procedures, principles and techniques of dispatching, public safety communications, complaint taking, telecommunications support, and customer courtesy.

Communications center equipment operation, to include computers, telephones, radios, FAX machines, computer software, and paging equipment.

Principles and techniques of communication center operations, emergency communications, requirements of public safety dispatch, customer service, and customer courtesy.

Proper operation and care of communications center equipment including telephones, computers, radios, office equipment and vehicles used in the communications center and in the field.

Principles, practices, and techniques of computer aided dispatch systems.

General geography of the City of Merced.

Public relations methods and techniques.

Proper English usage, grammar, spelling, and punctuation.

Techniques of effective communication.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Learn and operate policies, procedures, and functions of the police and fire departments relevant to the position.

Learn and operate communications center equipment, to include computers, telephones, radio, FAX machines, computer software, and paging equipment.

Analyze situations quickly and use sound judgment, initiative, creativity, and planning in dispatching personnel and equipment.

Think clearly and act calmly in emergency situations.

Read, analyze, and interpret written materials, maps, laws, codes, rules, and regulations.

Evaluate situations and respond appropriately.

Take and transmit clear and complete directions and information.

Use patience, courtesy, and tact and recognize and discern various emotional states during all communications.

Relate effectively to people of a variety of cultures, languages, disabling conditions and socioeconomic situations.

Become familiar with the geography of the city.

Deal tactfully and courteously with the public and other staff.

Control telephone conversations to elicit information.

Accomplish multiple tasks simultaneously and organize workload with frequent interruptions and distractions in a high stress environment.

Type and enter data at a speed necessary for successful job performance.

Receive, retain and use large quantities of information.

Anticipate an officer's needs.

Type from auditory sources.

Maintain confidential information in accordance with legal standards.

Maintain up to date logs, records, and files.

Operate a computer-aided dispatch system with sufficient speed and accuracy.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Work in a team-based environment and achieve common goals.

Distinguish and comprehend simultaneous communications from several sources.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Dispatcher I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of work experience performing a variety of office support assignments in a position requiring considerable public contact.

License or Certificate:

Possession of an appropriate California Driver License.

Typing certificate at time of application.

Possession of a P.O.S.T. Dispatcher Certificate must be achieved within 18 months of appointment.

Special Requirements:

Type at a rate of net 40 words per minute.

Completion of P.O.S.T. Basic Dispatcher Course.

Dispatcher II

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of work experience performing public safety dispatching work comparable to that of a Dispatcher I with the City of Merced.

License or Certificate:

Possession of an appropriate California Driver License.

Typing certificate at time of application.

Ability to earn a P.O.S.T. Dispatcher Certificate within 12 months of hire date.

Special Requirements:

Type at a rate of net 40 words per minute.

Completion of P.O.S.T. Basic Dispatcher Course within 12 months of hire date.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is normally performed in an indoor communications center and occasionally in a vehicle or outdoor environment when assigned to field duty with travel from site to site; continuous contact with staff and the public; incumbents are required to work evening, night, weekend, and holiday shifts; and incumbents may be called back or held over to maintain staffing levels.

Physical: Sit for extended periods, up to twelve hours; normal manual dexterity and eye-hand coordination; frequent grasping, hand and arm movement, and fine coordination in retrieving and entering information; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal and written communication; and use of office equipment, including computers, telephones, calculators, copiers, FAX, and radio communication and dispatching equipment.

Employer

City of Merced

Address

678 W 18th Street

Merced, California, 95348

Phone

209-385-6837

Website

<http://www.cityofmerced.gov>



City of Merced
Refuse Equipment Operator I/II

SALARY	\$23.83 - \$33.52 Hourly \$1,906.40 - \$2,681.60 Biweekly \$4,130.53 - \$5,810.13 Monthly \$49,566.40 - \$69,721.60 Annually	LOCATION	City of Merced Public Works Department, CA
JOB TYPE	Full-Time	JOB NUMBER	1403
DEPARTMENT	Public Works	OPENING DATE	05/08/2026
CLOSING DATE	5/22/2026 11:59 PM Pacific		

