



Agenda Date: 1/10/2018

Agenda Placement: 8B

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors
FROM: Jeff Tucker - Director of Administrative Services
NS-Administration
REPORT BY: Cheryl P. Schuh, Human Resources Officer/Clerk of the Board - 258-6003
SUBJECT: Approve Revised Job Classifications

RECOMMENDATION

Approve NapaSan revised job classifications as a result of the job classification project done with consultant Koff & Associates.

EXECUTIVE SUMMARY

Staff has been working with consultant, Koff & Associates, for the past few months on a review of all NapaSan job classifications. NapaSan's job classifications as a whole needed to be reviewed to keep up with legal requirements and any changes in job duties, responsibilities and minimum qualifications for each class specification.

There were no significant changes made to job duties or minimum qualifications. There is a title change to the Laboratory Technician I/II job class to Laboratory Analyst I/II, which is a typical title in wastewater agencies for laboratory staff. There is also a class title change to the Asset Management Analyst I and II job classes, changing them to Asset Management Analyst and Asset Management Program Manager. There were no duties added that employees don't already perform, and salary grades remain the same. There is also a revision to the Equipment Maintenance Specialist (EMS) series. The EMS-in-Training, EMS I and EMS II classifications were combined into one job classification that lists the different class characteristics, job duties, minimum qualifications and certifications required for each position.

The job classification project process required all NapaSan employees completed an initial Position Description Questionnaire (PDQ) for their job classes detailing their job duties. The lengthy and detailed PDQ's were reviewed by Koff & Associates, who revised the job classes with the requested changes from employees. Management staff reviewed the revisions with the consultant to determine what changes were appropriate to be include. Employees then had an opportunity to review the final changes that were made to their job classes. The job class revisions

were also sent to the Teamsters Local 315 Union for their review. Staff received no comments back from the Teamsters.

NapaSan's 29 job classifications are attached for review and approval.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

The General Manager, Director of Administrative Services Manager/CFO, and Human Resources Officer met with the Personnel Committee on December 28, 2017 to review the job classification project and process. They reviewed sample PDQ's that were completed by employees. They also discussed job classification changes and items that employees brought up in the process. The Personnel Committee recommends adoption by the Board of the attached final revised job classifications.

SUPPORTING DOCUMENTS

- A . Accountant Draft Job Class
- B . Administrative Assistant I/II Draft Job Class
- C . Asset Management Analyst Draft Job Class
- D . Asset Management Program Manager Draft Job Class
- E . Associate Engineer Draft Job Class
- F . Collection System Manager Draft Job Class
- G . Collection System Supervisor Draft Job Class
- H . Collection System Technician Draft Job Class
- I . Collection System Worker-in-Training, Worker I and II Draft Job Class
- J . Collection System Worker III Draft Job Class
- K . Director of Administrative Services Draft Job Class
- L . District Inspector I/II Draft Job Class
- M . Equipment Maintenance Specialist-in-Training, I and II
- N . Human Resources Officer/Clerk of Board Draft Job Class
- O . Junior and Assistant Engineer Draft Job Class
- P . Laboratory Analyst I/II Draft Job Class

- Q . Operations Services Director Draft Job Class
- R . Operations Supervisor Draft Job Class
- S . Operator-in-Training, I, II and III Draft Job Class
- T . Plant Attendant Draft Job Class
- U . Plant Maintenance Supervisor Draft Job Class
- V . Pollution Prevention, Outreach Specialist Draft Job Class
- W . Reclamation System Maintenance Worker I
- X . Reclamation System Manager
- Y . Regulatory Compliance Manager Draft Class
- Z . Safety Training & Fleet Maintenance Officer Draft Job Class
- AA . Senior Accountant Draft Job Class
- BB . Senior Civil Engineer Draft Job Class
- CC . Technical Services Director Draft Job Class

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker