



CITY OF SACRAMENTO

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APR 17 4 04 PM '85

DEPARTMENT OF PERSONNEL

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DONNA L. GILES
DIRECTOR OF PERSONNEL

CITY MANAGER'S OFFICE
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APR 17 1985

April 15, 1985

APPROVED
BY THE CITY COUNCIL

City Council
Sacramento, California

APR 23 1985

Honorable Members in Session:

OFFICE OF THE
CITY CLERK

SUBJECT: PROPOSED SALARY CHANGES FOR FOUR EXEMPT POSITIONS, WATER AND SEWER
DIVISION OF PUBLIC WORKS

SUMMARY

As a followup to the Public Works reorganization last Fall, this report recommends the following salary changes:

<u>CLASSIFICATION</u>	<u>ACTION</u>
Operations and Maintenance Superintendent	Decrease salary from \$4441/mo. to \$4253/mo. (same as Principal Engineer).
Assistant Superintendent of Maintenance	Decrease salary from \$4152/mo. to \$3832/mo. (10% above Electrician Supervisor).
Assistant Superintendent of Water Production Facilities	Increase salary from \$3562/mo. to \$3832/mo. (same as Asst. Supt. of Maint. and Asst. Supt. of Wastewater Facilities).
Assistant Superintendent of Wastewater Facilities	Increase salary from \$3562/mo. to \$3832/mo. (same as Asst. Supt. of Maint. and Asst. Supt. of Wastewater).

BACKGROUND AND ANALYSIS

Last Fall, the Department of Public Works underwent a number of organizational changes at the Division Head level. Some followup changes are now needed at lower levels within the Water and Sewer Division. Four positions are

17

affected, and are described below.

OPERATIONS AND MAINTENANCE SUPERINTENDENT

This position is the second in line of authority for the Water and Sewer Division and will serve as Acting Division Manager when so assigned.

Since both the Water and Sewer Division Manager and the Operations and Maintenance Superintendent positions are presently salaried at \$4441/month, it is proposed that the salary of the latter be decreased to \$4253/month, which is approximately 4 1/2% below the Manager's salary. This is equivalent to the salary of Principal Engineer. There is currently no incumbent.

ASSISTANT SUPERINTENDENT OF MAINTENANCE

This position will be vacated following approval of this report; therefore, it is proposed that as soon as it is vacated, the salary be decreased from \$4152/month to \$3832/month. The current salary is too high in relationship to the supervisory trades classes, in particular, Electrician Supervisor. Since the Electrician Supervisor class has not received a salary adjustment for several years, the differential between it and the Assistant Superintendent of Maintenance has grown to 19.17%, however, a 10% differential between supervisory levels would be more appropriate. This requires that the salary of the Assistant Superintendent of Maintenance be adjusted downward to \$3832/month, or 10% above Electrician Supervisor (\$3484/month). The vacancy will be filled through internal recruitment during 1985.

ASSISTANT SUPERINTENDENT OF WATER PRODUCTION FACILITIES

It is proposed that the salary for this classification be adjusted upward in order to align it internally with other classes in the Department of Public Works. The three Assistant Superintendent classes responsible for water production, wastewater facilities, and maintenance should be aligned. Although they have somewhat different duties, their responsibility levels are equivalent. If the salary for Assistant Superintendent of Maintenance is decreased to \$3832/month, the salary for this class should be increased from \$3562/month to \$3832/month. This would amount to a 7.6% increase.

The proposed salary alignment would place the class between the current salary levels for Senior Engineer (\$3543/month) and Supervising Engineer (\$4051/month). The three Assistant Superintendent classes have a higher level of responsibility than Senior Engineer and should be compensated at a level which reflects that responsibility relationship.

ASSISTANT SUPERINTENDENT OF WASTEWATER FACILITIES

It is proposed that the salary for the Wastewater position be upgraded from \$3562/month to \$3832/month for the reasons outlined above. This would

City Council
April 15, 1985
Page 3

constitute a 7.6% increase.

