



Agenda Item 6D  
 Approvals: [Signature]  
 City Manager [Signature]  
 Dept. Head \_\_\_\_\_  
 Attorney \_\_\_\_\_  
 Finance \_\_\_\_\_

**AGENDA REPORT**  
**SAN CLEMENTE CITY COUNCIL MEETING**  
 Meeting Date: January 8, 2012

**Department:** Finance and Administrative Services  
**Prepared By:** Sam Penrod, Human Resources Director [Signature]

**Subject:** *APPROVE A RE-ORGANIZATION INVOLVING CERTAIN POSITIONS WITHIN THE UTILITIES DIVISION AND REESTABLISH THE CLASSIFICATION OF PARK PLANNER.*

**Summary:** The Utilities Division has been implementing a new Supervisory Control and Data Acquisition (SCADA) system for the City's water and sewer sites. The SCADA system allows the Utilities Division to monitor and operate remote equipment such as pump stations, reservoirs, turnouts, sewer lift stations, wells and processes at the Water Reclamation Plant. It is a core component necessary for the effective and efficient operation of a utility. There are a number of water and sewer remote system upgrades that will be completed within the next few months, and the SCADA system is an integral part of the upgrades.

The City recently completed a Utilities Staffing Analysis in May 2012, and one of the recommendations in the analysis included evaluating the need for a full-time SCADA Technician position with the completion of the SCADA system upgrades. Currently a Lead Water Operator has been working on the SCADA system, and it has developed into his full time responsibility over the past several months. As the system has grown and the City has moved from the development stage to operations mode, it has become apparent there is a need for a dedicated full-time position to perform duties such as: routine maintenance, installing upgrades, making necessary calibrations to the system, performing a variety of equipment and systems tests, preparing reports, and integrating, monitoring, and repairing the communication system. The duties for this position will be split between water and sewer, and funding is recommended 50% from the Water Fund and 50% from the Sewer Fund.

Included in the Utilities Staffing Analysis was a recommendation to evaluate the need to fill a vacant Distribution/Collections Operator I position within the Water Reclamation Plant. This position is fully funded, but has remained vacant while the review has been undertaken. Recently the contract to replace the solid waste equipment was approved by the City Council and the new equipment will be installed and in operation by summer 2013. Upon further review of this position and due to the increased automation associated with the new equipment, the Operator I position is no longer needed.

The recommendation is to eliminate the Distribution/Collections Operator I position and create a SCADA Technician position. Both the Sewer Fund and Water Fund will be impacted by this change. The resultant percentage decrease to the Sewer Operating Fund is 0.5% and

the increase to the Water Fund is 0.3%. The following table details the cost impact to each fund:

<b>Sewer Fund Actions</b>		<b>Amount</b>
Eliminate Distribution/Collections Operator I position		(\$102,000)
50% of SCADA Technician funded from Sewer Fund		\$56,000
<i>Sewer Fund Savings</i>		<i>(\$46,000)</i>
<b>Water Fund Actions</b>		<b>Amount</b>
50% of SCADA Technician funded from Water Fund		\$56,000
<i>Water Fund Increase</i>		<i>\$56,000</i>

*Beaches, Parks and Recreation Department*

While not related to the Utilities reorganization, it is recommended that the Park Planner classification be reestablished, which will allow the Beaches, Parks and Recreation Director to under-fill the vacant Landscape Architect position at the lower level classification and will result in an annualized savings of at least \$15,000. If circumstances change in the future, the position can be reviewed and then upgraded to the Landscape Architect level.

**Recommended**

**Action:**

STAFF RECOMMENDS THAT the City Council:

1. Approve the elimination of a Distribution/Collections Operator I position; approve the creation of a SCADA Technician classification at Grade 58 (\$5,976-\$7,264/month) and the attached job description, and authorize one position; reestablish the Park Planner classification at Grade 57 (\$5,830 - \$7,087/month); and
2. Adopt Resolution No. \_\_\_\_\_ entitled A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, ADOPTING A REVISED SALARY SCHEDULE AND NEW CLASSIFICATION AND AMENDING RESOLUTION NO. 12-55 AND ANY OTHER RESOLUTIONS IN CONFLICT THEREWITH.

**Fiscal Impact:**

There is no additional cost this fiscal year, as the vacant Operator I funds will be used to cover the cost of the new SCADA Technician position. The proposed reorganization would result in a net annualized cost of around \$36,000, taking into account the estimated \$60,000 in additional funding from the Water Fund and a savings of \$24,000 from the Sewer Fund.

**Attachments:**

1. Resolution No. \_\_\_\_\_ A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, ADOPTING A REVISED SALARY SCHEDULE AND NEW CLASSIFICATION AND AMENDING RESOLUTION NO. 12-55 AND ANY OTHER RESOLUTIONS IN CONFLICT THEREWITH
2. SCADA Technician and Park Planner job descriptions

**Notification:**

None.

