



Agenda Report

MEETING DATE: Wednesday, April 21, 2021

TO: Personnel Commission

FROM: PUBLIC WORKS & UTILITIES DIRECTOR PALMISANO
Christian Di Renzo, Assistant Director of Public Works & Utilities

SUBJECT: UPDATED PUBLIC WORKS & UTILITIES CLASSIFICATIONS AND
ELIMINATION OF SELECT OBSOLETE CLASSIFICATIONS

STATEMENT OF ISSUES:

This is a continuation of the Department's efforts to update outdated job classifications to better align employee duties with the work they actually perform; to better position the Department for succession planning efforts; and to facilitate future recruitments, as the case may be.

RECOMMENDED ACTION:

It is recommended that the Personnel Commission recommend to the City Council approval of new and updated job descriptions for the following classifications, and associated proposed salary changes, where applicable.

- Collection Systems Manager
- Fleet and Warehouse Coordinator
- Waste and Recycling Center Supervisor
- Environmental Projects Analyst/Sr.
- Water Services Supervisor
- Wastewater Operations Supervisor
- Source Control Inspector

Furthermore, the Personnel Commission is being asked to recommend that the City Council approve the deletion of the following obsolete job classifications:

- Special Projects Utility Worker
- Equipment Maintenance Coordinator
- Waste Water Treatment Facility Manager

DISCUSSION:

Collection Systems Manager

Much has changed in the wastewater collections and treatment industry over the 27 years since the current job description was last approved. The proposed updated job description attempts to capture the full scope of the modern Collection System Manager which, among other things, has morphed into a highly skilled craftsman imbued with a construction and technological background necessitated by an ever-increasing complex collection system. The promulgation of the Waste Discharge Requirement Order in 2006 by the State Water Quality Control Board effectively laid the groundwork for how entities were to manage wastewater collection systems, how to assess and report Sanitary Sewer Overflows (SSOs), and the type of training and knowledge that was to be acquired by those in the industry. Furthermore, this updated job description now references the appropriate industry professional organization (i.e. CWEA) and greatly enhances the experience and licensing expected of this position e.g. a Grade IV Collection System Technologist Certification is required within 18 months of employment (a Grade III at time of hire), as well as possession of a Mechanical Technologist Grade I. The salary range is being proposed to be adjusted so that it is equal to the Laboratory Manager which shares similar job responsibilities and requirements.

Fleet and Warehouse Coordinator

This is a brand new, single-series classification. As efforts are made to modernize the operations of the Fleet Division, a “parts specialist” i.e. Fleet and Warehouse Technician will be needed to properly and effectively administer parts inventory, purchasing and procurement efforts, and provide general administrative support to the Fleet Manager and Equipment Mechanics. The salary is being proposed equal to an Equipment Maintenance Coordinator classification.

Waste and Recycling Center Supervisor

The proposal is to repeal the Processing Center Coordinator job classification and replace with Waste and Recycling Center Supervisor to better align with the scope of supervisory and operational duties required. This position is responsible for ensuring Municipal Service Center (MSC) stormwater BMPs, submitting timely regulatory reports, ensuring the proper handling of money, and enforcing safety compliance practices. Numerous new and additional certifications have been incorporated in this revised job description such as: 40 HAZWOPER and Forklift Operator certifications within 12 months of hire, a class B driver's license, and a SWANA transfer station certification within 12 months of hire. Proposed salary to be benched to the Sr. Integrated Waste Worker series.

Environmental Projects Analyst

This classification does not belong in the OE3 bargaining group so one of the changes is to move it to the Management group where the Administrative Analyst series resides. Furthermore, major revisions were made to an otherwise obsolete job description. This new description will be able to better serve the administrative and programmatic needs of the new Environmental Sustainability Division. The salary is being proposed to be adjusted so that it is equal to the Administrative Analyst position resulting in a 4% increase. The Senior Environmental Projects Analyst is to be benched to the Sr. Administrative Analyst Classification.

Water Services Supervisor

A minor change is being proposed; namely, the requirement for a Class A commercial license with associated endorsements is no longer mandatory, just preferred.

No salary adjustment is being proposed.

Wastewater Operations Supervisor

This job classification has been updated to incorporate duties of the obsolete Wastewater Treatment Facilities Manager classification which was developed before the facility incorporated recycled water treatment thereby triggering a Grade 5 plant rating and requiring a Chief Plant Operator with a Grade 5 Operator license. The Supervisor will now be required to accept the duties of a "Designated Operator in Charge" in the absence of the Chief Plant Operator.

Source Control Inspector

This classification has been revised to perform additional duties with respect to enforcement of wastewater and stormwater discharge violations; implementation of the City's FOG Program; requires the ability to interpret laboratory analytical reports for local, state, and federal compliance; conducts inspection of commercial and industrial facilities for stormwater BMP compliance; assists in the implementation of NOV's; and other duties meant to bridge the broader programmatically vacuum currently present between the Source Control Inspector and the Source Control Manager. The salary was brought up to market in the recently completed negotiations with the OE3 bargaining group. No salary adjustment is being proposed.

The following chart summarizes positions for which updated job descriptions and salary ranges are proposed.

Position	Current Hourly Salary	Current Monthly Salary	Proposed Hourly Salary	Proposed Monthly Salary
Collection Systems Manager	\$35.40-\$47.43	\$6135-\$8221	\$39.57-\$53.03	\$6858-\$9191
Fleet and Warehouse Coordinator	New	New	\$27.38-\$36.69	\$4745-6359
Waste and Recycling Center Supervisor	\$27.38-\$36.69	\$4745-\$6359	\$29.00-\$38.87	\$5027-\$6737
Environmental Projects Analyst	\$30.54-\$40.93	\$5293-\$7093	\$31.82-\$42.65	\$5515-\$7391
Senior Environmental Projects Analyst	New	New	\$36.48-\$48.89	\$6323-\$8474
Water Services Supervisor	\$41.04-\$55.00	\$7113-\$9532	No Change	No Change
Wastewater Operations Supervisor	\$42.08-\$56.39	\$7293-\$9773	\$44.18-\$59.21	\$7658-10262
Source Control Inspector	\$29.58-\$39.64	\$5127-\$6870	No Change	No Change

The various affected bargaining units that represent these classifications are also in agreement with the changes.

STRATEGIC PLAN:

03-Infrastructure & Environment

FINANCIAL IMPACT:

Below is an itemization of the proposed salary adjustments for the affected classifications:

- Collection Systems Manager – 12%
- Fleet and Warehouse Coordinator – new classification with a proposed salary of \$4,745.43 - \$6,359.36 per month
- Waste and Recycling Center Supervisor – 6%
- Environmental Projects Analyst – 4%
- Wastewater Operations Supervisor – 5%

The resulting salary increases can be absorbed in the current Public Works and Utilities budget.

ALTERNATIVE ACTION:

No alternative action is being proposed.

ATTACHMENTS AND/OR REFERENCES (If any):

Updated and/or new classifications