FINANCIAL DATA

In monthly terms these salary adjustments will result in a net increase of \$32.00/month.

RECOMMENDATION

It is recommended that the City Council amend Resolution 85-119 to make these changes effective. The proposed amended Resolution is attached.

Respectfully submitted,



Donna L. Giles
Director of Personnel

DLG/WJM/myw (539p)

Attachment: Class Specifications

RECOMMENDATION APPROVED:


Walter J. Slips, City Manager

ALL DISTRICTS
4/23/85

OPERATIONS AND MAINTENANCE SUPERINTENDENT
(Exempt)

DEFINITION:

To plan, coordinate, supervise, and review the activities involved in the construction, operation, maintenance, and repair of water production and wastewater facilities, and to provide professional and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Water and Sewer Division Manager. Responsibilities include the direct and indirect supervision of lower level personnel.

EXAMPLES OF DUTIES:

Assist in the development and implementation of division goals, objectives, policies, and priorities.

Organize, schedule, assign, supervise, and coordinate directly and through subordinate supervisors the operation, construction, maintenance, and repair of water and wastewater facilities, and a water quality laboratory.

Confer with engineers, contractors, other utilities, and City staff regarding projects and project problems.

Review project plans and drawings with plant operations and maintenance supervisors, making change recommendations based on field observation and operational problems.

Inspect plant projects in progress and upon completion; provide technical advice and assistance on difficult work problems; evaluate work methods and procedures used in water and wastewater facilities, recommending improvements.

Supervise the maintenance of time, material, and equipment use records. Requisition supplies and materials.

Recommend the purchase of equipment and develop specifications.

Receive, investigate, and dispose of complaints.

Check water and wastewater system facilities for needed maintenance and repair.

Prepare and administer an annual budget.

Prepare cost estimates for water production and wastewater plant construction, maintenance, and operations activities.

Serve as acting Water and Sewer Division Manager as assigned.

Select, supervise, train, and evaluate subordinates.

Perform related duties as assigned.

17

QUALIFICATIONS

Knowledge of:

Methods, practices, materials, and equipment used in the construction, maintenance, repair, and operation of water production and wastewater facilities.

Location and general characteristics of the water and wastewater system.

Occupational hazards, standard safety precautions, and applicable codes necessary in the work.

Water and wastewater treatment techniques.

Use of telemetry and computer operations in water and wastewater pumping, storage, and treatment.

Principles and practices of civil engineering as applied to water and wastewater facilities operation.

Principles of organization, administration, budget, and personnel management.

Ability to:

Plan and direct the activities of a large number of supervisory, skilled craft, laboratory, and operational personnel.

Work procedures and project priorities in a manner most conducive to the efficient operation of water and wastewater facilities.

Understand and interpret engineering plans.

Prepare reports and maintain record systems.

Select, supervise, train, and evaluate subordinates.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in the construction, maintenance, repair, and operation of water production and water treatment facilities, including significant supervisory experience.

Education:

Specialized courses in civil and mechanical engineering.

Adopted: 1/1/67
Revised: 9/1/81
Title Change: 9/1/81 (from Plant Maintenance Superintendent)
Abolished:
Class Code: 14043
(109s)

ASSISTANT SUPERINTENDENT OF MAINTENANCE

(Exempt)

DEFINITION:

To plan, coordinate, supervise, and review the activities relating to maintenance and repair of water and wastewater facilities, grounds, and equipment, and to provide technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Operations and Maintenance Superintendent.

Responsibilities include direct and indirect supervision of lower level personnel.

EXAMPLES OF DUTIES:

Assist in the development and implementation of goals, objectives, policies, and priorities.

Organize, schedule, assign, supervise, and coordinate directly and through subordinate supervisors the construction, maintenance, and repair of water and wastewater facilities.

Confer with engineers, contractors, other utilities, and City staff regarding projects and project problems.