*GD-2*

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, ADOPTING A REVISED SALARY SCHEDULE AND NEW CLASSIFICATION AND AMENDING RESOLUTION NO. 12-55 AND ANY OTHER RESOLUTIONS IN CONFLICT THEREWITH

WHEREAS, Section 37206 of the Government Code requires the City Council to prescribe the time and method of paying salaries and wages of officers and employees of the City; and

WHEREAS, the City Council is authorized and directed under the provisions of its adopted Personnel Rules and Regulations to prepare the compensation schedules covering all classes of positions in the competitive service; and

WHEREAS, the City's classification/compensation resolution needs to be amended to delete a Distribution/Collection Systems Operator I position (1.0 FTE) and create the classification of SCADA Technician at Range 58 (\$5,976 - \$7,264/month), approve the job description, and authorize one position (1.0 FTE).

NOW, THEREFORE, The City Council of the City of San Clemente does hereby resolve as follows:

Section 1. Resolution No. 12-55 is hereby amended to delete a Distribution/Collection Systems Operator I position (1.0 FTE); create the classification of SCADA Technician at Range 58 (\$5,976 - \$7,264/month), approve the job description, and authorize one position (1.0 FTE); reestablish the classification of Park Planner at Range 57 (\$5,830 - \$7,087/month) and approve the job description; and

Section 2. The amended and restated All Employees salary schedule, dated January 8, 2013 is hereby approved.

Section 3. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor of the City of  
San Clemente, California

LED 3

ATTEST:

\_\_\_\_\_  
CITY CLERK of the City of  
San Clemente, California

STATE OF CALIFORNIA    )  
COUNTY OF ORANGE    ) §  
CITY OF SAN CLEMENTE   )

I, JOANNE BAADE, City Clerk of the City of San Clemente, California, do hereby certify that Resolution No. \_\_\_\_\_ was adopted at a regular meeting of the City Council of the City of San Clemente held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
CITY CLERK of the City of  
San Clemente, California

Approved as to form:

\_\_\_\_\_  
City Attorney

6D-4

City of San Clemente  
 Range Placement Table - All Employees  
 2.5% Between Ranges, 5.0% Between Steps  
 Adopted 01/08/13

Range Number	Title	Pay Period	Entry Step A	Step B	Step C	Step D	Maximum Step E
1	Lifeguard Trainee	Hourly	\$8.58	\$9.01	\$9.46	\$9.93	\$10.43
		Monthly	\$1,487	\$1,562	\$1,640	\$1,722	\$1,808
2		Hourly	\$8.79	\$9.23	\$9.70	\$10.18	\$10.69
		Monthly	\$1,524	\$1,601	\$1,681	\$1,765	\$1,853
3	Recreation Leader I	Hourly	\$9.01	\$9.46	\$9.93	\$10.43	\$10.95
		Monthly	\$1,562	\$1,640	\$1,722	\$1,808	\$1,898
4		Hourly	\$9.23	\$9.70	\$10.18	\$10.69	\$11.22
		Monthly	\$1,601	\$1,681	\$1,765	\$1,853	\$1,946
5		Hourly	\$9.46	\$9.93	\$10.43	\$10.95	\$11.50
		Monthly	\$1,640	\$1,722	\$1,808	\$1,898	\$1,993
6		Hourly	\$9.70	\$10.18	\$10.69	\$11.22	\$11.79
		Monthly	\$1,681	\$1,765	\$1,853	\$1,946	\$2,043
7		Hourly	\$9.93	\$10.43	\$10.95	\$11.50	\$12.07
		Monthly	\$1,722	\$1,808	\$1,898	\$1,993	\$2,093
8		Hourly	\$10.18	\$10.69	\$11.22	\$11.79	\$12.38
		Monthly	\$1,765	\$1,853	\$1,946	\$2,043	\$2,145
9		Hourly	\$10.43	\$10.95	\$11.50	\$12.07	\$12.68
		Monthly	\$1,808	\$1,898	\$1,993	\$2,093	\$2,197
10		Hourly	\$10.69	\$11.22	\$11.79	\$12.38	\$12.99
		Monthly	\$1,853	\$1,946	\$2,043	\$2,145	\$2,252
11	Pool Lifeguard	Hourly	\$10.95	\$11.50	\$12.07	\$12.68	\$13.31
		Monthly	\$1,898	\$1,993	\$2,093	\$2,197	\$2,307
12	Intern	Hourly	\$11.22	\$11.79	\$12.38	\$12.99	\$13.64
		Monthly	\$1,946	\$2,043	\$2,145	\$2,252	\$2,365
13	Pool Lifeguard/Instructor Recreation Leader II	Hourly	\$11.50	\$12.07	\$12.68	\$13.31	\$13.98
		Monthly	\$1,993	\$2,093	\$2,197	\$2,307	\$2,423
14		Hourly	\$11.79	\$12.38	\$12.99	\$13.64	\$14.33
		Monthly	\$2,043	\$2,145	\$2,252	\$2,365	\$2,483
15		Hourly	\$12.07	\$12.68	\$13.31	\$13.98	\$14.68
		Monthly	\$2,093	\$2,197	\$2,307	\$2,423	\$2,544
16	Animal Services Specialist	Hourly	\$12.38	\$12.99	\$13.64	\$14.33	\$15.04
		Monthly	\$2,145	\$2,252	\$2,365	\$2,483	\$2,607
17		Hourly	\$12.68	\$13.31	\$13.98	\$14.68	\$15.41
		Monthly	\$2,197	\$2,307	\$2,423	\$2,544	\$2,671
18	Building Monitor Park Monitor	Hourly	\$12.99	\$13.64	\$14.33	\$15.04	\$15.79
		Monthly	\$2,252	\$2,365	\$2,483	\$2,607	\$2,738
19	Head Lifeguard	Hourly	\$13.31	\$13.98	\$14.68	\$15.41	\$16.18
		Monthly	\$2,307	\$2,423	\$2,544	\$2,671	\$2,804
20	Lead Park Monitor	Hourly	\$13.64	\$14.33	\$15.04	\$15.79	\$16.58
		Monthly	\$2,365	\$2,483	\$2,607	\$2,738	\$2,875

