



CITY OF SACRAMENTO

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DEPARTMENT OF PERSONNEL

PERSONNEL MANAGEMENT SERVICES DIVISION
801 NINTH STREET, ROOM 210
SACRAMENTO, CALIF. 95814
TELEPHONE (916) 449-5728

DONNA L. GILES
DIRECTOR OF PERSONNEL

May 15, 1985

CITY MANAGER'S OFFICE
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City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: PROPOSED EXEMPT CLASSIFICATION - CHIEF OF SOLID WASTE DISPOSAL

SUMMARY:

This report recommends the creation of an exempt classification entitled Chief of Solid Waste Disposal with a salary range of \$2,795.52 - \$3,398.03 monthly.

BACKGROUND AND ANALYSIS

There is a requirement for a new, one-position, exempt classification in the Solid Waste Division of Public Works. The major responsibilities of this classification would be supervision of the Landfill and Vegetal Waste operations, liaison with the regulatory agencies, development of goals, and budget preparation and administration. The incumbent of this position would act as Division Manager as necessary, and would serve as professional and technical staff to the Division Manager.

A prime responsibility of this position will be the identification and elimination of any public health hazards created by the City's landfill operation. The current high level of public concern, and the attention of various regulatory agencies makes it important that this position be exempt to provide management with the flexibility needed to cope with these problems. A civil engineering background is being required to assume the technical competence needed to manage this critical operation.

The Associate Engineer salary level is considered to be appropriate for this position because of the professional and technical nature of the job.

APPROVED
BY THE CITY COUNCIL

MAY 21 1985

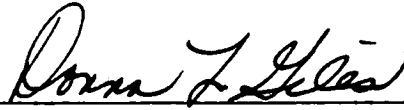
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RECOMMENDATION

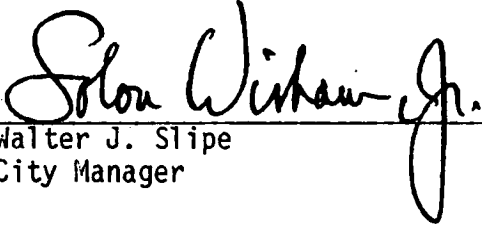
It is recommended that the City Council amend Resolution 85-119 to add this exempt classification and salary range.

Respectfully Submitted,



Donna L. Giles
Director of Personnel

Recommendation Approved:



For: Walter J. Slipe
City Manager

May 21, 1985
All Districts

DLG/WJM/glg (563p)
Attachments

26A

RESOLUTION NO. 85-387

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

May 21, 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 May 25, 1985:

Section 1.

Exhibit A, Salary Schedules, Schedule 14, Unrepresented General Management Unit, salaries, is amended by:

- a. The addition of the classification of Chief of Solid Waste Disposal, with a salary of \$2,795.52 - \$3,398.03.

Section 2.

Exhibit B, Employer-Employee Relations Policy, is amended by the:

- a. Addition of the classification of Chief of Solid Waste Disposal, to the Unrepresented General Management Unit.

Section 3.

Exhibit C, Designation of Exempt Job Classifications, is amended as follows:

The classification of Chief of Solid Waste Disposal is added.

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

MAY 21 1985

OFFICE OF THE
CITY CLERK

26A

CHIEF OF SOLID WASTE DISPOSAL
(Exempt)

DEFINITION:

To plan, coordinate, supervise, and review the activities involved in the City's solid waste disposal program; and to provide professional and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED:

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

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

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

Plan, assign, schedule, and supervise employees in the operation of the landfill facilities in a manner which complies with all California Solid Waste Management waste disposal standards.

Supervise and train assigned personnel in subjects pertinent to disposal site operation and maintenance, with emphasis on safety, health, environmental controls, and emergency procedures.

Maintain records and prepare reports regarding the operation of the City's landfill.

Propose and implement improved methods of landfill operation.

Prepare plans for, and implement waste disposal and earth movement schedules.

Order supplies and materials; prepare cost estimates, develop the functional requirements for waste disposal equipment.

Coordinate solid waste disposal activities with other City departments and divisions, and with outside agencies.

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

Serve as liaison between the City and regulatory agencies.

Make presentations to the public and other governmental organizations.

Select, supervise, train, and evaluate subordinates.

Develop and implement safety and training programs.

Serve as acting Solid Waste Division Manager as assigned.

Perform related duties as assigned.

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QUALIFICATIONS:

Knowledge of:

- Operating principles, methods, equipment, supplies, and materials used in solid waste disposal facilities.
- Standards and practices of the operation, maintenance, and upkeep of large landfills.
- Occupational hazards and the standard safety precautions required in landfill operations.
- Principles and practices of supervision, training, and performance evaluation.
- California Administrative Codes relating to solid waste processing and disposal, and the discharge of waste to land.

Ability to:

- Plan, schedule, and assign the work of subordinates.
- Supervise, train, and evaluate subordinates.
- Identify current and potential operational problems and take effective corrective action.
- Make effective oral presentations.
- Prepare clear and concise reports.
- Recommend improvements in landfill operations and 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 solid waste management in accordance with California State Solid Waste Management waste disposal standards, including significant supervisory experience.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering, sanitary engineering, or a closely related field.

Adopted: Abolished:

Revised: Class Code:

Title Change:

(112s)

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