Description

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision, to learn to safely operate motorized refuse collection equipment in providing effective, efficient collection of solid waste; to learn to drive an assigned service route maintaining quality service standards; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and training level in the Refuse Equipment Operator class series. Incumbents learn and perform basic assignments in the operation of refuse collection equipment and provision of quality services. Incumbents work with considerable guidance and supervision. The class is distinguished from Refuse Equipment Operator II, in that Refuse Equipment Operator II assignments are performed with little guidance and supervision. This is a specialized training classification in which the incumbent may be promoted to Refuse Equipment Operator II meeting minimum training requirements.

REPORTS TO

Public Works Supervisor - Solid Waste or designee.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

Examples of Duties

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be

required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Learn to operate refuse collection equipment in the collection and transportation of commercial, industrial, and residential solid waste; learn to operate hydraulic picking and dumping controls on equipment.
2. Learn to operate a variety of heavy equipment, such as front-end, rear-end, and automated side loaders, roll-off container trucks, and other vehicles in the performance of assigned duties; adhere to safe driving practices and procedures including in off-road conditions and at a landfill or construction site.
3. Learn to maneuver refuse collection equipment on City streets, using safe and skillful driving techniques; learn and follow pre-determined collection routes and schedules as assigned.
4. Transport solid waste for disposal at landfill sites.
5. Operate a two-way radio, learning to maintain communications with the Public Works Corporation Yard.
6. Perform heavy physical labor in the loading and unloading of containers and learn and operate special equipment to load large bulky refuse, as needed.
7. Learn to perform special or non-routine refuse collection service and assignments as needed including building and repairing refuse containers, delivering or removing refuse containers for customers, and removing dead animals from streets.
8. Learn to complete, maintain and submit records related to operations and maintenance activities, including those related to time, materials and equipment usage; note and maintain records of container conditions, container enclosure conditions, and access problems.
9. Perform basic maintenance and washing of refuse collection equipment; learn and perform daily pre-trip safety inspections of equipment, recording findings and determining the operational fitness of equipment; perform servicing activities such as checking and maintaining fluid levels and lubing key components of vehicles; and report unsafe working conditions, accidents and injuries to supervisory and/or management staff.
10. Maintain good public relations with customers; respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner; and service handicap residents by moving containers to and from the street.
11. Learn to report various violations including illegal dumping and watering, trees down in the streets, and sewer overflow.
12. Respond to emergency and after hour calls.
13. Perform related duties as required.

Typical Qualifications

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic knowledge of tools and equipment used in refuse collection.
 Basic principles of methods of equipment inspection and preventative maintenance.
 Basic recordkeeping techniques.
 Occupational hazards and standard safety practices and procedures related to the operation of a wide variety of refuse collection vehicles and equipment.
 Proper lifting procedures.

Ability to:

Learn to perform duties in refuse collection and disposal.
 Maintain proper quality and quantity of services.
 Learn to skillfully and safely operate a variety of equipment utilized in refuse collection and services in accordance with applicable Vehicle Code requirements.
 Read and interpret City maps.
 Read and comprehend oral and written instructions, short correspondence and memos.
 Effectively present information in one-on-one situations to customers and other City employees.
 Learn to apply applicable laws, codes and regulations.

Perform basic mathematical functions including add, subtract, multiply and divide.
 Deal with standardized situations with occasional or frequent variables.
 Maintain accurate daily records and reports.
 Perform heavy manual tasks.
 Deal tactfully and courteously with the public.
 Maintain an acceptable DOT driving record on and off duty.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in the course of work.
 Learn the City and streets.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Previous experience in maintenance work and operating equipment is desirable.