6D-5

City of San Clemente  
 Range Placement Table - All Employees  
 2.5% Between Ranges, 5.0% Between Steps  
 Adopted 01/08/13

Range Number	Title	Pay Period	Entry				Maximum Step E
			Step A	Step B	Step C	Step D	
21		Hourly	\$13.98	\$14.68	\$15.41	\$16.18	\$16.99
		Monthly	\$2,423	\$2,544	\$2,671	\$2,804	\$2,945
22		Hourly	\$14.33	\$15.04	\$15.79	\$16.58	\$17.41
		Monthly	\$2,483	\$2,607	\$2,738	\$2,875	\$3,018
23		Hourly	\$14.68	\$15.41	\$16.18	\$16.99	\$17.84
		Monthly	\$2,544	\$2,671	\$2,804	\$2,945	\$3,092
24		Hourly	\$15.04	\$15.79	\$16.58	\$17.41	\$18.28
		Monthly	\$2,607	\$2,738	\$2,875	\$3,018	\$3,169
25		Hourly	\$15.41	\$16.18	\$16.99	\$17.84	\$18.73
		Monthly	\$2,671	\$2,804	\$2,945	\$3,092	\$3,247
26		Hourly	\$15.79	\$16.58	\$17.41	\$18.28	\$19.20
		Monthly	\$2,738	\$2,875	\$3,018	\$3,169	\$3,328
27	Ocean Lifeguard	Hourly	\$16.18	\$16.99	\$17.84	\$18.73	\$19.67
		Monthly	\$2,804	\$2,945	\$3,092	\$3,247	\$3,409
28	Kennel Attendant Recreation Specialist	Hourly	\$16.58	\$17.41	\$18.28	\$19.20	\$20.16
		Monthly	\$2,875	\$3,018	\$3,169	\$3,328	\$3,494
29	Office Specialist I Reserve Animal Services Officer	Hourly	\$16.99	\$17.84	\$18.73	\$19.67	\$20.65
		Monthly	\$2,945	\$3,092	\$3,247	\$3,409	\$3,579
30		Hourly	\$17.41	\$18.28	\$19.20	\$20.16	\$21.17
		Monthly	\$3,018	\$3,169	\$3,328	\$3,494	\$3,669
31		Hourly	\$17.84	\$18.73	\$19.67	\$20.65	\$21.68
		Monthly	\$3,092	\$3,247	\$3,409	\$3,579	\$3,758
32		Hourly	\$18.28	\$19.20	\$20.16	\$21.17	\$22.22
		Monthly	\$3,169	\$3,328	\$3,494	\$3,669	\$3,852
33	Accounting Specialist I Maintenance Worker I	Hourly	\$18.73	\$19.67	\$20.65	\$21.68	\$22.77
		Monthly	\$3,247	\$3,409	\$3,579	\$3,758	\$3,946
34		Hourly	\$19.20	\$20.16	\$21.17	\$22.22	\$23.34
		Monthly	\$3,328	\$3,494	\$3,669	\$3,852	\$4,045
35	Customer Service Specialist II Golf Course Maintenance Worker Office Specialist II Pool Facilities Specialist Recreation Facility Specialist	Hourly	\$19.67	\$20.65	\$21.68	\$22.77	\$23.90
		Monthly	\$3,409	\$3,579	\$3,758	\$3,946	\$4,143
36		Hourly	\$20.16	\$21.17	\$22.22	\$23.34	\$24.50
		Monthly	\$3,494	\$3,669	\$3,852	\$4,045	\$4,247
37	Accounting Specialist II Business License Specialist Human Resources Assistant (C) Jr. Lifeguard Coordinator Maintenance Worker II Sr. Customer Service Specialist Utility Billing Specialist II Utilities Dist/Coll Systems Op/Mech-in-Training	Hourly	\$20.65	\$21.68	\$22.77	\$23.90	\$25.10
		Monthly	\$3,579	\$3,758	\$3,946	\$4,143	\$4,351
38	Cable Television Technician	Hourly	\$21.17	\$22.22	\$23.34	\$24.50	\$25.73
		Monthly	\$3,669	\$3,852	\$4,045	\$4,247	\$4,459
39	Sr. Utility Billing Specialist	Hourly	\$21.68	\$22.77	\$23.90	\$25.10	\$26.35
		Monthly	\$3,758	\$3,946	\$4,143	\$4,351	\$4,568

