

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL *BB*
DATE: MAY 18, 2007

**AGENDA ITEM
E-3
MAY 23, 2007**

CONSIDER ADOPTION OF REVISIONS TO PERSONNEL POLICY

ITEM

Consider adoption of revisions to personnel policy

BACKGROUND

Included in the Scope of Work for the Water and Sewer Master Plan was a Classification Study and Organizational Review of the Utility Department. Cannon & Associates hired Koff & Associates to prepare this work. On April 11, 2007, the Board of Directors unanimously approved the Final Report of the Classification Study and directed Staff to 1) prepare the modifications to the Personnel Policies and Procedures Manual for tentative approval at the April 25, 2007 Board Meeting and 2) circulate the changes to District employees and request their comments in writing by May 9, 2007. In addition, the Finance, Audit and Personnel Committee reviewed the revisions at their April 18, 2007 meeting. The red-lined version of the changes were presented at the April 25, 2007, meeting.

The revisions include:

1. Minor correction to Policy 3030 (5)(B)
2. Modifications to Policy 5020 regarding a hearing officer
3. Modifications to the Table of Organization and Utility Job Descriptions (On April 25, 2007, the Board of Directors approved maintaining the existing 1020-Table of Organization and job descriptions for 7040-Utility Supervisor and 7050-Utility Field Foreman until the Utility Superintendent reports to duty. At such time, the new Table of Organization will become effective and job description 7040 and 7050 will be removed from the Personnel Policies and Procedures Manual.)

Written comments were submitted by one employee, Dan Migliazzo, Utility Supervisor. His comments are attached for your review (Pages A-1 to A-12).

RECOMMENDATION

The Board of Directors adopt the attached Resolution.

ATTACHMENT

Written comments submitted by Dan Migliazzo (Pages A-1 to A-12)
Resolution with Exhibit "A" – Personnel Policies and Procedures (clean copy - no red-lines)

1020 – Table of Organization

In my opinion the field operational chart should reflect the organization the way is now not according to the past duties. I had prepared the organizational chart a few years ago that I felt would service the District well into the future. The proposed chart does not seem to be a model that can be expanded easily or that reflects current duties.

7100 - Utility Superintendent

What purpose does making the Superintendent position a FLSA Exempt? Many times they may be required early in the morning or for weekend work to fill out spill reports or for field support. They also field telemetry alerts 24/7 with no compensation now.

7120 – Field Inspector

This position was intended to take some of the current load off the Foreman position and so create this position. The requirements for certification should remain the same for either the Supervisor or Field Inspector if the pay is going to be the same. There needs to be consistence if the two positions are ranked at the same level.

7130 – Water Quality and Utility Operator

This position was intended to be a single position of Water Quality Tech. not a combination of the two. The water testing requirements are becoming more and more time consuming that is why I originally broke it out as one position.

7140 – Utility Worker

These positions were written in as Utility Lead workers in water distribution and wastewater collections to begin the split into two divisions.

7150 – Maintenance Worker

This position was written up as a Customer Service rep. and the duties included all aspects that this current position covers.

Summary: The positions that were originally proposed in my organizational chart took into account the scope of work the field staff has been responsible for in the last four years. To use the position titles proposed does not reflect the current responsibilities that field staff has be performing over the last four years. I believe I have a much better prospective on what the field crew titles and duties should contain than someone that is unfamiliar with field organization. *PLEASE SEE ATTACHED*

Thank you,
Dan Migliazzo

Reclassification of Field Positions

- Job Titles
 - Utility Superintendent
 - Utility Field Supervisor
 - Water Quality Technician
 - Field Inspector
 - Production-Distribution Lead
 - Collections-Waste Treatment Lead
 - Utility Workers

Utility Superintendent

- Oversee all Field Operations
- Maintains all Related Records
- Directs through Utility Field Supervisor
- Communicates Directly with General Manager
- Monitors Telemetry Systems
- Monitors Field Operations for Cost Efficiency
- Prepares Budget Figures for Operations and Maintenance
- Evaluates Operational Staff
- Orders Parts and Equipment

