



Agenda Date: 8/3/2016
Agenda Placement: 7D

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors
FROM: Timothy Healy - General Manager
NS-Administration
REPORT BY: Cheryl P. Schuh, Human Resources Officer/Clerk of the Board - 258-6003
SUBJECT: Approved Proposed Changes to Job Descriptions and Salaries

RECOMMENDATION

Approve new job descriptions and salaries for Operations Services Director, Asset Management Analyst I and II and Regulatory Compliance Manager; approve revised job description and salaries for Technical Services Director and Director of Administrative Services; and revised job description for Operations Supervisor.

EXECUTIVE SUMMARY

The District's consultant, Raftelis Financial Consultants, presented an Organizational and Staffing Master Plan to the Board at its March 4, 2015 Board meeting. The reorganization recommended in the Staffing Master Plan was approved as part of the Board's Strategic Plan on May 6, 2015 with a goal of December 31, 2016 for completion of the organizational restructure. The attached new and revised job descriptions are a result of the proposed organizational restructure. Also attached is page 18 of the Organizational and Staffing Master Plan showing the proposed District Organization.

It is requested that the Board approve the new and revised job classifications and salary grades for Operations Services Director (grade 698), Technical Services Director (grade 698), Asset Management Analyst I and II (grades 221 and 520), Regulatory Compliance Manager (grade 699), as well as the Director of Administrative Services (grade 698). Attached are the salary steps for new grades 698 and 699. Also attached are the hourly and monthly salary tables showing current District positions and salary grades.

The Personnel Committee reviewed and approved the job descriptions and made the recommendation for the salary levels. The salaries for Operations Services Director, Technical Services Director and Director of Administrative Services are all at the same level, which is 2.5% higher than the current salary for Director of Administrative Services (grade 566). Staff requests that the Board approve the job descriptions and salaries, and recruitment would start immediately for the Asset Management Analyst position.

The job description and salary level for Asset Management Analyst I has been reviewed and approved by the Teamsters Local 315.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Operations, Administration, Laboratory and Engineering Departments - salaries and benefits accounts. Sufficient budget exists to implement the recommendations.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Implementation of the restructuring would align common functions - group functions with "like-to-like" services, support span of control - balance the horizontal and vertical spans of control for more effective management and promote workforce flexibility - maximize flexibility and promote redundancy of critical positions. It would also ensure service levels are met - ensure adequate staff numbers to meet business needs, support succession planning - support career development and personal growth opportunities through clear progression paths, and position the District for future needs - proactively address a changing regulatory environment and new industry standards.
Is the general fund affected?	Yes
Future fiscal impact:	Increase in salaries for Administration, Operations, Laboratory and Engineering Departments, and adding two new Collection System Worker employees will have impacts into future fiscal years. The financial impact of implementing the recommendations in the report is approximately \$308,000 in FY 2016-17. The increase is due to the addition of two new Collection System employees, as the other increases and changes are offset by the elimination of the Assistant General Manager position.
Consequences if not approved:	The District would not be complying with the Board's Strategic Plan.
Additional Information:	None.

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

The restructuring recommended by Raftelis in the Organizational and Staffing Master Plan in 2015 includes the following:

Create a three-department organizational model: 1) Operations Services, 2) Technical Services and 3) Administrative Services. This model provides a means for three succession pathways to the General Manager position.

Develop an Asset Management Program to focus on the development of a system that uses condition assessments and other tools to prioritize and oversee the renewal, replacement and rehabilitation of linear assets (sewer lines, manholes, etc.) and plant assets. The program would be part of one of the engineer's responsibilities, and would work closely with the Capital and Engineering Manager to development and execute the 10-Year Capital Improvement Plan.

Convert the current Assistant General Manager position to be the new Technical Services Director, and combine Engineering and the Laboratory (renamed the Regulatory Compliance Division) into one department under this Director.

Create a new classification for Regulatory Compliance Manager that would be included in the Association of Management Professionals of Napa Sanitation District. The current Laboratory Supervisor would move to this classification and the Laboratory Supervisor classification would be vacant and remain unfilled. Teamsters Local 315 was consulted and approved the removal of the individual from the Union as long as the position of Laboratory Supervisor was not deleted.

Reformulate the Plant Manager position into the Operations Services Director and move the Collections System and Reclamation Department under this new workgroup.

Move the Management Analyst & Outreach Coordinator (renamed as the Pollution Prevention and Outreach Specialist) out of Administrative Services and into the Technical Services Department.

Move the Human Resources Officer/Clerk of the Board into the Administrative Services Department under the Director of Administrative Services.

Move the vacant Reclamation Worker I/II position into the Plant Maintenance Division. (This has already been completed.)

Create a new Collection System Worker III position from an existing Collection System Worker II position, and add two new Collection System Worker I positions.

Staff estimates that the financial impact of implementing all recommendations in the report would be approximately \$308,000 in Fiscal Year 2016-17. The Board approved the FY 2016-17 Operating Budget to increase the total FTE count from 51 employees to 53 employees.

Also included in this report is a recommendation to revise the Operations Supervisor job classification based on changes required due to our Treatment Plant being rated a Grade V facility. No salary adjustment is proposed for this job classification change. The classification title for Reclamation System Director would change to Reclamation System Manager.

SUPPORTING DOCUMENTS

- A . Job Classification Salary Schedule Hourly FY 16-17
- B . Job Classification Salary Schedule Monthly FY 16-17
- C . New Salary Grades 698 and 699 Steps

- D . Proposed Organizational Chart from Staffing Master Plan
- E . Draft Asset Management Analyst I Classification
- F . Draft Asset Management Analyst II Classification
- G . Draft Director of Administrative Service Classification (redlined)
- H . Draft Director of Administrative Service Classification Final
- I . Draft Operations Services Director Classification (redlined)
- J . Draft Operations Services Director Classification Final
- K . Draft Technical Services Director Classification (redlined)
- L . Draft Technical Services Director Classification Final
- M . Draft Regulatory Compliance Manager
- N . Draft Operations Supervisor Classification (redlined version)
- O . Operations Supervisor Classification Final

Napa Sanitation District: Approve
Reviewed By: Timothy Healy