42D-60

City of San Clemente  
 Range Placement Table - All Employees  
 2.5% Between Ranges, 5.0% Between Steps  
 Adopted 01/08/13

Range Number	Title	Pay Period	Entry Step A	Step B	Step C	Step D	Maximum Step E		
40		Hourly	\$22.22	\$23.34	\$24.50	\$25.73	\$27.01		
		Monthly	\$3,852	\$4,045	\$4,247	\$4,459	\$4,682		
41	Ocean Lifeguard Supervisor Utility Customer Services Rep.	Hourly	\$22.77	\$23.90	\$25.10	\$26.35	\$27.67		
		Monthly	\$3,946	\$4,143	\$4,351	\$4,568	\$4,797		
42	Administrative Assistant (G & C) Business Relations Officer Central Services Assistant Dist/Coll Systems Operator I Parking Meter Technician Permit Technician Plant Operator I Sr. Accounting Specialist (G & C) Utility Billing Coordinator	Hourly	\$23.34	\$24.50	\$25.73	\$27.01	\$28.36		
		Monthly	\$4,045	\$4,247	\$4,459	\$4,682	\$4,916		
		43	Electrician I Golf Course Mechanic Information Systems Technician Laboratory Technician I Maintenance Leadworker Recreation Coordinator Recreation Facilities Coordinator Utilities Mechanic I	Hourly	\$23.90	\$25.10	\$26.35	\$27.67	\$29.06
				Monthly	\$4,143	\$4,351	\$4,568	\$4,797	\$5,036
		44	Environmental Services Coordinator	Hourly	\$24.50	\$25.73	\$27.01	\$28.36	\$29.78
				Monthly	\$4,247	\$4,459	\$4,682	\$4,916	\$5,162
		45	Facilities Maintenance Specialist I	Hourly	\$25.10	\$26.35	\$27.67	\$29.06	\$30.51
				Monthly	\$4,351	\$4,568	\$4,797	\$5,036	\$5,288
		46	Dist/Coll Systems Operator II Electrical Instrumentation Technician I Maintenance Contract Inspector Plant Operator II Records Management Coordinator Sr. Communications Technician	Hourly	\$25.73	\$27.01	\$28.36	\$29.78	\$31.27
Monthly	\$4,459			\$4,682	\$4,916	\$5,162	\$5,420		
47	Animal Services Officer Contract Maintenance Coordinator Facilities Maintenance Specialist II Laboratory Technician II Sr. Administrative Assistant (C) Sr. Permit Technician Technical Applications Specialist Utilities Mechanic II			Hourly	\$26.35	\$27.67	\$29.06	\$30.51	\$32.03
				Monthly	\$4,568	\$4,797	\$5,036	\$5,288	\$5,553
				48	Code Compliance Officer Engineering Technician Marine Safety Officer	Hourly	\$27.01	\$28.36	\$29.78
		Monthly	\$4,682			\$4,916	\$5,162	\$5,420	\$5,691
49	Electrical Instrumentation Technician II Electrician II Lead Operator Pre-Treatment Compliance Inspector Sr. Facilities Maintenance Specialist WQ Code Compliance Officer	Hourly	\$27.67			\$29.06	\$30.51	\$32.03	\$33.64
		Monthly	\$4,797	\$5,036	\$5,288	\$5,553	\$5,830		
		50	Animal Services Supervisor Assistant Planner Deputy City Clerk Housing Specialist Human Resources Analyst I (C)	Hourly	\$28.36	\$29.78	\$31.27	\$32.84	\$34.48
				Monthly	\$4,916	\$5,162	\$5,420	\$5,691	\$5,976

6D-7

City of San Clemente  
 Range Placement Table - All Employees  
 2.5% Between Ranges, 5.0% Between Steps  
 Adopted 01/08/13