Utility Field Supervisor

- Directs Field Operational Crews
- Oversees Field Repairs and Maintenance
- Organizes and Executes Field Operations Economically
- Evaluates Field Staff on Job Performance
- Maintains Repair and Maintenance Records Accurately
- Deals Directly with Contractors and Developers

Water Quality Technician

- Works Directly with State Agencies on Water Quality Issues
- Samples Potable Water and Wastewater for Compliance of Standards
- Maintains and Organizes Detailed Records on all Sampling
- Makes Lab Arrangements for Collecting, Sampling and Transporting all Samples Correctly
- Works with Field Staff on Corrective Processes at Water and Wastewater Facilities with Field Supervisor
- Fills out Monthly, Quarterly and Annual Reports to State Agencies
- Evaluates Plants for Efficiency and Recommends Upgrades for Improvements

Field Inspector

- Inspects all District Projects for Compliance with District Standards
- Works Directly with Contractors on Development Projects
- Maintains Accurate Daily Log Book on all Projects
- Works Directly with Office Staff on Projects Progression and Corrections to As-Built Plans

Production-Distribution Lead

- Oversees Wells and Well Production
- Maintains Accurate Records (Repairs, Maintenance and Production)
- Coordinates Flushing Program with Field Supervisor
- Interacts with Contract Maintenance Personnel
- Oversees Production-Distribution Repairs and Maintenance
- Responsible for Efficiently and Cost Effectively Operating Pumping Facilities
- Completes Monthly Reports on Well Production
- Prioritize Maintenance within the Distribution Systems
- Oversees Distribution Utility Crew