License or Certificate:

Possession of a Class B California Driver License without a Restriction 48 (air brakes). Possession of a Class A California Driver License is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed both in a corporation yard and an outdoor field environment with travel from site to site; work in varying temperatures and weather conditions; exposure to hazardous materials, smoke, gases, fumes, dust, grease, noxious odors, and noise; exposure to hazardous traffic conditions; exposure to hazards such as moving machine parts and electrical current; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; continuous contact with other staff; and regular contact with the public.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; occasionally sit and frequently stand, walk, bend, crawl, reach, twist, stoop, kneel, crouch, and make repetitive hand movement; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 50 pounds; exert unusual physical effort in the loading and unloading of containers; corrected hearing and vision to normal range; verbal communication; operate motorized refuse collection equipment; use a variety of hand and power equipment; and operate a two-way radio and use a telephone.

Employer

City of Merced

Address

678 W 18th Street

Merced, California, 95348

Phone

209-385-6837

Website

<http://www.cityofmerced.gov>



City of Merced Senior Accountant (Assigned to Payroll)

SALARY	\$43.58 - \$52.98 Hourly \$3,486.40 - \$4,238.40 Biweekly \$7,553.87 - \$9,183.20 Monthly \$90,646.40 - \$110,198.40 Annually	LOCATION	City of Merced, CA
JOB TYPE	Full-Time	JOB NUMBER	1398
DEPARTMENT	Finance	OPENING DATE	05/08/2026
CLOSING DATE	5/21/2026 11:59 PM Pacific		

Description

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, supervise, direct, and coordinate the work of assigned City finance and finance support staff; exercise day-to-day responsibility for investments and grants; perform a variety of the more complex accounting, fiscal analysis, and auditing in the preparation, maintenance, and analysis of City fiscal records and financial transactions; prepare the City's annual budget; to prepare and maintain a variety of complex financial statements and reports; perform revenue collection and; perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey, full supervisory level in the professional Accountant class series. Incumbents supervise assigned accounting and fiscal support and perform a variety of the more complex fiscal, accounting, and auditing work, such as investments. This class is distinguished from Accountant II by being assigned full supervisory responsibility for designated staff.

REPORTS TO

Deputy Finance Officer, Finance Officer or designee.

CLASSIFICATIONS SUPERVISED

Assigned Accountants or fiscal support staff.

Examples of Duties

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, assign, and oversee the work of designated staff; provide training and work evaluations.
2. Perform a variety of complex professional accounting work in the establishment and maintenance of City fiscal records; review fiscal records to ensure proper disbursement of funds.
3. Oversee investments and grant administration and review contract fiscal administration, as needed and prepare, update, and maintain the investment recap and cash flow for investment spreadsheets.
4. Perform periodic internal audits of accounts payable and payroll; prepare information for outside fiscal audits and provide first line contact with contract auditors, preparing and providing documentation for annual audits.
5. Maintain a variety of ledgers and journals; coordinate the posting of journal entries, as required; review and update accounts payable, accounts receivable, journal entries and budget adjustment entries; and develop and manage the year-end accounts payable accrual process ensuring expenditures are recorded in the proper fiscal year.
6. Maintain general ledger accounts and funds; activate, inactivate and/or set up accounts, as needed and provide daily updates on subsidiary ledgers.
7. Maintain and balance revenue information.
8. Prepare work papers, financial statements and various reports for Federal, State and other outside agencies as well as for internal accounting.
9. Perform a variety of budget activities; assist with the development and control of City budget information; review and ensure proper control of budget expenditures for assigned City Departments; and verify and correct budgeted amounts for Capital Improvement Projects.
10. Review payroll transactions for accuracy and correct posting of expenditures as necessary.
11. Perform special financial analysis assignments.
12. Coordinate the balancing of City cash accounts with banks and reconcile problem accounts.
13. Review and post daily cash batches.
14. Prepare disbursement processing including the printing of accounts payable and payroll checks and recording cash transactions; prepare bank issues to be uploaded into the bank websites.
15. Perform verification of draft financial audit reports and adjust entries after verification, as requested in audit reports.
16. Coordinate, oversee, and prepare the City's annual budget.
17. Coordinate all internal fund calculations.
18. Coordinate, oversee, and prepare the City's 5-year forecast.
19. Reconcile, maintain, and process payments for City debt service.
20. Provide City staff with a variety of information regarding fiscal processes and procedures; assist other departments with cash receipt batches, requests for information, and run queries and reports to obtain information.
21. Serve as a liaison with other government agencies, auditors, and the public; handle customer disputes.
22. Research and resolve accounting or procedural issues within the finance department and other departments; recommend or implement changes in accounting systems and procedures.
23. Oversee the month-end-close process including the review of month end journal vouchers and reports prepared by accounts payable and general ledger staff.
24. Review, update, and post fixed assets and corresponding journal vouchers.
25. Prepare and/or review the year-end journal entry adjustments including physical inventory, interest income accrual, debt service, fixed assets, depreciation expenses, and others.
26. Prepare reports for monthly, quarterly, and fiscal year closing.
27. Oversee and monitor collection efforts including reviewing and moving files to collection agencies.
28. Review and prepare requests for payment for vendors and finance department expenses and review and sign purchase orders.
29. Perform related duties as required.