Range Number	Title	Pay Period	Entry					Maximum
			Step A	Step B	Step C	Step D	Step E	
51	Building Inspector II Construction Inspector Executive Assistant (C)	Hourly	\$29.06	\$30.51	\$32.03	\$33.64	\$35.32	
		Monthly	\$5,036	\$5,288	\$5,553	\$5,830	\$6,122	
52	Management Analyst I Recreation Supervisor Sr. Engineering Technician	Hourly	\$29.78	\$31.27	\$32.84	\$34.48	\$36.20	
		Monthly	\$5,162	\$5,420	\$5,691	\$5,976	\$6,275	
53	Golf Course Maintenance Supervisor*	Hourly	\$30.51	\$32.03	\$33.64	\$35.32	\$37.08	
		Monthly	\$5,288	\$5,553	\$5,830	\$6,122	\$6,428	
54	Beaches & Parks Inspector Coordinantor Community Development Specialist Facilities Maintenance Coordinator Plans Examiner	Hourly	\$31.27	\$32.84	\$34.48	\$36.20	\$38.01	
		Monthly	\$5,420	\$5,691	\$5,976	\$6,275	\$6,589	
55	Associate Planner Assistant to City Manager (M) Chief Operator Emergency Planning Officer (M) Human Resources Analyst II (C) Management Analyst II Sr. Code Compliance Officer Utilities Chief Mechanic Water Quality Analyst	Hourly	\$32.03	\$33.64	\$35.32	\$37.08	\$38.94	
		Monthly	\$5,553	\$5,830	\$6,122	\$6,428	\$6,749	
56	Code Compliance Supervisor	Hourly	\$32.84	\$34.48	\$36.20	\$38.01	\$39.91	
		Monthly	\$5,691	\$5,976	\$6,275	\$6,589	\$6,918	
57	GIS Coordinator Information Systems Specialist Park Planner Sr. Building Inspector Sr. Construction Inspector	Hourly	\$33.64	\$35.32	\$37.08	\$38.94	\$40.88	
		Monthly	\$5,830	\$6,122	\$6,428	\$6,749	\$7,087	
58	Laboratory Supervisor Lead Electrical Instrumentation Technician Marine Safety Lieutenant Master Electrician SCADA Technician Sr. Management Analyst	Hourly	\$34.48	\$36.20	\$38.01	\$39.91	\$41.91	
		Monthly	\$5,976	\$6,275	\$6,589	\$6,918	\$7,264	
59	Sr. Housing Coordinator	Hourly	\$35.32	\$37.08	\$38.94	\$40.88	\$42.93	
		Monthly	\$6,122	\$6,428	\$6,749	\$7,087	\$7,441	
60	Assistant Engineer Sr. Accountant Water Resources/Conserv Mgmt Analyst (M)*	Hourly	\$36.20	\$38.01	\$39.91	\$41.91	\$44.00	
		Monthly	\$6,275	\$6,589	\$6,918	\$7,264	\$7,627	
61		Hourly	\$37.08	\$38.94	\$40.88	\$42.93	\$45.08	
		Monthly	\$6,428	\$6,749	\$7,087	\$7,441	\$7,813	
62	Code Compliance Manager (M)* Landscape Architect (M) Maintenance Operations Supervisor (M) Utilities Operations Supervisor (M)	Hourly	\$38.01	\$39.91	\$41.91	\$44.00	\$46.20	
		Monthly	\$6,589	\$6,918	\$7,264	\$7,627	\$8,008	
63		Hourly	\$38.94	\$40.88	\$42.93	\$45.08	\$47.33	
		Monthly	\$6,749	\$7,087	\$7,441	\$7,813	\$8,204	
64	Associate Civil Engineer (M) Central Services Officer (M) Information Systems Analyst (C)	Hourly	\$39.91	\$41.91	\$44.00	\$46.20	\$48.51	
		Monthly	\$6,918	\$7,264	\$7,627	\$8,008	\$8,409	

6.D-8



City of San Clemente  
 Range Placement Table - All Employees  
 2.5% Between Ranges, 5.0% Between Steps  
 Adopted 01/08/13

