



DATE: December 19, 2022

TO: Honorable Mayor and Members of the City Council through City Manager

FROM: Charla Freckmann, Director of Human Resources
Aman Kaur, Senior Human Resources Analyst
Dan Herrera, Deputy Director of Operations

SUBJECT: Resolution Amending the Classification and Compensation Plan by Revising the Classification Specification for Utility System Operator, Authorizing the Position Allocation of One Utility System Operator, and Eliminating the Position Allocation of One Utility Technician and Finding This Action is Not a “Project” Pursuant to CEQA Guidelines Section 15378(b)(5)

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution Amending the Classification and Compensation Plan by Revising the Classification Specification for Utility System Operator, Authorizing the Position Allocation of One Utility System Operator, and Eliminating the Position Allocation of One Utility Technician and Finding This Action is Not a “Project” Pursuant to CEQA Guidelines Section 15378(b)(5).

BACKGROUND

The Operations Division of the Public Works & Utilities Department, which operates and maintains the City’s water distribution system, consists of a variety of utility operator/technician positions for water operations, with limited redundancy and resiliency in the positions. These positions require specific State Water Resources Control Board (SWRCB) certifications/licensees in order to perform the required duties, and to ensure the safety and security of the city’s potable water system. Currently these positions include: (1) Assistant Operations Manager; (1) Utility Supervisor; (1) Utility System Operator; (1) Assistant Utility System Operator; (1) Electrical Maintenance Worker; and (2) Utility Technicians.

Due to the nature and complexity of the day-to-day operations of the water system, the department has needed to assign duties of a Utility System Operator and other operations positions to a lower-level position (i.e., Utility Technician). Such assignments have been necessary due to workload, coverage, or special circumstances and to ensure the continued operation of the water system. In addition, the Operations Division often requires specialty work such as purchasing, material

procurement, project coordination, and inventory, which are duties not explicitly included in any current operation position job description and are proposed to be included in the revision of Utility System Operator.

In 2021, as part of the Measure U Workforce Stabilization efforts, staff began evaluating the creation of a new position to attempt to fully capture the duties being performed by operations staff. Ultimately, it was determined through the review process that the creation of a new position was not appropriate at this time, and evaluation of modifying existing allocated positions began.

DISCUSSION

The City retained Georgia Cochran, a neutral outside classification and compensation Consultant (Consultant), to conduct a comprehensive study and analysis of operations staff duties and operational requirements to recommend if changes are warranted to the existing allocated positions. The analysis included:

- Reviewing Utility Technician staff duties being performed.
- Reviewing operational requirements outside of existing position job descriptions and duties.
- Drafting revisions to existing class specifications as warranted.
- Allocation of appropriate positions based on duties and responsibilities assigned and operationally required.

The analysis showed that the duties tasked to the second Utility Technician are better reflected in the Utility System Operator job specification, and that the Utility System Operator job specification should be updated to include specific language to better demonstrate the needs of the Operations Division. It is staff's recommendation that a second Utility System Operator position be allocated and is necessary for department operations to ensure the safety and security of the water distribution system.

The proposed actions would address immediate organizational and operational needs and assist the Operations Division in establishing much needed redundancy and resiliency in operations staffing. The results of the analysis and proposed changes contained herein align with the duties and responsibilities of the existing workloads and city needs.

The Utility System Operator position is represented by the American Federation of State, County, and Municipal Employees (AFSCME). AFSCME has reviewed and is supportive of the proposed actions.

PUBLIC OUTREACH

This agenda item appeared on the City's tentative agenda document on December 5, 2022, which was a publicly-noticed meeting in compliance with the California Brown Act.

COUNCIL GOAL ALIGNMENT

The authorization of this recommendation aligns with the City Council Goal of “A City That Works,” specifically, with objective #1 to “ensure a fiscally and organizationally sustainable City.” This objective includes recruiting, hiring, retaining, and advancing a workforce that is diverse, skilled, talented, and prepared to meet the demands of a full-service City.

ENVIRONMENTAL REVIEW

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15378(b)(5), in that, approving this action does not meet CEQA's definition of a “project,” because the action does not have the potential for resulting either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment, and because this is a personnel-related action that constitutes organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

FINANCIAL IMPACTS

The annual salary range for the Utility System Operator position is \$75,649 - \$91,998. The salary range for the Utility Technician position is \$69,118 - \$83,990. This action will not eliminate any authorized allocations rather will utilize the funding of the Utility Technician position allocation to allocate another Utility System Operator. Therefore, the total financial impact for this action, including salary and benefits, ranges from approximately \$7,663 - \$9,396, 100% of costs are allocated to Water and Wastewater Funds. A budget adjustment will be brought forward in the FY 22-23 mid-year budget action.

ATTACHMENTS

1. Resolution with Exhibit A