

POLICY DESIGNATING JOB CLASSIFICATIONS AND EMPLOYEES “AS CRITICAL INFRASTRUCTURE SECTOR WORKERS” UNDER EXECUTIVE ORDER N-33-20

Introduction

On March 4, 2020, Governor Gavin Newsom proclaimed that a State of Emergency exists in California as a result of the threat of COVID-19.

On March 19, 2020, Governor Newsom issued Executive Order N-33-20 ordering “all individuals living in the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors.”

Executive Order N-33-20 identifies critical infrastructure sectors that if incapacitated or destroyed would have “a debilitating effect on security, economic security, public health or safety, or any combination thereof.”

Subsequent guidance by the Office of Emergency Services (“OES”) on March 22, 2020 enumerates the following sectors as critical to the State’s infrastructure: Health Care/Public Health; Emergency Services; Food and Agriculture; Energy; Water and Wastewater; Transportation and Logistics; Communications and Information Technology; Government Operations; Critical Manufacturing; Financial Services; Chemical; and Defense Industrial.

Executive Order N-33-20 and subsequent guidance by OES establish that “Essential Critical Infrastructure Workers” who help state, local, tribal, and industry partners to “work to protect communities, while ensuring continuity of functions critical to public health and safety, as well as economic and national security” are exempted from the requirement to stay home or at their place of residence.

Policy Statement

In order to ensure the continuity of government operations and continued provision of services to the residents of the City of Palm Springs (“City”), the City of Palm Springs adopts this policy designating certain job classifications as “Critical Infrastructure Sector Workers” and authorizing the City Manager to designate any or all employees in the enumerated job classifications as “Critical Infrastructure Sector Workers.”

Furthermore, this policy authorizes the City Manager to designate any other City employee as a “Critical Infrastructure Sector Workers” based on the City Manager’s reasonable determination that such an employees’ performance is necessary to the continuity of government operations provided by the City and the City’s continued provision of essential services to the public.

Effective Date

This policy shall be effective immediately upon adoption and shall remain in effect until the applicable provisions of the State Stay at Home Order directing employees who are not Critical Infrastructure Sector Workers to remain at their homes or places of residence are no longer effective and the City Manager advises such employees to report to their workplaces or worksites.

Policy

A. Authority

Pursuant to Executive Order N-33-20, the City directs all City employees whose job classifications are not covered by this Policy to remain at their homes or places of residence.

B. Designation of “Critical Infrastructure Sector Workers”

The City Manager has identified the attached (Exhibit A) job classifications as “Critical Infrastructure Sector Workers” and necessary to the continuity of government operations provided by the City and the City’s continued provision of services to the public.

C. Designation of “Critical Infrastructure Sector Workers”

The City Manager is expressly authorized to identify any employee in the job classifications identified above as a “Critical Infrastructure Sector Workers.”

Furthermore, the City Manager is authorized to identify as a “Critical Infrastructure Sector Workers” any employee who is not in the one of the job classifications identified above, but who the City Manager reasonably determines is necessary to the continuity of government operations provided by the City and the City’s continued provision of services to the public.

D. Notice of Designation

When practicable, the City will provide notice to employees in job classifications designated “Critical Infrastructure Sector Workers” that the job classification in which they are employed is a “Critical Infrastructure Sector Worker” and to provide notice to employees who are designated as “Critical Infrastructure Sector Workers” that they are designated “Critical Infrastructure Sector Workers.”

The absence of notice, however, shall not preclude an employee’s supervisor from requesting that an employee designated as a “Critical Infrastructure Sector Workers” report to work.

E. Effect of Designation on Reporting to Work and Job Assignments

Consistent with the Executive Order N-33-20, the City Manager’s designation of an employee as a “Critical Infrastructure Sector Worker” exempts such employee from the requirement of Executive Order N-33-20 to stay home or at their place of residence.

As such, the City may require that any “Critical Infrastructure Sector Worker” report to work and be assigned duties consistent with the terms and conditions of the “Critical Infrastructure Sector Worker’s” job classification.

F. Effect of Designation on Receipt of Leave and Compensation under the Families First Coronavirus Response Act

Employees designated as “Critical Infrastructure Sector Workers” may not qualify for the use of certain leave and compensation under the Families First Coronavirus Response Act

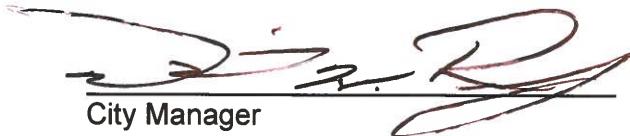
("FFCRA") if they are seeking leave/compensation due to the fact that they are unable to work or telework due to a Federal, State, or local quarantine or isolation order.

Employees designated as "Critical Infrastructure Sector Workers" may still qualify for other leave and compensation entitlements under the FFCRA.

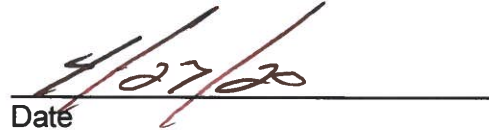
G. Effect of Non-Designation on Employees Acting as Disaster Service Workers

The City Manager's failure to designate a job classification as an "Critical Infrastructure Sector Workers Job Classification" or an employee as an "Critical Infrastructure Sector Worker" shall not preclude the City Manager's designation of employees in such job classifications or employees as Disaster Service Workers and requiring that such employees report to a designated worksite or workplace and assigned job duties by their supervisor.

