



Council Agenda Report

From: Marlaine Sanders, Administrative Services Director

Subject: Technical Supervisor I/II and Professional Manager I/II/III Job Classification Revisions

Date: February 20, 2018

Facts

1. The City organizes and deploys employee resources in accordance with work demands and categorizes the resulting work assignments in a manner consistent with a Job Classification system.
2. Ensuring employee positions are placed in the correct classification is important. An employee performing work more appropriate for a lower classification wastes that employee's expertise and scarce City resources. An employee performing work more appropriate for a higher classification (known as working an employee "out of class") risks asking the employee to perform work for which he or she is not fully capable and subjects the City to a claim for additional compensation.
3. From time to time, there are changes in the nature of the work required of any position, to the way the City organizes work assignments, and how it deploys its resources. Additionally, there are new and/or revised regulations that require the City to evaluate and modify its job classifications.
4. To properly align designated work qualification / skill set / education / licensure and working titles with the prescribed work needs of the organization, the following revisions to the City's Job Classification system and to employee position classifications are proposed:

Technical Supervisor I/II – The proposal is to add the working title of "Laboratory Supervisor" to the Technical Supervisor I classification and to reclassify a current Laboratory Technician II to the position of Technical Supervisor I.

The City of Paso Robles owns and operates a water quality laboratory at the Wastewater Treatment Plant that is certified by the State of California. The laboratory is necessary to properly operate the plant and comply with state and federal water quality regulations. The California Code of Regulations requires all certified labs in California to designate an individual with the responsibility to manage laboratory activities and supervise laboratory staff. The regulations require this person to have at least a bachelor's degree in a hard science such as chemistry or microbiology and three years of experience in the analysis of chemical, biological, or microbiological samples, or a Grade III Laboratory Analyst or Water Quality Analyst certification, and be responsible for supervising the work of other laboratory technicians. The reclassification of the position will allow the City to fulfill the state's requirements.

Professional Manager I/II/III – The proposal is to add the working title of "Fire Marshal" to the Professional Manager II classification and to reclassify the position of Fire Prevention Specialist to the position of Fire Marshal. Additionally, there is a revision of working title "Lieutenant" to "Commander" to align with current working titles from "like" positions within the region.

On October 3, 2011, City Council approved a new classification for Fire Prevention Specialist as part of the department restructuring plan, to implement the fire prevention programs and to oversee the engine company inspection program. Unfortunately, recent recruitment efforts to obtain a Fire Prevention Specialist were unsuccessful. The reclassification of the position of Fire Prevention Specialist to Fire Marshal will allow the City to attract a candidate with sufficient technical expertise required of the program.

5. The Job Classifications proposed for revision are each attached. Revisions are shown in the “track change” format.
6. The City engaged in a “meet and confer” process with representatives of the SEIU Local 620 with regard to classification changes within their labor group.
7. No changes to the salary schedule will result from these classification revisions. Time is of the essence for both requested changes; reclassifications would otherwise generally wait until the budget process.

Options

1. Take no action;
2. Revise job classifications and reclassify job positions;
3. Provide alternative direction.

Analysis and Conclusions

Option 1. Taking no action would maintain the status quo of the existing Job Classification system. Doing so would perpetuate a misalignment with the day-to-day operational needs of the City and the way employee resources and skill sets are currently and/or need to be deployed. Additionally, if the planned and proposed job reclassifications are not approved, our water laboratory at the wastewater treatment plant will not be compliant with state regulations, and the City may not be able to attract and retain a qualified individual to implement the fire prevention program, a critical component of the Emergency Services Department restructure.

Option 2. The proposed position reclassifications are suggested after careful thought by the respective Departments. The City’s operations are intended to deliver services to the public in a safe, professional and efficient manner. Approval of the Laboratory Supervisor request will bring the waste water treatment plant laboratory into compliance with state regulations. Approval of the Fire Marshal request will allow us to attract a qualified individual to continue progress in implementing the fire prevention program.

Option 3. If the City Council determines there are operational or resource needs outside of the currently proposed Job Classification revisions and position reclassifications, it would be appropriate to provide alternative direction to be analyzed by staff and presented at a future date for City Council consideration.

