

**Agency Report of:
New Positions**

A Public Document

**California
Form 804**


1. Agency Name (Also include, Division, Department, or Region (if applicable)) City of Poway <hr/> Agency Contact Carrie Gallagher, CMC, City Clerk <hr/> Phone Number 858-668-4530		<input type="checkbox"/> Amendment <hr/> Date of Original Filing: _____ (month, day, year)
<hr/> Email cityclerk@poway.org		

2. New Position Information

Position Title/Classification and Job Summary	Assigned Category	OR	Disclosure Requirement	Assuming/Start Date (Optional)
GIS Administrator (reclassifying GIS Analyst 06/17/2025, summary attached)			3, 4, 6	Start _____ m / d / yr
GIS Analyst (remove 06/17/2025)				Start _____ m / d / yr
Payroll Analyst (summary attached)			1, 2	Start _____ m / d / yr
Associate Engineer (summary attached)			2, 3, 4, 5	Start _____ m / d / yr
Emergency Preparedness Program Manager (summary attached)			2, 3, 4, 6	Start _____ m / d / yr
				Start _____ m / d / yr
				Start _____ 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.

 Signature	Carrie Gallagher Name	City Clerk Title	9/18/2025 (month, day, year)
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Comment: (Use this space or an attachment for any additional information.)

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Attachment 1

GIS Administrator:

Develops, implements, and maintains the City's Geographic Information Systems (GIS) program and infrastructure; applies knowledge of GIS to a variety of projects which include creation, maintenance, and Quality Assurance/Quality Control (QA/QC) of geographic datasets; applies GPS data collection and post processing techniques; assists in the preparation of final map products for various departments within the City. The GIS Administrator serves as the technical liaison within the Finance Department, Information Technology Division for all matters related to GIS database and software systems.

Payroll Analyst:

Provides administrative, budgetary, and work-flow support while processing payroll related tasks such as accounting records, time keeping activities, financial transactions, and supports accounts payable preparation and processing on as needed basis , and assigned departmental and/or divisional projects and programs; analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analyses, and program evaluations for assigned projects and programs; develops, summarizes, and maintains administrative and fiscal records; fosters cooperative working relationships among City departments and acts as liaison with other City departments. Conducts salary and benefit projections and analysis, prepares supporting information for agenda reports and requests for data, and trains staff on payroll processes. The Payroll Analyst is also responsible for general support of the Division's programs and management staff.

Associate Engineer:

Performs professional field and office engineering work related to the management, planning, design, construction, and maintenance of the City's Capital Improvement projects, land development, traffic engineering, City public works infrastructure, and daily departmental operations; provides project management and administration; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; administers professional services and construction contracts; administers Federal and State grant funds associated with construction projects; provides staff assistance to the assigned supervisor and the City Engineer, other departments, and the public in areas of expertise; performs a variety of studies and prepares and presents staff reports.

Emergency Preparedness Program Manager:

Analyzes, coordinates, and updates the City's emergency plans, disaster response operations, relief, recovery, mitigation and preparedness programs; develops training and exercises for City employees in preparation of a disaster response; represent the City at meetings with State, County and regional representatives as alternate for the Fire Chief when needed; performs related work as required. Plans, oversees, and provides administrative, budgetary, grant, and workflow support to an assigned department; analyzes departmental practices and procedures and makes recommendations for organizational, operational, and policy.