

# MINUTES PERSONNEL COMMISSION MEETING



July 8, 2024

5:30 P.M.

City of Watsonville  
City Manager's Conference Room  
275 Main Street, Top Floor

**1. ROLL CALL**

Commissioners Mariscal, Zuniga Zamudio, Vega, Sturm, Danna and Parr were present.

Staff members present were Public Works and Utilities Director Lindberg, Assistant Director of Public Works and Utilities Green, Deputy City Manager Manning and Integrated Waste Supervisor Ray Martin.

**2. PLEDGE OF ALLEGIANCE**

**3. CONSENT AGENDA**

No public input on any Consent Agenda Items.

**3.a MOTION APPROVING MINUTES OF NOVEMBER 3, 2022**

**MOTION:** It was moved by Commissioner Sturm seconded by Commissioner Mariscal and carried by the following vote to approve the minutes of the November 3, 2022.

AYES: MEMBERS: Mariscal, Zuniga Zamudio, Vega, Sturm, Danna, Parr  
NOES: MEMBERS: None  
ABSENT: MEMBERS: None

**4. ITEMS REMOVED FROM CONSENT AGENDA**

**5. NEW BUSINESS**

**5.a. ELECTION OF CHAIR AND VICE CHAIR**

**MOTION:** It was moved by Commissioner Zuniga Zamudio, seconded by Commissioner Vega and carried by the following vote to approve Commissioner Sturm as Chair.

AYES: MEMBERS: Mariscal, Zuniga Zamudio, Vega, Sturm, Danna, Parr  
NOES: MEMBERS: None  
ABSENT: MEMBERS: None

**MOTION:** It was moved by Commissioner Mariscal, seconded by Commissioner Parr and carried by the following vote to approve Commissioner Zuniga Zamudio as Vice Chair.

AYES: MEMBERS: Mariscal, Zuniga Zamudio, Vega, Sturm, Danna, Parr  
NOES: MEMBERS: None  
ABSENT: MEMBERS: None

## **5.b. APPROVAL OF NEW AND REVISED PUBLIC WORKS & UTILITIES JOB CLASSIFICATIONS**

- Integrated Waste Superintendent (new)
- Landfill Equipment Operator I, II, III (new)
- Wastewater Division Manager

Public Works & Utilities Director (PWUD) Lindberg presented the staff report and PowerPoint presentation for the new and revised job descriptions and associated proposed salary changes.

PWUD Lindberg proceeded to explain she is only bringing four positions, but it is not to say they are the only ones needed and shared the city is conducting a citywide classification and compensation study. She advised the need for the new Integrated Waste Superintendent and Landfill Equipment Operator I, II, III positions and introduced Ray Martin, Integrated Waste Supervisor sharing that the City's landfill which has been closed since before COVID is expected to open in probably January 2025 and the creation of the positions will allow for career advancement. She explained the hardship of recruiting for positions and being proactive and realistic and these proposed changes would help with recruiting and retaining employees.

PWUD Lindberg explained the Landfill Equipment Operator series would allow for career advancement and would be responsible for the day-to-day duties of the landfill and the Integrated Waste Superintendent would oversee those positions. She shared that training others to learn and gain the same knowledge as Ray Martin, Integrated Waste Supervisor would allow for succession planning.

Assistant Public Works & Utilities Director (APWUD) Green, presented on the revised Wastewater Division Manager position. She explained that all treatment plants are regulated by the state water board and have classifications based on the type of treatment and size. She stated the city has a grade five treatment plant which means the Chief Plant Operator needs to have a grade five operator license, but the current set-up is that the Division Manager holds the grade five and the operation supervisor holds up to grade four and can get up to grade five. However, the current supervisor holds a grade five.

She went on to explain that the Division Manager position is meant to have higher level administrative position that oversees the day-to-day operations of the treatment plant, but also two other teams within that. They are more budget, strategic planning and not in the day-to-day operations. She stated in their opinion they didn't think it made sense to have the grade five operator license required for the Division Manager, but instead proposing through the citywide classification and compensation study it be required for the Operation Supervisor with a commiserate salary increase for it.

There was further discussion amongst the Commissioners, APWUD Green, PWUD Lindberg, Integrated Waste Supervisor Ray Martin, and Deputy City Manager Manning regarding required operator licenses for the Wastewater Treatment Plant, the landfill, offered the Commissioners a tour of the landfill and the proposed job descriptions.

**MOTION:** It was moved by Commissioner Danna, seconded by Commissioner Zuniga Zamudio and carried by the following vote to approve the new and revised Public Works and Utilities job descriptions with minor revisions and salaries.

AYES: MEMBERS: Mariscal, Zuniga Zamudio, Vega, Sturm, Danna, Parr  
NOES: MEMBERS: None  
ABSENT: MEMBERS: None

**6. HUMAN RESOURCES DIRECTOR REPORT**

Deputy City Manager advised that the City is conducting a citywide classification and compensation study and are working with Ralph Anderson and Associates to complete it, working on updating the Personnel Rules and Regulations, currently recruiting for City Manager, and shared challenges in recruiting Police Officers and Firefighters.

**7. PRESENTATIONS & ORAL COMMUNICATIONS**

None.

**7.a ORAL COMMUNICATIONS FROM THE PUBLIC**  
None

**7.b ORAL COMMUNICATIONS FROM THE COMMISSION**  
Commissioner Strum suggested meeting regularly and opened the discussion to the rest of the Commissioners where they shared their opinion.

**8. ADJOURNMENT**

The meeting was adjourned at 7:05 p.m.