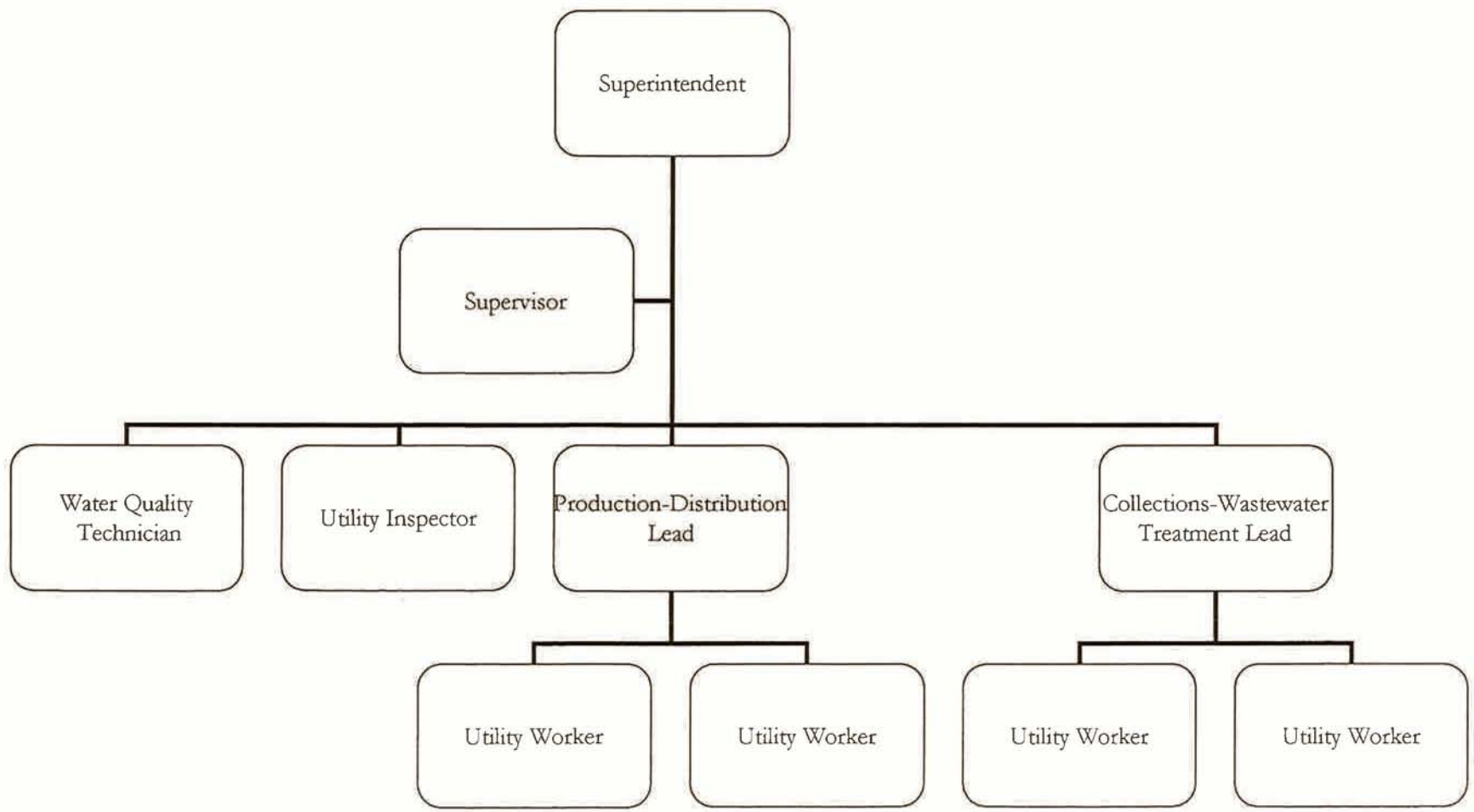
Collection-Wastewater Treatment Lead

- Oversees Lifts Stations, Collections Systems and Wastewater Treatment Facilities Maintenance
- Maintains Accurate Records (Repairs, Maintenance and Influent Flow Data)
- Coordinates Jetting Program with Field Supervisor
- Interacts with Contract Maintenance Personnel
- Responsible for Efficiently and Cost Effectively Operating Lift Stations and Wastewater Facilities
- Responsible for Completion of Monthly Reports
- Prioritize Maintenance Projects and Repairs to the Collection Systems and Lift Stations
- Oversee Wastewater Utility Crew

Utility Workers

- Operate and Maintain all District Facilities
- Work in and around Water and Wastewater
- Work with Contract Maintenance Personnel
- Operate Tools Required in the Field
- Maintain Accurate Records
- Read Meters and Charts

Field Organizational Chart



Salary Ranges

All positions
As of 2005
Projected 8% increase
for 2007-2008 Budget

- Superintendent \$4,900-\$6,400 Monthly
- Supervisor \$4,250-\$5,350 Monthly
- Water Quality \$3,450-\$4,500 Monthly
- Inspector \$3,450-\$4,450 Monthly
- Leads \$3,400-\$4,400 Monthly
- Utility Workers \$2,750-\$3,650 Monthly
- Trainees \$2,500-\$3,350 Monthly

Certifications for Positions

- Superintendent
 - Grade 3 Distribution,
 - Grade 3 Water Treatment,
 - Grade 2 Wastewater
- Supervisor
 - Grade 2 Distribution
 - Grade 2 Water Treatment
 - Grade 2 Wastewater
 - Grade 2 Wastewater Collections (when required)
- Water Quality
 - Grade 2 Distribution
 - Grade 2 Water Treatment
 - Grade 2 Wastewater
- Inspector
 - Grade 2 Distribution
 - Grade 1 Water Treatment
 - Grade 1 Wastewater
 - Grade 1 Wastewater Collection (when required)
- Leads
 - Grade 2 Distribution
 - Grade 1 Water Treatment
 - Grade 2 Wastewater
 - Grade 1 Wastewater Collections (when required)
- Utility Workers
 - Grade 1 Distribution
 - O.I.T.