Typical Qualifications

Typical Qualifications:

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.

Methods and practices of financial and statistical record keeping.

Government cost accounting and budgeting.

Public agency investment practices and legal requirements.

Auditing theory, principles, and techniques and their application to government finance.

Principles of account classification.

Budget development and control.

Principles of supervision, training, and employee evaluation.

Principles and techniques of public relations and customer service.

The collection and bankruptcy processes.

Methods and techniques of data collection, research and analysis.

Principles of business letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Provide supervision, training, and work evaluations for assigned staff.

Exercise day-to-day responsibility for investments and the fiscal administration of grants.

Perform a variety of complex accounting and financial transaction work.

Work with and utilize the City's computerized financial management, payroll, and utility billing systems in performing a variety of fiscal work.

Analyze and evaluate financial information, researching and gathering appropriate information to resolve problems.

Monitor and update fiscal records.

Prepare a variety of financial reports and statements.

Gather, organize, analyze, and present a variety of information and make recommendations.

Read and understand codes, statutes, policies, procedures and information related to financial and statistical record keeping work.

Make mathematical calculations quickly and accurately.

Effectively represent the City and City Finance Department in contacts with the public, other City staff, and other government agencies.

Apply auditing principles to ensure the best possible internal controls to all financial processes.

Accomplish multiple tasks simultaneously.

Interpret data to prepare reports.

Provide guidance to other City staff.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines-*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field.

Experience:

Three years of professional accounting experience, including two years of experience with a government agency and one year of experience as a functional supervisor.

License or Certificate:

Possession of an appropriate California Driver License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed in an office environment; continuous contact with staff and the public.

Physical: Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; and use of office equipment, including computers, telephones, calculators, copiers, and FAX.

Employer

City of Merced

Address

678 W 18th Street

Merced, California, 95348

Phone

209-385-6837

Website

<http://www.cityofmerced.gov>



City of Merced
Software Analyst I/II (Onsite Only) (Business and Services Track)

SALARY	\$32.79 - \$39.86 Hourly \$2,623.20 - \$3,188.80 Biweekly \$5,683.60 - \$6,909.07 Monthly \$68,203.20 - \$82,908.80 Annually	LOCATION	City of Merced, CA
JOB TYPE	Full-Time	JOB NUMBER	1397
DEPARTMENT	Information Technology	OPENING DATE	04/20/2026
CLOSING DATE	5/24/2026 11:59 PM Pacific		

Description

****This position is in-person and onsite only**. This position is for the Business and Services track.**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Software Analyst I), general supervision (Software Analyst II), or direction (Software Analyst III), perform application support and maintenance, business/workflow analysis, application integration, report development, testing processes, and project management for specialty areas in Business and Services, and Software and Services. The Software Analyst classification is focused on the maintenance of existing third-party applications and/or the development of new service delivery programs and solutions. Positions in this class are flexibly/alternatively staffed.

DISTINGUISHING CHARACTERISTICS

Software Analyst I

The Software Analyst I is the entry-level class of the series. Initially, incumbents will participate in application support and maintenance, business/workflow analysis, application integration, report development, testing processes, and some project management responsibility. Positions in this class are flexibly/alternatively staffed.

