



Agenda Date: 12/28/2017
Agenda Placement: 4A

Napa Sanitation District Personnel Committee Board Agenda Letter

TO: Napa Sanitation District Personnel Committee
FROM: Timothy Healy - General Manager
NS-Administration
REPORT BY: Cheryl P. Schuh, Human Resources Officer/Clerk of the Board - 258-6003
SUBJECT: Discussion of Job Classification Revisions

RECOMMENDATION

Review job classification revisions and recommend approval by the Board of Directors at the January 10, 2018 Regular meeting.

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 salary changes recommended for the job classifications.

All NapaSan employees completed an initial Position Description Questionnaire (PDQ) for their job classes detailing their job duties. The 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 should be included. Employees 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.

Staff will present further information concerning these proposed job classification revisions during the Committee meeting. Staff requests that the committee recommend its approval of the job classifications, as discussed in the committee meeting, to the full Board at its January 10, 2018 Regular meeting.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

None.

SUPPORTING DOCUMENTS

None

Napa Sanitation District Personnel Committee: Approve

Reviewed By: Cheryl P. Schuh