Review project plans and drawings with plant operations and maintenance supervisors, making change recommendations based on field observation and operational problems.

Inspect plant projects in progress and upon completion; provide technical advice and assistance on difficult work problems; evaluate work methods and procedures used in water and wastewater facilities, recommending improvements.

Prepare specifications for specialized equipment and contractual repair services.

Review and modify plans and specifications for electrical and mechanical equipment.

Maintain records of work accomplished and prepare reports.

Develop and implement safety programs.

Prepare and administer water and wastewater facilities maintenance budget.

Review and approve all orders for necessary maintenance supplies and equipment.

Select, supervise, train, and evaluate subordinates.

Perform related duties as assigned.

17

QUALIFICATIONS:

Knowledge of:

Water and wastewater treatment processes.

Standard and specialized practices, methods, tools, equipment, and materials used in the construction, maintenance, and repair of water and wastewater facilities.

Occupational hazards and standard safety precautions and applicable codes necessary in the work.

Principles and techniques of maintenance and construction including plumbing, electrical, carpentry, painting, and machine work applicable to heavy industry.

Principles and practices of supervision, training, and performance evaluation.

Ability to:

Develop and implement a comprehensive, preventive maintenance program for water and wastewater facilities and equipment.

Coordinate and monitor work performed on a contractual basis.

Diagnose service interpretations and take effective course of action to correct problems.

Identify required materials and supplies and perform purchasing procedures.

Read and understand plans and blueprints.

Communicate concisely and clearly, orally and in writing.

Supervise, train, and evaluate subordinates.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in a construction or maintenance operation that included electrical and mechanical responsibilities, including significant supervisory responsibility.

Education:

Specialized training in electrical, mechanical, construction, maintenance, and repair.

Adopted: 1/1/67

Revised: 9/1/81

Title Change: 9/1/81 (from Assistant Plant Maintenance Superintendent)

Abolished:

Class Code:
(110s)

ASSISTANT SUPERINTENDENT OF WATER PRODUCTION FACILITIES
(Exempt)

DEFINITION:

To plan, coordinate, supervise, and review the activities relating to the operation of water treatment plants, and to provide technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Operations and Maintenance Superintendent.

Responsibilities include the direct and indirect supervision of lower level personnel.

EXAMPLES OF DUTIES:

Assist in the development and implementation of goals, objectives, policies, and priorities.

Plan, assign, schedule, and supervise employees in the operation of water treatment facilities.

Supervise and train assigned personnel in the operation of water treatment equipment, storage and pumping facilities, water quality laboratory, and maintenance of related machinery.

Maintain surveillance of the operating efficiency of all treatment processes, storage and pumping facilities, water quality laboratory, and maintenance of related machinery.

Maintain records and prepare reports regarding the operation of water treatment plants and water quality.

Suggest and implement methods of improving plant efficiency.

Review the operation of water quality laboratory.

Review the collection of data used in maintaining quality control of plant production and the water distribution system.

Order supplies and materials, prepare cost estimates, assist in development of equipment specifications.

Perform research and experimental work; devise, maintain, and evaluate experimental equipment and procedures.

Assist in budget preparation and administration, and monitor the use of budgeted funds for chemicals and supplies.

Deal effectively with the public and other governmental organizations.

Supervise, train, and evaluate subordinates.

Perform related duties as assigned.

17

QUALIFICATIONS:

Knowledge of:

Operation and administration of water treatment plants.
Water treatment unit processes; chemical, physical, and bacteriological water characteristics; and standard methods of sampling and analysis of water.

Occupational hazards and standard safety precautions necessary in water treatment plants.

Principles and practices of supervision, training, and performance evaluation.

Ability to:

Plan, schedule, and assign the work of subordinates in water treatment plant operations, laboratory activities, and facility maintenance.

Prepare reports and maintain records.

Communicate clearly and concisely, orally and in writing.

Supervise, train, and evaluate subordinates.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in the operation and monitoring of water treatment activities, including significant supervisory experience.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in chemistry, sanitary engineering, or a related field.