Software Analyst II

Software Analyst II is the fully qualified, journey level class of this series. Competent to perform a variety of analytical duties, positions are characterized by the presence of general guidelines from which to make decisions and the availability of supervision in non-routine circumstances. Positions at this level require experience in carrying out application development efforts and project management support at the departmental/enterprise level, have knowledge

of industry standard structured life cycle development methodologies, and will focus on the maintenance of existing applications and/or the development of new service delivery programs and solutions as related to the area of assignment. Positions in this class are flexibly/alternatively staffed.

Software Analyst III

Software Analyst III is the highly qualified, senior level of this series. Competent to perform a wide range of analytical duties, this position requires an in-depth knowledge of one or more of the specialty areas. Positions in this class require a high level of discernment, initiative, and experience in executing and managing application development projects that have a focus on business process re-engineering at the departmental/enterprise level. The incumbent possesses prior application development or support experience including user analysis, developing, coding, implementing, project management, and prior analysis experience in business service delivery requirements, procedures, and programs to advise practical solutions. Positions in this class work under general direction, but typically receive minimal supervision.

Reports to

Information Technology Manager or designee.

Classifications supervised

This is not a supervisory class.

Typical Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

When assigned to Business and Services

Operational characteristics of information systems, hardware, and software.

Principles and practices of computer science and information systems.

Methods and techniques of training and instruction.

Principles and practices of systems analysis and documentation.

Principles, practices, methods, and techniques used in the installation, troubleshooting, and maintenance of systems, networks, and applications.

Off the shelf vendor support.

Emerging technologies, including web-enabled (e-government) service delivery applications.

Unix Systems, Client-Server, Web-enabled and related software.

Computers, information systems, and Internet technologies.

Methods and practices of project management.

Concepts and practices of software design, relational and distributed database technology.

Concepts and practices of data warehouse design and data mining.

Software design, relational and distributed database technology.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

When assigned to Software and Services:

Methods and techniques of information system programming and design.

Principles and practices of programming and documentation.

Principles, practices, methods, and techniques used in the installation, troubleshooting, and maintenance of systems, networks, and applications.

Maintain current on emerging programming languages and procedures.

Computer programming languages such as asp.net, HTML, C#, Java.

Methods and techniques of database backup, installation, connectivity and recovery.

Methods and techniques of database maintenance and system security.

Methods and techniques of database performance and optimization methods.

Principles and techniques of various programming languages, database, and computer programming.

Characteristics and limitations of computer systems and related equipment.

Developing end-user documentation and training materials.

Quality assurance programs.

Scripting languages in an UNIX and/or Microsoft environment.

Principles, practices and methods of Internet (Web) design, development, and implementation.

Basic security considerations pertaining to web-based applications.

Industry best practices used in the development arena.

Various application development tools supported by the City of Merced.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Demonstrate, develop, and support a commitment to customer service.

Analyze policies, procedures, and instructions and make appropriate recommendations.

Stay abreast on emerging programming languages and procedures.

Possess, control, and maintain sensitive and/or confidential information.

Work in a team environment or independently, as conditions require.

Understand and work with relational databases.

Manage and maintain project costs, resources, and schedules.

Plan and organize work to meet changing priorities and deadlines.

Evaluate and analyze procedures and data and make appropriate adjustments.

Manage third party application systems, application design, development, deployment, support, and maintenance.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

When assigned to Business and Services

Assist with business process analysis, system installation and deployment, support, and maintenance.

Conduct computer system and procedure analyses, make recommendations for new applications.

Design and develop presentations, documentation and training for customers; oversee workflow.

Assist in the development of project proposals including the submission of budget items, project plans, and reasonable timelines.

Process diagrams and perform cost/benefit analysis.

Prepare required documentation, including both program-level and user-level documentation.

When assigned to Software and Services:

Code highly technical programs for data processing applications.

Code programs for data processing applications.