Approved By:

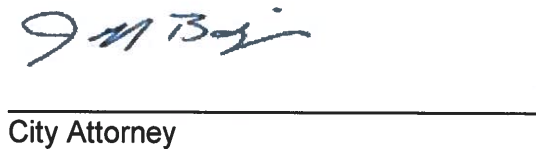


City Manager



Date

Approved as to Form:



City Attorney

April 27, 2020

Date

Critical Infrastructure Sector Worker Classifications

EXHIBIT A

Account Clerk I	Fire Deputy Chief
Account Clerk II	Fire Engineer
Account Specialist I	Fire Engineer (Paramedic)
Account Specialist II	Fire Prevention Specialist
Account Technician, Senior	Firefighter
Accountant	Firefighter (Paramedic)
Accounting Supervisor	Fleet Maintenance Manager
Administrative Assistant	Fleet Maintenance Technician I
Administrative Coordinator	Fleet Maintenance Technician II
Administrative Secretary	Fleet Maintenance Technician III
Airport Administration Manager	Fleet Maintenance Technician III/Service Writer
Airport Operations Aide	GIS Analyst
Airport Operations Manager	Housing Program Assistant
Airport Operations Specialist I	Human Resources Manager
Airport Operations Specialist II	Human Resources Specialist
Airport Operations Supervisor	Human Resources Specialist, Senior
Airport Security Coordinator	Human Resources Technician
Animal Services Officer	Information Technology Analyst
Aquatics Supervisor	Information Technology Manager
Arts & Special Projects Coordinator	Information Technology Network Engineer
Assistant Airport Director	Information Technology Technician
Assistant City Manager	Jail Transport Officer
Assistant Director of Engineering Services	Library & Public Services Manager
Assistant Director of Finance	Library Assistant, Senior
Assistant Director of Information Technology	Library Operations & Collections Manager
Assistant Director of Maintenance & Facilities	Maintenance & Facilities Administrator
Assistant Planner	Maintenance Electrician
Associate Planner	Maintenance Electrician - HVAC
Audit & Revenue Supervisor	Maintenance Mechanic I
Auditor	Maintenance Mechanic, Senior
Budget Analyst	Maintenance Supervisor
Building Inspector	Maintenance Technician I
Building Inspector Supervisor	Maintenance Technician II
Chief Deputy City Clerk	Maintenance Technician, Senior
City Attorney	Maintenance Worker I
City Clerk	Maintenance Worker, Lead
City Manager	Mayor and Council Members
Civil Engineer, Associate	Network Administrator
Civil Engineer, Senior	Occupational Health & Safety Specialist
Clerical Assistant	Office of Neighborhoods, Manager
Code Compliance Officer	Office of Sustainability Manager
Code Compliance Supervisor	Parts & Office Assistant
Cogeneration Technician	Parts Specialist
Cogeneration Technician, Senior	Payroll Coordinator
Community Center Manager	Permit Center Technician
Community Development Administrator	Planning Technician

Community Outreach & Media Specialist	Plans Examiner
Community Service Officer	Plans Examiner II
Crime Analyst	Plans Examiner Supervisor
Crime Scene Technician	Police Captain
Deputy City Clerk	Police Lieutenant
Deputy City Manager	Police Officer
Deputy City Treasurer	Police Officer, Master
Deputy Director of Aviation - Marketing	Police Officer, Senior
Deputy Director of Aviation - Operations & Maintenance	Police Records Technician
Director of Building & Safety	Police Sergeant
Director of Communications	Police Sergeant II
Director of Community & Economic Development	Police Sergeant III
Director of Engineering Services/City Engineer	Police Services Officer
Director of Finance & Treasurer	Police Services Supervisor
Director of Fund Development	Police Trainee
Director of Human Resources	Principal Planner
Director of Library Services	Procurement & Contracting Manager
Director of Maintenance & Facilities	Procurement Specialist I
Director of Parks & Recreation	Procurement Specialist II
Director of Planning Services	Professional Standards Coordinator
Director of Special Program Compliance	Program Coordinator
Dispatcher	Property Technician
Dispatcher Supervisor	Public Works Inspector
Economic Development/Downtown Administrator (Central Business District Administrator)	Public Works Inspector, Senior
Emergency Management Coordinator	Rangemaster
Engineering Assistant	Recreation Program Aide
Engineering Assistant, Senior	Recreation Supervisor
Engineering Associate	Redevelopment Coordinator
Executive Administrative Assistant	Secretary
Executive Assistant Mayor/Council	Secretary, Senior
Executive Director PSP	Special Assistant to the City Manager
Executive Program Administrator	Special Events Manager
Executive Services Administrator	Street Maintenance Manager
Executive Services Assistant	Street/Traffic Maintenance Worker/Senior Heavy Equipment Operator
Fire Battalion Chief	Street/Traffic Maintenance Worker
Fire Captain	Street/Traffic Maintenance Worker, Lead
Fire Captain (Paramedic)	