



Agenda Date: 11/7/2018

Agenda Placement: 7D

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors

FROM: Timothy Healy - General Manager
NS-Administration

REPORT BY: Jeff Tucker, Director of Administrative Services/CFO - 707-258-6000

SUBJECT: Approve Revised Job Description and Salary Grade for Collection System Technician Classification, and Approve Side Letter No. 5 to Teamsters Local 315 MOU - Rank & File Unit

RECOMMENDATION

Approve revised job classification and set salary grade at 198 for Collection System Technician classification, and Approve Side Letter No. 5 to Teamsters Local 315 MOU - Rank & File Unit

EXECUTIVE SUMMARY

The District has an ongoing review of its organizational structure, including how its responsibilities and duties are more effectively and efficiently completed. One common method of accomplishing this is to review and analyze job classifications in the event of retirements and vacancies in that job class. The Collection System Technician position will be vacant due to an upcoming retirement. Staff consulted with Glenn Berkheimer of IEDA to review the job classification and salary level for the Collection System Technician in comparison with other wastewater agencies and benchmarked with other Collection System classifications.

The results of the review were discussed with Teamsters Local 315 and NapaSan Shop Stewards. An agreement was reached to set the salary grade for the Collection System Technician at grade 198, which is lower than the current grade 213. The agreement also makes a minor revision to the job classification, which is attached in redline and final format to show the revision.

Side Letter No. 5 to Memorandum of Understanding with Teamsters Local 315, Rank & File Unit is attached to formalize the agreement with Teamsters. Staff requests that the Board approve the Side Letter, the revised job classification and set the salary grade at 198 for the Collection System Technician effective December 1, 2018. Also attached is the salary information for grade 198.

The vacancy will be posted in-house with the intention of filling with current NapaSan staff.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

None.

SUPPORTING DOCUMENTS

- A . Collection System Technician Job Classification Redlined
- B . Collection System Technician Revised Job Classification
- C . Side Letter No. 5
- D . Draft Salary Schedule - Hourly

Napa Sanitation District: Approve

Reviewed By: Timothy Healy