Solve complex application programming and systems design problems.
Troubleshoot connectivity issues related to web site operation.
Implement security procedures.
Work with standard design and layout tools.
Assist in design and implementation of web-based applications.
Deploy, configure, and maintain web servers and related software.
Recommend measures to optimize systems performance and response.
Stay abreast in software development techniques, technology, and tools.
Troubleshoot database problems.
Provide technical guidance and assistance to other staff associated with application development.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Software Analyst I

Education/Training:

Equivalent to an Associate's Degree from an accredited college with major coursework in business information systems, computer science, or related field.

Experience:

One year of information systems experience in a Software Analysis role.

License or Certificate:

Possession of an appropriate California Driver License.

Special Requirements:

Ability to pass a P.O.S.T. level background investigation.

Software Analyst II

Education/Training:

Equivalent to an Associate's Degree from an accredited college with major coursework in business information systems, computer science, or related field.

Experience:

Two years of increasingly responsible information systems experience in a Software Analysis role.

License or Certificate:

Possession of an appropriate California Driver License.

Special Requirements:

Ability to pass a P.O.S.T. level background investigation.

Software Analyst III

Education/Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in computer science, or a related field.

Experience:

Four years of increasingly responsible information systems experience in a Software Analysis role.

License or Certificate:

Possession of an appropriate California Driver License.

Special Requirements:

Ability to pass a P.O.S.T. level background investigation.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Standard office setting; exposure to computer screens; may require working evenings including weekend and holiday assignments; and occasional travel to different sites.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; to walk, sit, stand, bend and stoop for prolonged periods of time; to see in the normal visual range with or without correction; to hear in the normal audio range with or without correction; to use various office equipment including a computer screen and keyboard; and perform occasional lifting up to 50 pounds.

Supplemental Information

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined by City Manager.

Employer

City of Merced

Address

678 W 18th Street

Merced, California, 95348

Phone

209-385-6837

Website

<http://www.cityofmerced.gov>



City of Merced Tree Trimmer

SALARY	\$29.66 - \$36.05 Hourly \$2,372.80 - \$2,884.00 Biweekly \$5,141.07 - \$6,248.67 Monthly \$61,692.80 - \$74,984.00 Annually	LOCATION	City of Merced Public Works Department, CA
JOB TYPE	Full-Time	JOB NUMBER	1405
DEPARTMENT	Public Works	OPENING DATE	05/08/2026
CLOSING DATE	5/24/2026 11:59 PM Pacific		

Description

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, perform semi-skilled work in the care, maintenance, and preservation of city trees and other foliage, structures, and items requiring work at various heights; operate and maintain a variety of tools and equipment; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Tree Trimmer series. Positions in this class perform the full range of tree trimming work. Incumbents initially work under supervision, but are expected to perform with increasing independence as experience and skills are acquired.

REPORTS TO

Public Works Supervisor – Parks/Trees or designee.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

Examples of Duties

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Maintain City trees for public safety by performing tree pruning and tree and stump removal functions.
2. Climb trees using such equipment as ropes, ladders, and hydraulic lifts for tree-trimming purposes.
3. Cut and trim tree branches and limbs which create hazardous conditions to power lines, high voltage wires, and roadways; prune and shape trees and shrubs.
4. Remove rubbish, dead limbs, hanging limbs, and mistletoes from trees; fell dead trees.
5. Repair trees damaged by storms or lightning; reinforce trees with cable on rope.
6. Plant, fertilize, and water trees; spray trees to prevent bug damage and disease.
7. Haul tree and shrub debris to landfill site, agriculture sites, private residence and city landscape areas.
8. Maintain the City tree nursery.
9. Operate, sharpen and maintain tree-trimming equipment and tools including trucks, aerial lift truck, chain saws, pole saws, mulchers, and sprayers.
10. Perform traffic control to ensure safety of cars, pedestrians and tree crew in high traffic areas.
11. Respond to emergency calls after hours, nights, and weekends regarding fallen trees or limbs.
12. Attend safety trainings and participate in the health wellness program, as needed.
13. Install holiday lights and banners during events; assist Public Works divisions to install antennas, cameras, and related equipment, as needed.
14. Perform related duties as required.