Fiscal Impact

The total annual cost for the Wastewater Fund for the reclassification of the Technician II to Technical Supervisor I is \$23,524, a difference of \$8,822 in FY 17-18. The total annual cost to the General Fund for the reclassification of the Fire Prevention Specialist (Supervisor/Professional/Coordinator II) to Professional Manager II is \$24,366, a difference of \$4,061 for FY 17-18.

Recommendation

Approve draft Resolution 18-xxx modifying the Job Classification System, reclassifying one of the current Laboratory Technician II positions and the current Fire Prevention Specialist position, and making budget appropriations accordingly.

Attachments

1. Resolution 18-xxx approving Job Classification revisions and position reclassification
2. Job Classification Revisions

RESOLUTION NO. 18-XXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES
MODIFYING THE JOB CLASSIFICATIONS OF TECHNICAL SUPERVISOR I/II AND
PROFESSIONAL MANAGER I/II/III; AND RECLASSIFYING A TECHNICIAN II TO A
TECHNICAL SUPERVISOR I JOB POSITION

WHEREAS, the City organizes and deploys employee resources in accordance with work demands and categorizes the resulting work assignments in a manner consistent with a Job Classification system; and

WHEREAS, from time to time, there are changes to the way the City organizes work assignments and how it deploys its resources. Additionally, there are new and/or revised regulations that require the City to evaluate and modify its Job Classifications; and

WHEREAS, changes in state regulation require the City to designate an individual with responsibility to manage laboratory activities and with authority to supervise laboratory staff; and

WHEREAS, recruitment efforts for Fire Prevention Specialist were unsuccessful and reclassification to Fire Marshal is necessary to allow the City to attract a candidate with sufficient technical expertise required of the program; and

WHEREAS,

WHEREAS, to properly align designated work qualification / skill set / education / licensure & working titles with the prescribed work needs of the organization, the following Job Classifications are proposed for revisions:

- Technical Supervisor I/II
- Professional Manager I/II/III

WHEREAS, the following job positions are proposed to be reclassified to align work scope and complexity of work with compensation:

- Technician II to Technical Supervisor I
- Fire Prevention Specialist (Supervisor/Professional/Coordinator II) to Professional Manager II

WHEREAS, the City engaged in a “meet and confer” process with representatives of the SEIU Local 620 with regard to these classification changes; and

WHEREAS, the annual costs for the reclassifications are either currently within the adopted FY17-18 budget or will be accounted for through a budget adjustment: FY17-18 for \$12,883, and FY18-19 for \$47,890.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. All of the above recitals are true and correct and incorporated herein by reference.

Section 2. The revised Job Classifications (Attachment 2) are to be established as shown.

Section 4. The funds for the job reclassifications are currently identified within the adopted FY17-18 budget for the Public Works-Wastewater Division and Emergency Services Department positions.

Section 5. The job position of Fire Prevention Specialist will reclassified to Professional Manager II; and a Technician II position reclassified to Technical Supervisor I.

APPROVED this 20th day of February 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Steven W. Martin, Mayor

ATTEST:

Kristen L. Buxkemper, Deputy City Clerk

PROFESSIONAL/MANAGER I/II/III

DEFINITION

Under administrative direction, assists, organizes, oversees, and coordinates the operations of a division of the assigned department; reviews the work of staff performing difficult and complex technical and office support related to the departmental function; performs professional work such as analyzing cost, revenue and relevant economic data; maintains and improves related systems; assumes responsibility for a variety of programs, projects and special assignments; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from ~~an~~ either an Executive Manager or Professional Manager III. Directly or indirectly supervises administrative and technical support staff.

CLASS CHARACTERISTICS

The Professional/Manager organizes and oversees day-to-day activities and is responsible for providing professional-level support to the reporting manager in a variety of areas. The incumbents are accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within policy and procedural guidelines. Responsibilities include coordinating the activities of the department with those of other departments.

Some positions in this series may be assigned special projects or activities which do not involve the direct supervision of staff but which involve leadership of major professional or highly technical activities having significant City impact; such assignments may involve supervision, leadership, control or coordination of contracted service providers or other governmental agencies.

Professional/Manager I is the entry-level managerial class and may serve as a bridge class for professional and technical supervisors. Incumbents have responsibility for one or more major components of the assigned function and/or department and directly supervise at least two lower-level positions. They are expected to work under minimal management supervision and instruction, to exercise considerable independent judgment and initiative while supervising staff, to review and evaluate work procedures, and to recommend and implement improvements.