Range Number	Title	Pay Period	Entry				Maximum
			Step A	Step B	Step C	Step D	Step E
65		Hourly	\$40.36	\$42.38	\$44.50	\$46.72	\$49.70
		Monthly	\$6,996	\$7,346	\$7,713	\$8,098	\$8,614
66	Beaches & Parks Maintenance Manager (M) General Manager - CASA (E) Golf Course Manager (M)	Hourly	\$41.91	\$44.00	\$46.20	\$48.51	\$50.94
		Monthly	\$7,264	\$7,627	\$8,008	\$8,409	\$8,829
67		Hourly	\$42.93	\$45.08	\$47.33	\$49.70	\$52.18
		Monthly	\$7,441	\$7,813	\$8,204	\$8,614	\$9,045
68	City Clerk / Executive Analyst (E) Maintenance Services Manager (M) Marine Safety Chief (M) Principal Planner (M) Recreation Manager (M) Sr. Civil Engineer (M)	Hourly	\$44.00	\$46.20	\$48.51	\$50.94	\$53.49
		Monthly	\$7,627	\$8,008	\$8,409	\$8,829	\$9,271
69		Hourly	\$45.08	\$47.33	\$49.70	\$52.18	\$54.79
		Monthly	\$7,813	\$8,204	\$8,614	\$9,045	\$9,497
70	Financial Services Officer (M) Business Services Officer (M)	Hourly	\$46.20	\$48.51	\$50.94	\$53.49	\$56.16
		Monthly	\$8,008	\$8,409	\$8,829	\$9,271	\$9,734
71		Hourly	\$47.33	\$49.70	\$52.18	\$54.79	\$57.53
		Monthly	\$8,204	\$8,614	\$9,045	\$9,497	\$9,972
72	Principal Civil Engineer (M) Sr. Plan Check Engineer (M) Utilities Manager (M)	Hourly	\$48.51	\$50.94	\$53.49	\$56.16	\$58.97
		Monthly	\$8,409	\$8,829	\$9,271	\$9,734	\$10,221
73		Hourly	\$49.70	\$52.18	\$54.79	\$57.53	\$60.41
		Monthly	\$8,614	\$9,045	\$9,497	\$9,972	\$10,470
74	Transportation Engineering Manager (M) Human Resources Manager (M) Information Systems Manager (M)	Hourly	\$50.94	\$53.49	\$56.16	\$58.97	\$61.92
		Monthly	\$8,829	\$9,271	\$9,734	\$10,221	\$10,732
75	Assistant City Engineer (M) Building Official (M) City Planner (M) Finance Manager (M)	Hourly	\$52.18	\$54.79	\$57.53	\$60.41	\$63.43
		Monthly	\$9,045	\$9,497	\$9,972	\$10,470	\$10,994
76		Hourly	\$53.49	\$56.16	\$58.97	\$61.92	\$65.01
		Monthly	\$9,271	\$9,734	\$10,221	\$10,732	\$11,269
77		Hourly	\$54.79	\$57.53	\$60.41	\$63.43	\$66.60
		Monthly	\$9,497	\$9,972	\$10,470	\$10,994	\$11,544
78		Hourly	\$56.16	\$58.97	\$61.92	\$65.01	\$68.26
		Monthly	\$9,734	\$10,221	\$10,732	\$11,269	\$11,832
79		Hourly	\$57.53	\$60.41	\$63.43	\$66.60	\$69.93
		Monthly	\$9,972	\$10,470	\$10,994	\$11,544	\$12,121
80	Beaches, Parks & Recreation Director (E)	Hourly	\$58.97	\$61.92	\$65.01	\$68.26	\$71.68
		Monthly	\$10,221	\$10,732	\$11,269	\$11,832	\$12,424
81		Hourly	\$60.41	\$63.43	\$66.60	\$69.93	\$73.42
		Monthly	\$10,470	\$10,994	\$11,544	\$12,121	\$12,727
82	Community Development Director (E)	Hourly	\$61.92	\$65.01	\$68.26	\$71.68	\$75.26
		Monthly	\$10,732	\$11,269	\$11,832	\$12,424	\$13,045
83	Public Works Director/City Engineer (E)	Hourly	\$63.43	\$66.60	\$69.93	\$73.42	\$77.09
		Monthly	\$10,994	\$11,544	\$12,121	\$12,727	\$13,363

6D-9

City of San Clemente  
 Range Placement Table - All Employees  
 2.5% Between Ranges, 5.0% Between Steps  
 Adopted 01/08/13

Range Number	Title	Pay Period	Entry				Maximum
			Step A	Step B	Step C	Step D	Step E
84		Hourly	\$65.01	\$68.26	\$71.68	\$75.26	\$79.02
		Monthly	\$11,269	\$11,832	\$12,424	\$13,045	\$13,697
85		Hourly	\$66.60	\$69.93	\$73.42	\$77.09	\$80.95
		Monthly	\$11,544	\$12,121	\$12,727	\$13,363	\$14,031
86		Hourly	\$68.26	\$71.68	\$75.26	\$79.02	\$82.97
		Monthly	\$11,832	\$12,424	\$13,045	\$13,697	\$14,382
87		Hourly	\$69.93	\$73.42	\$77.09	\$80.95	\$85.00
		Monthly	\$12,121	\$12,727	\$13,363	\$14,031	\$14,733
88	Assistant City Manager / FAS Director (E)	Hourly	\$71.68	\$75.26	\$79.02	\$82.97	\$87.12
		Monthly	\$12,424	\$13,045	\$13,697	\$14,382	\$15,101
89		Hourly	\$73.42	\$77.09	\$80.95	\$85.00	\$89.25
		Monthly	\$12,727	\$13,363	\$14,031	\$14,733	\$15,469
90		Hourly	\$75.26	\$79.02	\$82.97	\$87.12	\$91.48
		Monthly	\$13,045	\$13,697	\$14,382	\$15,101	\$15,856
91		Hourly	\$77.09	\$80.95	\$85.00	\$89.25	\$93.71
		Monthly	\$13,363	\$14,031	\$14,733	\$15,469	\$16,243
92		Hourly	\$79.02	\$82.97	\$87.12	\$91.48	\$96.05
		Monthly	\$13,697	\$14,382	\$15,101	\$15,856	\$16,649
93		Hourly	\$80.95	\$85.00	\$89.25	\$93.71	\$98.39
		Monthly	\$14,031	\$14,733	\$15,469	\$16,243	\$17,055
94		Hourly	\$82.97	\$87.12	\$91.48	\$96.05	\$100.85
		Monthly	\$14,382	\$15,101	\$15,856	\$16,649	\$17,481
95		Hourly	\$85.00	\$89.25	\$93.71	\$98.39	\$103.31
		Monthly	\$14,733	\$15,469	\$16,243	\$17,055	\$17,908
96	City Manager (E)	Hourly	\$87.12	\$91.48	\$96.05	\$100.85	\$105.90
		Monthly	\$15,101	\$15,856	\$16,649	\$17,481	\$18,356
97		Hourly	\$89.25	\$93.71	\$98.39	\$103.31	\$108.48
		Monthly	\$15,469	\$16,243	\$17,055	\$17,908	\$18,803
98		Hourly	\$91.48	\$96.05	\$100.85	\$105.90	\$111.19
		Monthly	\$15,856	\$16,649	\$17,481	\$18,356	\$19,273
99		Hourly	\$93.71	\$98.39	\$103.31	\$108.48	\$113.90
		Monthly	\$16,243	\$17,055	\$17,908	\$18,803	\$19,743
100		Hourly	\$96.05	\$100.85	\$105.90	\$111.19	\$116.75
		Monthly	\$16,649	\$17,481	\$18,356	\$19,273	\$20,237