License or Certificate:

Possession of an active Grade V Water Treatment Plant Operator Certificate issued by the State of California.

Adopted: 1/1/67

Revised: 12/11/70; 11/71; 9/1/81

Title Change: 9/1/81 (from Water Treatment Plant Superintendent)

Abolished:

Class Code:

(111s)

ASSISTANT SUPERINTENDENT OF WASTEWATER FACILITIES

(Exempt)

DEFINITION:

To plan, coordinate, supervise, and review the activities relating to the operation of wastewater facilities and pumping stations, and to provide technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Operations and Maintenance Superintendent.

Responsibilities include the direct and indirect supervision of lower level personnel.

EXAMPLES OF DUTIES:

Assist in the development and implementation of goals, objectives, policies, and priorities.

Plan, assign, schedule, and supervise employees in the operation of wastewater treatment facilities.

Supervise and train assigned personnel in the operation of wastewater treatment equipment, storage, and pumping facilities, and maintenance of related machinery.

Maintain surveillance of the operating efficiency of all treatment processes, storage facilities, and pump facilities.

Maintain records and prepare reports regarding the operation of wastewater treatment plants and wastewater quality.

Suggest and implement methods of improving plant efficiency.

In stormy weather, assess and gauge influent flow rates and determine when to direct storm water personnel to various storage and pumping locations.

Order supplies and materials, prepare cost estimates, assist in development of equipment specifications.

Coordinate operations in conjunction with the Sacramento Regional Wastewater Treatment Plant and other Regional facilities.

Assist in budget preparation and administration, and monitor the use of budgeted funds.

Deal effectively with the public and other governmental organizations.

Supervise, train, and evaluate subordinates.

Perform related duties as assigned.

ASSISTANT SUPERINTENDENT
OF WASTEWATER FACILITIES

-2-

17
April 1985

QUALIFICATIONS:

Knowledge of:

Operating principles, methods, equipment, supplies, and materials used in wastewater facilities.

Standards and practices of the operation, maintenance, and upkeep of large pumping stations and related facilities.

Principles of hydraulics as they apply to pumping plant operations.

Occupational hazards and standard safety precautions necessary in wastewater facilities.

Principles and practices of supervision, training, and performance evaluation.

Ability to:

Plan, schedule, and assign the work of subordinates.

Supervise, train, and evaluate subordinates.

Identify pumping system problems or potential problems and take corrective action in an effective manner.

Prepare clear and concise reports.

Recommend improvements and innovations in wastewater operation and maintenance activities.

Establish and maintain effective working relationships with others.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in the operation and maintenance of wastewater treatment and pumping facilities, including significant supervisory experience.

Education:

Completion of college courses in hydraulics, engineering, chemistry, mechanics, and/or physics.

Adopted: 1/1/67

Revised: 11/71; 3/21/84

Title Change: 9/1/81 (from Waste Water Treatment Plant Superintendent)

Abolished:

Class Code: 14065
(63s)

17

RESOLUTION NO. 85-303

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

APRIL 23, 1985

AMENDING RESOLUTION 85-119 RELATING TO SALARY SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY, AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

Resolution 85-119 is amended as follows, effective April 27, 1985.

Exhibit A - Salary schedule #14, Exempt, General Management Unit is amended as follows:

Modification of the salaries of the following classifications as indicated:

1. Operations and Maintenance Superintendent
Decrease from \$4441 to \$4253 monthly.
2. Assistant Superintendent of Maintenance
Decrease from \$4152 to \$3832 monthly.
3. Assistant Superintendent of Water Production Facilities
Increase from \$3562 to \$3832 monthly.
4. Assistant Superintendent of Wastewater Facilities
Increase from \$3562 to \$3832 monthly.

MAYOR

APPROVED
BY THE CITY COUNCIL

APR 25 1985

OFFICE OF THE
CITY CLERK

ATTEST:

CITY CLERK