



Agenda Report

MEETING DATE: Tuesday, January 19, 2021

TO: City Council

FROM: Human Resources

SUBJECT: Approval of New and Updated Public Works and Utilities Job Descriptions and Corresponding Salaries

STATEMENT OF ISSUES:

The Public Works and Utilities Department is the largest in the City with over 180 employees in 16 discrete divisions. Many of the job descriptions are outdated and must be updated to include minimum qualifications that reflect current industry standards in certifications, education and expertise. Furthermore, many job descriptions have evolved in scope and duties over time with the implementation of new technologies or changes in operations. Moreover, there is a desire to create additional opportunities and address succession planning in some job classification series by increasing the number of levels to allow for growth and development of staff.

The updated job descriptions and salary study which was conducted a few years ago were considered as part of the recent Local Operating Engineers No. 3 (OE3) negotiations. OE3 has reviewed the updated and proposed, new job classifications and salaries and they are in agreement with the proposals.

RECOMMENDED ACTION:

It is recommended that the City Council approve updated and new job descriptions for the following classifications in the Public Works and Utilities Department, and associated salary changes, where applicable. The proposed job classifications and descriptions were approved by the Personnel Commission at its October 21, 2020 meeting.

Due to the timing of the revised job descriptions and the negotiations of a new contract with OE3, the proposed salaries of these new and revised job classifications were discussed and approved as part of the contract negotiation process. Council action today will formally approve the new and revised job classifications and descriptions at the agreed upon salary levels.

The classifications are as follows:

Solid Waste Division

- Waste and Recycling Worker I,II,III
- Resource Waste Advocate I,II

Fleet Division

- Equipment Mechanic I,II,III
- Fire Vehicle and Equipment Mechanic

Wastewater Division

- Collection Systems Operator I,II,III
- Utilities Maintenance Mechanic I,II,III

Water\Customer Service

- Customer Service Technician I,II,III

In addition, the following job classifications are proposed to be eliminated:

- Solid Waste Aide I
- Solid Waste Aide II
- Public Drop Off Attendant I
- Public Drop Off Attendant II
- Integrated Waste Trainee

DISCUSSION:

The following positions are being proposed to be updated or created in various Public Works divisions.

Solid Waste Division

Waste and Recycling Center Worker I,II,III-New Salary (Waste and Recycling Center Worker I-\$19.68-26.38/Hour,\$3,411.46-\$4,571.67/Month, Waste and Recycling Center Worker II-\$21.64-\$29.00/hour, \$3,751.22-\$5,026.93/Month, Waste and Recycling Center Worker III-\$23.81-\$31.90/hour, \$4,126.33-\$5,529.62/month)

This new job classification merges the Solid Waste Aide I and II and the Public Drop-Off Attendant I and II into a single all-encompassing, flexible classification in addition to creating a III step allowing for promotional opportunity. Currently, the Solid Waste Aide I and II are performing functions of the Public Drop-Off Attendants (due to staffing shortages and operational needs) and therefore performing many duties out of class. That is being rectified with this new classification.

Resource Waste Advocate I,II-New Salary (Resource Waste Advocate I-\$19.68-26.38/Hour,\$3,411.46-\$4,571.67/Month, Resource Advocate II-\$21.64-\$29.00/hour, \$3,751.22-\$5,026.93/Month)

This new job classification was particularly written to address the compliance requirements of SB 1383 which establishes a 50% statewide reduction target for organic waste by 2020, using 2014 levels as a standard. By 2025, the state aims for a 75% reduction target. That end date is also the point by which CalRecycle has an additional target of diverting no less than 20% of edible waste for further human consumption. The legislation will compel the City to implement a brand new food waste recycling program at a not insignificant cost and comes replete with a host of inspection and reporting obligations. Currently, two employees will fall under this

reclassification and they will assist the Solid Waste Division in advocacy, inspections, record-keeping, and reporting to CalRecycle. No additional staff is being anticipated for the time being. The Resources Waste Advocate I, II will be proposed to be equal to the Waste and Recycling Center Worker I and II.

Fleet Division

The Fleet Division underwent a recent operational assessment by a consulting firm resulting in a host of recommendations, some of which affected staffing. The following positions benefited from the evaluation and many of the updates incorporate the consultant's input.

Equipment Mechanic I,II,III-Updated New-Salary (Equipment Mechanic I -\$20.63-\$27.64/hour, \$3,575.52-\$4,791.56/month, Equipment Mechanic II-\$23.37-\$31.32/hour, \$4,051.34-5,429.19/month, Equipment Mechanic III-\$27.77-\$37.21/hour, \$4,812.97-\$6,449.86/month)

Efforts were made to modernize the Equipment Mechanic series into job descriptions reflective of the rapid advancements occurring in the automotive industry. In addition to amplified duties, each step requires progressively more certificates in order to advance to the next series. The Equipment Mechanic I requires 1 Automotive Service Excellence (ASE) certification within 6 months of hire; the Equipment Mechanic II requires 2 ASE certifications - an ASE Masters certification in Auto and/or Medium/Heavy Duty Truck being highly desirable, and the addition of a Class B drivers license within 12 months of hire; lastly, the III denotes tank, air brakes, and/or Hazmat endorsements as being highly desirable.

