

Agency Report of:
New Positions

A Public Document

California
Form **804**

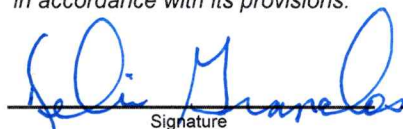
1. Agency Name (Also include, Division, Department, or Region (if applicable)) City of Coachella		<input checked="" type="checkbox"/> Amendment Date of Original Filing: 12/18/2024 (month, day, year)
Agency Contact Delia Granados, Deputy City Clerk		
Phone Number (760) 398-3502 ext. 102	Email dgranados@coachella.org	

2. New Position Information

Position Title/Classification and Job Summary	Assigned Category	OR Disclosure Requirement	Assuming/Start Date (Optional)
Accountant (job summary attached)	5	Disclosure Requirement attached	Start <u> </u> / <u> </u> / <u> </u> m / d / yr
Associate Planner (job summary attached)	2,3,5	Disclosure Requirement attached	Start <u> </u> / <u> </u> / <u> </u> m / d / yr
Information Technology Tech (job summary attached)	5	Disclosure Requirement attached	Start <u> </u> / <u> </u> / <u> </u> m / d / yr
Management Analyst (job summary attached)	4	Disclosure Requirement attached	Start <u> </u> / <u> </u> / <u> </u> m / d / yr
Utilities Director (job summary attached)	1,2	Disclosure Requirement attached	Start <u> </u> / <u> </u> / <u> </u> m / d / yr
			Start <u> </u> / <u> </u> / <u> </u> m / d / yr
			Start <u> </u> / <u> </u> / <u> </u> m / d / yr

3. Verification

I have read and understand FPPC Regulations 18700.3 and 18734. I have verified that the disclosure assignment(s) set forth above, is in accordance with its provisions.

	Delia Granados	Deputy City Clerk	12/18/2024
Signature	Name	Title	(month, day, year)

Comment: (Use this space or an attachment for any additional information.)

Print

Clear

Position Title/Classificationand Job Summary	Assigned Category OR	Disclosure Requirement	Assuming/Start Date (Optional)
Accountant Performs professional accounting work, including auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, providing information to City staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing the City's annual budgets; prepares year-end audit reports and schedules; and performs related work as required.	5	All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.	
Associate Planner Performs various professional field and office work related to current and advance planning, including review of development and land use applications, zoning, site plans, and environmental documents; provides project management and administration; completes technical assessments and prepares written project analyses; provides environmental review and project analysis for Capital Improvement Projects (CIP) and special projects in advance planning; provides professional advice and assistance to the public on planning, community development, zoning, permits, and environmental review; provides complex professional staff assistance to assigned management, other departments, and the public in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.	2,3,5	All interests in real property located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the City, including any leasehold, beneficial or ownership interest or option to acquire property. All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, which engage in land development, construction, or the acquisition or sale of real property within the jurisdiction of the City. All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.	
Information Technology Tech Performs a variety of technical support involving the use and application of computer systems and telecommunication systems, including computers, printers, telephones, email, applications, workstations, servers and network equipment; provides computer support to staff including troubleshooting, installations, maintenance and user training.	5	All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.	
Management Analyst Performs a full range of analytical work to research, evaluate, develop, implement and administer assigned programs, projects and functions; plans and implements analytical strategies to resolve problems; gather and analyzes information from various sources to prepare comprehensive analytical reports and recommendations; administers complex research and assignments as it pertains to the respective department. Performs a full range of responsible and varied professional, analytical, financial, systems, statistical programmatic, management and other administrative analyses duties in providing responsible staff support to a City department, division, function, or program area; performs a variety of assigned projects, prepares various reports to improve the efficiency and effectiveness of departmental or division operations; and coordinates assigned activities with other departments, divisions, outside agencies, and the general public.	4	All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the City.	
Utilities Director This position plans, coordinates, and supervises the activities of the water and wastewater operations of the city; oversees contract management for maintenance of water and wastewater; develops and administers an annual operating and capital budget for the utilities, insures compliance with all state and federal environmental and regulatory requirements, supervises all utility personnel and works with organized labor representatives; and other related duties as required.	1,2	All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in, or own real property within the jurisdiction of the City. All interests in real property located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the City, including any leasehold, beneficial or ownership interest or option to acquire property.	