\*No position(s) currently authorized

GD-10

CITY OF SAN CLEMENTE

January 2013

SCADA Technician

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision to oversee the operation and maintenance of a Supervisor Control and Data Acquisition (SCADA) system; and perform related duties as assigned. Duties include the maintenance, installation, calibration, testing, and repair of the City's instrumentation, telemetry (SCADA System), regulators, pumps, motors, motor control systems, cathodic protection equipment, chlorination equipment, and any other related operational equipment.

**DISTINGUISHING CHARACTERISTICS**

This is a single position classification that has overall day-to-day responsibilities of a SCADA system. The position is expected to operate with minimal supervision and have a high degree of technical knowledge with SCADA, having the ability to monitor and maintain the system without direct assistance. The position requires the ability to perform advanced installation, repair, and maintenance of hydraulic, electrical, mechanical, instrumentation, and SCADA systems. In addition, the position is designated as qualified and authorized personnel per the City's electrical safety program.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from a supervisor or manager.

Does not exercise functional or technical supervision over lower level staff.

**ESSENTIAL FUNCTION STATEMENTS**--*Essential responsibilities and duties include, but are not limited to, the following:*

1. Plans, schedules, performs and oversees weekly, monthly and quarterly preventive maintenance work in conjunction with the system controls supervisor for equipment, such as hydraulic controls, regulators, pump control valves, pumps, motors, SCADA, programmable logic controller (PLC) based motor control systems, chlorinators, and other related operational equipment.
2. Plans, performs and oversees emergency operational work with or without other employees or contractors for: hydraulic controls, regulators, pump control valves, motors, pumps, recording devices, chlorinators, and other related operational equipment.
3. Maintains proper logs and reports related to maintenance performed, system changes, and OSHA safety practices.
4. Performs maintenance, installation, repair, and troubleshooting to seismic devices, pumps, motors, chlorinators, regulators, flow meters, level and pressure transducers, water quality monitoring equipment, SCADA, cathodic protection, and other operational related equipment.
5. Designs, constructs, installs, and tests pumps, motors, motor control systems, cathodic protection systems, regulating systems, chlorinators, valves, electrical systems, SCADA system, and seismic devices.

6D-11

6. Performs routine tests, calibrations, or adjustments to City's system regulators, pumps, chlorinators, SCADA, seismic devices, cathodic protection stations, and water quality (physical testing and/or mechanical type devices).
7. Conducts equipment performance evaluations including pump efficiency.
8. Monitors pumps and related flow and pressure control and storage facilities manually or by using a supervisory control and data acquisition (SCADA) system.
9. Performs preventative maintenance, installation, and repair of the City's radio communication network.
10. Oversees service providers who are contracted to perform operational tasks such as: software programming, pump and motor maintenance, and cathodic protection services.
11. Prepares and presents complex technical reports related to assigned operations.
12. Performs related work as required.

**Knowledge of:**

SCADA systems.

Standard principles of biology, chemistry, and mathematics.

Principles and practices of wastewater treatment, water treatment and reclamation facility operations.

Methods and techniques of primary, secondary, and activated sludge treatment.

Operating principles of plant equipment including valves, pumps, and motors.

Sampling methods and techniques.

Safe work practices.

Pertinent Federal, State, and local laws, codes and regulations.

Modern office procedures, methods and computer equipment, including pertinent software programs.

**Ability to:**

Read and interpret electrical power schematics, process and instrumentation diagrams, control schematics, communication block diagrams, project design drawings, shop drawings and vendor manuals for process control and communication systems

Operate and maintain wastewater and water treatment equipment.

Read and interpret gauges and other recording devices related to plant operations.

Take liquid samples and perform routine laboratory tests.

Diagnose operating problems and take effective courses of action.

Make independent technical decisions to maintain proper treatment process.

Lift heavy objects and perform strenuous labor.

Maintain records and compile data into written reports.

Maintain and repair plant equipment such as pumps, valves, and electronic monitoring devices.