Fire Vehicle and Equipment Mechanic-New-Salary (\$27.77-\$37.21/hour, \$4,812.97-\$6,449.86/month)

This is a new classification. Individuals in this job assignment would have duties specifically targeting the support and maintenance of fire equipment and vehicles as opposed to the Equipment Mechanic series which would maintain all other City-owned rolling stock and equipment. This would provide for more efficient and skilled support to the Fire Department who are often compelled to transport their fire engines to the valley for maintenance. The position would require either a California State Fire Marshal Level II Fire Mechanic or Emergency Vehicle Technician Level II Fire Mechanic certification. The salary would be commensurate with that of an Equipment Mechanic III.

Wastewater Division

Collection Systems Operator I,II,III-Updated, addition of III-Salary (Collection Systems Operator I-\$24.97-\$33.46/hour, \$4,327.61-\$5,799.39/month, Collection Systems Operator II- \$27.59-\$36.98/hour, \$4,782.53-\$6,409.04/month, Collection Systems Operator III-\$33.39-\$44.74/hour, \$5,786.86-\$7,754.93/month)

Updates were made to modernize the Collection Systems Operator I and II job descriptions dating from 2003. Additionally, a third tier, the Collection Systems Operator III, was developed to address the technical and supervisory gap between the Collection Systems Operator I and II and the Collection System Manager. Some of the revisions include: updating the state regulatory agency that administers the certifications, and updating some of the duties performed as the

profession's technical expertise requisites have increased over the years. The Collection Systems Operator III job description and requirements reflect those that management would expect of someone serving in this lead position and will require the addition of one FTE for a total of five. These employees are responsible for the maintenance of a 154 mile collection system, over a dozen lift stations as well as the stormwater sewer system.

Utilities Maintenance Mechanic I,II,III-Updated, addition of III-Salary (Utilities Maintenance Mechanic I-\$29.27-\$39.22/hour, \$5,073.01-\$6,798.31/month, Utilities Maintenance Mechanic II-\$32.34-\$43.34/hour, \$5,606.32-\$7,513.00/month, Utilities Maintenance Mechanic III- \$34.77-\$46.60/hour, \$6,026.78-\$8,076.47/month)

This classification series is responsible for the electrical and mechanical maintenance of the wastewater treatment plant. Updates include the addition of a Forklift Certification for the Utilities Maintenance Mechanic II, and a new Grade III tier that allows for senior advancement throughout the series while recognizing the need for a higher degree of skills and aptitude as new equipment and technology modernizes how utilities function. The Utilities Maintenance Mechanic III is a highly skilled tradesman that may serve as a crew leader, exercises independent judgment, performs welding, and is adept in maintaining both process and production equipment of varying kinds. This is a promotional classification that would require a minimum of five years in the field and numerous certifications befitting this level of aptitude. Two employees would be eligible for a Utilities Maintenance Mechanic III promotion in the near future.

Water/Customer Service

Customer Service Technician I,II,III-Updated, addition of level II and III Salary (Customer Service Technician I-\$21.92-\$29.81/hour, \$3,798.82-\$5,167.82/month, Customer Service Technician II-\$25.18-\$33.75/hour, \$4,364.86-\$5,849.29, Customer Service Technician III-\$28.12-\$37.68/hour, 4,873.40-\$6,530.77/month)

This is an update of the Customer Service Technician job description that dates from 1996. This single tier was triaged into a three-tier classification allowing for some internal career advancement, the acquisition of additional expertise and duties, and a commensurate increment to salaries. For instance, the Customer Service Technician III will be required to obtain a D2, Cross Connection Specialist, and Backflow Prevention Assembly Tester certifications.

STRATEGIC PLAN:

Approving the new and updated job classifications will assist in the assignment of duties as they relate to meeting goals and objectives of the Public Works and Utilities department and the City.

FINANCIAL IMPACT:

The financial impact of these changes have been considered as part of the overall negotiation process and are planned for in the current and subsequent budgets and will largely impact the utility funds.

ALTERNATIVE ACTION:

Continue with current outdated job descriptions and not approve new classifications.

ATTACHMENTS AND/OR REFERENCES (If any):

None.

CITY COUNCIL ACTION RECOMMENDED:

It is recommended that the City Council approve updated and new job descriptions for the following classifications in the Public Works and Utilities Department, and associated salary changes, where applicable.