Professional/Manager II maintains operational control of a discrete, multi-faceted work unit and is greatly involved in program, policy and procedural development in addition to assistance in the day-to-day management of departmental activities.

Professional/Manager III is a senior managerial class and under general direction, incumbents manage a complex, varied, multi-faceted, fully developed program or division. The scope and complexity of the program is such that there are subordinate supervisors to assist in the

administration of the division; provides work direction and assistance to department staff; participates in department management at the policy-making level; analyzes community needs and designs strategies to prioritize programs and services to meet them; may act as Executive Manager in his/her absence.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the department.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of departmental operations.
- Assists in compiling and administering the budget for the department; conducts short and long-term departmental planning.
- Plans, schedules, assigns, supervises and reviews the work of assigned staff.
- Recommends selection of staff, trains staff in work procedures; authorizes discipline as required; provides policy guidance and interpretation.
- Performs complex and difficult support work within programmatic and procedural guidelines.
- Oversees processes; ensures adherence to quality standards.
- Reviews and researches a variety of reports, records and documents; produces a variety of specialized reports; may develop report formats and utilize varied databases.
- Assists in monitoring various researches and analyzes transactions to resolve concerns.
- Updates City records and procedures in assigned areas pursuant to change in law, City policies and procedures, Memorandums of Understanding, and other pertinent rules and regulations.
- Confers with other departments on questions regarding, and other matters related to assigned areas of responsibility.
- Conducts or directs various research studies; analyzes results; evaluates alternatives, makes recommendations and prepares narrative and statistical reports.
- Plans and develops policies, procedures and events for assigned department.
- Advises and guides management to resolve problems and recommends solutions related to departmental or Citywide issues.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Confers with department representatives, other agencies and employees regarding administration and interpretation of department policies and procedures.
- Prepares designs, specifications and cost estimates for assignments and projects.
- Provides quality control of City functions by reviewing reports, applications, studies, design and construction; provides enforcement actions to ensure that the quality standards of the City are achieved.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures, answers questions and resolves concerns.
- May act as the Executive Manager on a relief or assigned basis.
- Attends meetings, conferences, workshops and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Acts as the liaison to other public agencies and private organizations relevant to the assigned project and department.
- Interacts with the public and/or community groups in response to complaints, requests for information, and conflict resolution; develops and participates in activities/programs with community partners.

- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development and supervision of staff.
- Principles and practices of public agency budget development, administration and accountability.
- Computer applications related to the work, including word processing, spreadsheet and data base applications.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state and local laws, codes and regulations.
- Standard office support practices and procedures, including the use of standard office equipment.
- Records management principles and practices.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

Skill in:

- Assisting in developing and implementing goals, objectives, policies, procedures, work standards.
- Planning, organizing, scheduling, assigning, reviewing and evaluating the work of staff.
- Selecting, training and providing professional development to staff in work procedures.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Perform complex, analytical and legal research work and analysis.
- Making accurate arithmetic, financial and statistical computations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Working in a team atmosphere and participating on a variety of citywide committees to enhance the provision of City services.
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major course work in a field related to the functional area assigned. Masters degree may be required for some positions, i.e. City Librarian.

Professional/Manager I: Four years of increasingly responsible experience that includes a minimum of one year in a lead or supervisory role.

Professional/Manager II: Equivalent to two years experience as a Manager I and five years of increasingly responsible experience in a related field.

Professional/Manager III: One year of experience as a Manager II and six years of increasingly responsible experience in a related field.

Additional experience as outlined above may be substituted on a year-for-year basis for the educational requirement up to a maximum of two years.

Licenses and Certifications:

Certifications may be required for selected assignments: i.e. Police ~~Lieutenant~~Commander-Basic POST with Supervisory Certification; City Engineer and Public Works Utilities Manager-Professional Engineer registration; City Engineer-Professional Land Surveyor registration; Building Official--Building Official certification.

Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect City field sites, to operate a motor vehicle and to visit various City meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

Other Requirements:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. Attendance at off-hours meetings and occasional travel are required. May be required to respond to off-hours emergency situations.