Typical Qualifications

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Methods, techniques, procedures, and materials used in tree trimming, surgery operations, tree removal, and planting.
 Tools, material, and equipment needed to maintain City trees.
 Forestry principles and practices including tree identification.
 Occupational hazards and standard safety practices associated with the operation of tree trimming equipment and tree rescue procedures.
 Traffic control including placement of cones and warning signs.
 Common tree diseases and pests and their treatment.
 The use and application of hazardous chemicals, insecticides and fertilizers.
 Record keeping principles and practices.

Ability to:

Safely operate tree trimming tools and equipment such as chain saws, pole saws, lift truck, tractors, mulchers, and sprayers.
 Climb trees for tree trimming purposes.
 Trim, prune, and remove all types and sizes of City trees.
 Apply pesticides in a safe and effective manner.
 Perform a variety of manual tasks for extended periods of time in unfavorable weather conditions.
 Perform heavy manual labor.
 Recognize and identify common tree diseases and destructive insects.
 Work independently in the absence of supervision.
 Keep accurate records of daily activity.
 Understand and follow oral and written instructions.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the 12th grade.

Experience:

Experience in the maintenance and care of trees.

License or Certificate:

Possession of, or ability to obtain a class A California Driver License without Restrictions 48 (air brakes) within 12 months of appointment.

Possession of a valid California Pesticide Applicator's License is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed in a field environment with travel from site to site; work at heights including on ladders; and exposure to dust, noise, heavy construction equipment and inclement weather conditions.

Physical: Primary functions require sufficient physical ability necessary for climbing trees, walking, standing, bending, and kneeling for prolonged periods of time; moderate to heavy lifting up to 90 lbs; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; and operate and use a variety of hand tools, motorized equipment, and vehicles.

Employer

City of Merced

Address

678 W 18th Street

Merced, California, 95348

Phone

209-385-6837

Website

<http://www.cityofmerced.gov>



City of Merced
WWTP OIT/I/II/III

SALARY	\$25.03 - \$41.06 Hourly \$2,002.40 - \$3,284.80 Biweekly \$4,338.53 - \$7,117.07 Monthly \$52,062.40 - \$85,404.80 Annually	LOCATION	City of Merced Public Works Department, CA
JOB TYPE	Full-Time	JOB NUMBER	1402
DEPARTMENT	Public Works	OPENING DATE	05/08/2026
CLOSING DATE	5/24/2026 11:59 PM Pacific		

Description

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision, learn and perform a variety of operations, monitoring, maintenance, and repair work on the City's wastewater treatment facility, including pumps, lift stations, and associated equipment; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

WWTP Operator Trainee

This is the entry level in the Wastewater Treatment Plant Operator class series. Incumbents learn and perform a variety of monitoring, maintenance, operations, and repair work on the City's wastewater treatment system and facilities. Employees in this classification are hired at the entry level and, under direct supervision, are trained to perform the full range of duties. As experience and certification are gained, incumbents are expected to perform with increasing independence of action and judgment. This is a specialized training classification in which the incumbent may be promoted to WWTP Operator I when meeting minimum training and certification requirements.

WWTP Operator I

This is the first working level in the Wastewater Treatment Plant Operator class series. Incumbents learn and perform a variety of monitoring, maintenance, operations, and repair work on the City's wastewater treatment system and facilities. This position is distinguished from WWTP Operator Trainee by the complexity of work and certification required.

REPORTS TO

Wastewater Treatment Plant Operations Supervisor, Public Works Manager – Wastewater, or designee.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