Configure network connectivity of equipment for industrial control networks.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain mental capacity which allows for effective interaction and communication with others.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

QD-12

### **Experience, Education and Training**

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

#### **Experience:**

Must have a thorough understanding of water operations equivalent to a System Operator II and/or two years prior experience in electrical, mechanical, instrumentation, or SCADA related to water operations or industrial control.

Experience in water distribution or treatment and/or experience working with pumps, motors, motor control systems, PLC's and SCADA systems is preferred.

Experience using PC-based computer systems, including Wonderware In Touch, Active Factory, and Winn 911.

#### **Education and Training:**

Equivalent to the completion of the twelfth grade supplemented by 15 units of college or technical training in the areas of industrial control, instrumentation, computer science, electricity, or other related field.

#### **License or Certificate**

Possession of a valid California Class C driver's license.

Possession of a California Water Environment Associations (CWEA) Grade II (or higher) Plant Maintenance Electrical/Instrumentation Technologist certificate is desired at the time of hire, but must obtain within twelve (12) months from date of hire.

Must possess a CDPH Water Distribution Operator D2 certification (or higher) or must obtain a CDPH Water Distribution Operator D2 within one year.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Field environment, travel from site to site; exposure to water, mud, sewage, noise, dust, grease, smoke, fumes, gases, and traffic; work in inclement weather conditions; work at heights on scaffolding and ladders; work in confined spaces, underground, on slippery or uneven surfaces, and around heavy construction equipment.

#### **Physical Conditions:**

Essential functions require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling and crawling; standing for prolonged periods of time; operating motorized vehicles and equipment; and being able to work at a computer display terminal for prolonged periods of time.

# CITY OF SAN CLEMENTE

## PARK PLANNER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### DEFINITION

To plan, develop and renovate public parks, public recreational facilities, public landscapes, and streetscapes; to analyze, design and implement the Park and Recreation Master Plan, and Trails Master Plan; and to perform a variety of tasks relative to assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Beaches, Parks, and Recreation Director.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

1. Assume responsibility for designing or coordinating the design of public parks and recreational facilities; confer with developers, contractors and the general public; respond to questions.
2. Coordinate the bidding process; prepare request for proposal and specifications; review and evaluate proposals; make selection recommendations; negotiate contracts.
3. Manage and administer consultant and construction contracts; conduct on-site inspections and monitor work progress; ensure compliance with specifications; recommend modifications or stop orders, as necessary.
4. Prepare cost estimates for construction projects; estimate time, material and equipment; monitor expenditures.
5. Coordinate implementation of the Master Plan for a variety of capital improvement projects, including park and recreation facilities and trails; conduct public workshops; provide information and answer questions about plan priorities.
6. Coordinate long range and current planning efforts for the development and renovation of public parks, recreation facilities and publicly maintained landscapes; research, analyze and interpret social, economic, land use and population data; identify trends; prepare written reports and make recommendations on planning activities; make presentations to the City Council, Beaches, Parks, and Recreation Commission, Coastal Advisory Committee, and the Planning Commission.
7. Participate in the development of the park and capital improvement project budget; forecast funds needed for developing and maintaining projects; submit budget recommendations; monitor expenditures.
8. Maintain a variety of files and plans of City parks, recreational facilities and streetscapes.
9. Research funding sources; prepare grant proposals.
10. Attend professional group meetings; stay abreast of trends and new developments open space and park planning.

WD-14

## **Park Planner (Continued)**

11. Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Advanced principles and practices related to public park, recreational facilities and landscape planning.  
Principles and practices of landscape architecture.  
Construction principles, practices, methods and materials as related to park, landscape and recreation construction.  
Horticultural principles and practices.  
Grading, survey and drainage principles and practices.  
Irrigation principles and practices.  
Statistical and research methods and techniques related to planning.  
Current literature and recent developments in the field of park and landscape planning.  
Landscape architectural design techniques and methods.  
Technical report writing methods.  
Pertinent Federal, State and local laws, codes and regulations.

#### **Ability to:**

Produce working drawings for planting, irrigation and landscape construction.  
Interpret and explain planning ordinances and regulations.  
Analyze and compile technical and statistical information and prepare reports.  
Negotiate and manage contracts with consultants and contractors.  
Review development plans in order to ensure compliance with laws regulations and policies.  
Prepare clear and concise reports.  
Organize and correlate statistical data.  
Work independently in the absence of supervision.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.  
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

#### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

##### **Experience:**

Four years of increasingly responsible experience in open space and park planning.

##### **Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in planning, landscape architecture, engineering, public administration or a related field.

**Park Planner (Continued)**

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of an appropriate, valid Landscape Architect License is desirable.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office/Field environment.

**Physical Conditions:**

Essential functions require maintaining physical condition necessary for sitting or standing for prolonged periods of time, being able to visit project sites, and the ability to walk, stoop, bend, twist, and lift objects necessary in the scope of employment.

**Special Conditions:**

Positions in this classification are required to attend evening and weekend meetings as directed.