Typical Working Titles included in this classification:

Professional/Manager I:

No incumbent positions

Professional/Manager II:

Associate Planner

Deputy Building Official

TECHNICAL SUPERVISOR I/II

DEFINITION

Under general supervision, directs the daily activities of a Public Works utilities division through appropriate delegation, technical skills, training and/or work supervision; provides administrative, skilled, and technical expertise and performs a variety of support tasks involving the operation, enforcement, maintenance, customer service and problem resolution of City-wide water and wastewater systems and functions; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

This classification receives direct or general supervision from the Water Resources Manager or Wastewater Resources Manager within a framework of legal requirements, policies and established standards protocols and processes, with independence of action to meet changing operational conditions. Provides direct supervision to various levels of plant operation, field maintenance, and technical staff.

CLASS CHARACTERISTICS

Class oversees day-to-day operations related to water and wastewater treatment, water distribution ~~and~~, wastewater collection systems and laboratory analysis. Responsibilities require the frequent use of tact, discretion, and independent judgment as well as specific technical knowledge of federal, state and local water quality, biosolids and/or air quality regulations, as well as departmental and City activities. The work also requires the interpretation and application of policies, procedures and regulations and involves frequent contact with the public.

Technical Supervisor I is the entry-level supervisory class in the series and is characterized by the handling of a reduced variety and complexity of assignments and requires a lower level of professional certification.

Technical Supervisor II is the advanced level supervisory class in the series and is characterized by the higher level of responsibility, professional certification and experience necessary to be a Chief Plant Operator. Incumbent handles a higher range of assignment variety and complexity and displays increasing professional/technical knowledge and skills.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Plans, oversees and evaluates the operation and maintenance of the City's potable water treatment plant, wells and off-site potable water storage facilities.
- Plans, oversees and evaluates the operation and maintenance of the City's lift stations, and collection systems.
- Plans, oversees and evaluates the operation and maintenance of the City's wastewater treatment plant.
- Plans, oversees and evaluates the operation and regulatory compliance of the City's wastewater treatment plant laboratory.
- Provides factual information, guidance, or problem resolution regarding City and departmental activities and functions that may require the interpretation and explanation of policies, rules, procedures and ordinances to staff or external organizations, agencies and businesses related to area of assignment.

- Researches and resolves difficult service problems which include internal and external issues, applying rules, laws, ordinances, regulations, policies and procedures and appropriate judgment to meet service needs.
- Confers with department representatives, other agencies and employees regarding administration and interpretation of department policies and procedures.
- Assists with the development of performance standards, operating procedures, and reporting systems.
- Ensures that the administrative and technical functions and daily operations of the department/division are effectively carried out.
- Compiles budget estimate information for staffing, supply, and equipment requirements for a work unit; monitors budget and expenditures for compliance with department goals and policies.
- Prepares a variety of special technical reports and studies.
- Informs management of departmental issues including present and potential work problems and suggestions for new or improved way of addressing such problems.
- Organizes and maintains various administrative, confidential, reference and follow-up files, records and databases; purges as required.
- Receives visitors and telephone calls; responds to written and verbal requests from a variety of agencies and organizations, City staff, and the public.
- Performs project research; may prepare and reconcile technical reports and documents; and performs other technical work related to water and wastewater activities.
- Conducts field inspections to evaluate compliance with City ordinances, State and federal laws, and other requirements, including suggestions for correcting non-compliance.
- Monitors changes in laws, regulations and technology that may affect division operations; implements changes to policies and procedures after approval.
- Attends meetings, conferences, workshops and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Provides input regarding long term performance goals associated with water and wastewater activities.
- May The operation and maintenance of pumping and piping systems, including hydraulics, telemetry, valves and related equipment.
- May perform specialized tests and analyses on raw and digested sludges and water, including tests for volatile and suspended solids, volatile acids, alkalinity, chlorides, biochemical oxygen demand, coliform MPN, and standard plate counts.in performing difficult analyses
- Performs other duties as assigned.

Examples of duties when performing the supervisory function include, but are not limited to:

- Screens and assigns workload; plans, prioritizes and assigns tasks and projects; counsels, trains and coaches staff, assists in developing performance standards; monitors work, develops staff skills and evaluates performance; identifies training needs and provides training for staff.

QUALIFICATIONS

Knowledge of:

- Basic organization and function of public agencies, including the role of an elected City Council.
- Federal, state, and City codes, regulations, policies, agreements, technical processes and procedures related to City and its public utilities.
- Operation, cleaning and maintenance of water distribution systems, ~~and treatment plants and/or~~ wastewater collection systems, ~~and treatment plants and/or laboratories and~~ related equipment.
- ~~The operation and maintenance of pumping and piping systems, including hydraulics, telemetry, valves and related equipment.~~
- Supervisory principles and practices, including work planning, assignment, review and evaluation.
- Applicable laws, rules and regulations.