Examples of Duties**REPRESENTATIVE DUTIES**

1. *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.* Monitor wastewater treatment system operations, reading charts and gauges, noting operational problems and recommending adjustments to maintain system balance.
2. Inspect pumps, sump pumps, ventilators, and air supplies.
3. Gather samples at appropriate sampling points, using proper procedures and recording information for records; clean and monitor the operations of automatic samplers; and perform basic laboratory tests, as needed.
4. Check and maintain proper oil levels in equipment; read and adjust pressures and flows for seal water.
5. May assist with raising and lowering influent gates.
6. Clean strainers; change charts.
7. Bleed off compressed air reservoirs.
8. Fill oil reservoirs to proper levels; prime pumps.
9. Check flow patterns of water and sludge; ensure proper operation of stand-by generators.
10. Measure sludge depths and trouble shoot the sludge pumping system; check sludge temperature before and after circulation through heat exchangers.
11. Check gas traps and drains accumulated liquids.
12. May assist in taking primary and secondary digesters out of service, cleaning, and placing back in service.
13. Inspect and clean lift stations facilities and grounds.
14. Operate a variety of equipment and hand and power tools.
15. Maintain a variety of records and reports related to wastewater system operations.
16. Perform preventive maintenance and repair in and around plant facilities.
17. May operate computers for process control and monitor Supervisory Control and Data Acquisition (SCADA) systems; maintain daily operational log book.
18. Learn to perform calculations for process control and process optimization.
19. Under the supervision of licensed operators, perform inspections of tertiary filters, including start up, shutdown, and daily housekeeping duties.
20. Under supervision operate all solids separating equipment, including start up, shutdown, and daily housekeeping duties.
21. Under supervision, will assist in polymer testing on digested sludge to determine chemical dosage and for the proper operation of polymer metering equipment.
22. Under supervision, assist in the loading of active solar dryer cells to ensure proper depth of application and for the correct operation of all sludge drying equipment.
23. Perform related duties as required.

Typical Qualifications**QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic operations, services, and activities of a wastewater treatment facility.

Basic principles, methods, and practices pertaining to the operation and maintenance of wastewater treatment plant facilities and systems.

Record keeping and reporting procedures.

Practices, tools, equipment, and materials used in maintenance and repair work.

Principles and methods of preventive maintenance programs.

Occupational hazards and standard safety practices.

Basic principles of customer service.

Ability to:

Learn and perform a wide scope of assignments in the operation, maintenance, adjustment, and repair of the City wastewater treatment system.

Learn and inspect wastewater treatment facilities and systems for proper and safe operating conditions.

Learn to collect samples and conduct basic laboratory tests.

Learn to skillfully use a variety of hand and power tools in the maintenance, testing, monitoring, adjustment, and repair of wastewater treatment facilities and systems.

Learn and maintain detailed and accurate operational logs.

Learn and operate specialized computer programs.

Learn and operate testing equipment.

Maintain accurate records and reports.

Deal tactfully and courteously with the public.

Learn laws, rules, regulations, and environmental requirements applicable to operation and maintenance of wastewater treatment facilities and systems.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

WWTP Operator Trainee

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of responsible experience in public works operation, maintenance and construction work.

License or Certificate:

Possession of an appropriate California Driver License.

Possession of a Grade I Certificate as a Wastewater Treatment Plant Operator from the California Regional Water Quality Control Board within eighteen months of initial employment, or employment may be terminated.

WWTP Operator I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of responsible experience in public works operation, maintenance and construction work.

License or Certificate:

Possession of an appropriate California Driver License.

Possession of a Grade I Certificate as a Wastewater Treatment Plant Operator from the California Regional Water Quality Control Board.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed in a plant facility and outdoors in varying temperatures and weather conditions; some assignments may be performed in a shop or office; exposure to hazardous materials, smoke, gasses, and fumes; exposure to hazards such as moving machine parts and electrical current; work around water or

wastewater; work on slippery surfaces; regularly work near moving mechanical parts; continuous contact with other staff; and incumbents may be required to work nights, weekends, holidays, restricted stand-by, and overtime as needed for emergencies.

Physical: Primary functions require sufficient physical ability and mobility to work in a wastewater treatment plant and field environment; to sit, stand, walk, stoop, kneel, twist, bend, crawl, climb, and crouch for prolonged periods of time; normal manual dexterity and eye-hand coordination; able to lift and move objects weighing up to 50 pounds; perform duties assigned while wearing respiratory protection equipment; to see in the normal range with or without correction; to hear in the normal range with or without correction; verbal communication; use a variety of hand and power equipment, and testing equipment used in the wastewater treatment system monitoring, maintenance, adjustments, and operations; and use a computer and telephone.

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