- Standard office administrative practices and procedures, including the use of standard office equipment.
- Business letter writing, techniques for preparing informational materials and the standard format for reports, correspondence and other written materials.
- English usage, spelling, grammar and punctuation.
- Computer applications related to the work, including word processing, database and spreadsheet applications.
- Research, reporting and records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Occupational safety and health rules and regulations including safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and City staff, in person and over the telephone.

Skill in:

- Providing varied and responsible work requiring the use of independent judgment, tact and discretion.
- Interpreting, applying, explaining, and implementing policies, procedures, and technical processes.
- Leadership, coordinating staff, and delegating tasks.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Reading and interpreting construction drawings and specifications.
- Conducting standard chemical and physical tests of water, wastewater and related materials.
- Collecting, compiling, analyzing and summarizing varied information, proposing and considering alternatives and reaching sound conclusions.
- Effectively representing the department and the City in meetings with community groups and various business, professional, educational, regulatory and legislative organizations.
- Using English to communicate effectively both verbally and in writing
- Compiling information from varied sources and preparing accurate records and reports.
- Composing correspondence, informational materials and reports independently or from brief instructions.
- Making accurate arithmetic and statistical calculations.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Organizing own work, initiating processes, coordinating projects, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.
- Establishing and maintaining a records management system.
- Taking a proactive approach to customer services issues.
- The use of standard computer software including word processors, spreadsheets, and databases.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Laboratory Supervisor:

Either a Bachelor's Degree from an accredited four year college or university in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science and three years of experience in the analysis of chemical, biological or microbiological samples, or a Grade III Laboratory Analyst or Water Quality Analyst certification.

All other Technical Supervisors I:

Equivalent to graduation from high school and four years of skilled operations and/or maintenance experience of facilities and/or equipment.

Technical Supervisor II:

Equivalent to four years' experience as a Technical Supervisor I and two years of increasingly responsible experience in a related field; including two years in a supervisory or lead capacity. Equivalent to an Associate's Degree from an accredited college, university or trade school in a field related to the work assigned is desired.

Supplemental education in supervisory or business coursework along with experience in dealing with the public, working in a public agency setting and in working in an organization that will have provided a knowledge of the departmental function to which assigned is desirable.

Licenses and Certifications:

Must possess a valid California Class C driver's license and have a satisfactory driving record.

Laboratory Supervisor: See education and experience listed above.

Wastewater Collections Supervisor: Must possess a Wastewater Collection System Grade III Maintenance certification.

Water Supervisor: Must possess a Water Treatment Certification II and Distribution Certification IV.

Wastewater Chief Plant Operator: Must possess a Wastewater Treatment Operator IV certification.

Water Chief Plant Operator: Must possess a Water Treatment Certification III and a Distribution Certification IV.

Physical Demands:

Must possess strength, stamina and mobility to work in a water treatment plant, wastewater facility and/or field and office settings and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and a two way radio. Must possess mobility to work in a standard shop setting and use power and hand tools and equipment; mobility to inspect various field sites; physical stamina to perform maintenance repair work, work on uneven terrain, and lift and carry equipment and materials weighing up to 100 pounds.

Other requirements:

Attendance at off-hours meetings and response to off-hours emergencies may be required. May be exposed to inclement weather conditions, fumes, odors, dust, and potentially toxic chemicals and conditions.

Typical Working Titles included in this classification:

Technical Supervisor I:

Laboratory Supervisor

Wastewater Collections Supervisor

Water Supervisor

Technical Supervisor II:

Water Chief Plant Operator

Wastewater Chief Plant Operator

This class description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the class change.

Professional Manager I/II/III

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Fire Marshal

GIS Analyst

Recreation Services Manager

Industrial Waste Manager

Stormwater Manager

Water Conservation Manager

Professional/Manager III:

Building Official

Capital Projects Engineer

City Engineer

City Librarian

City Planner

Finance Manager

Human Resources Manager

Information Systems Manager

Maintenance Superintendent

Police ~~Lieutenant~~ Commander

Water Resources Manager

This class description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the class change.