



AGENDA REPORT
SAN CLEMENTE CITY COUNCIL MEETING
 Meeting Date: March 19, 2013

Agenda Item 9-A
 Approvals: _____
 City Manager _____
 Dept. Head _____
 Attorney _____
 Finance _____

Department: Finance and Administrative Services/Human Resources
Prepared By: Sam Penrod, Human Resources Manager

Subject: *APPROVAL OF REORGANIZATION OF WATER RECLAMATION PLANT STAFFING*

Summary: Dave Rebensdorf, Assistant City Engineer, and the City’s new Utilities Manager, James Kaylor, have conducted a review of the water reclamation plant organizational structure and are recommending the changes referenced below. This reorganization would occur over time, so as to have the least potential to negatively impact existing staff. These changes have been reviewed with and agreed upon by the San Clemente City Employees Association (SCCEA). The water plant organizational review was recommended in the Utilities Division organizational study that was completed in the last half of 2012. In part, a review was recommended in conjunction with water plan equipment upgrades that are scheduled to begin this calendar year. These upgrades will significantly modernize water plant operations and change the requirements needed for the most efficient running of the plant.

The plant is currently staffed at the following levels, with the required state certification noted:

- 1 Operations Supervisor Grade IV State of CA Wastewater Treatment Certification
- 1 Chief Plant Operator Grade IV State of CA Wastewater Treatment Certification
- 2 Lead Plant Operators Grade III State of CA Wastewater Treatment Certification
- 4 Plant Operator IIs Grade II State of CA Wastewater Treatment Certification

A total of eight staff operates the plant on a 24/7 basis at a cost of approximately \$930,000 per year. There is currently one vacant Plant Operator II position. This position has been kept vacant during the review of the plant organizational structure and would be eliminated with the recommended action.

The California Department of Public Health administers the State of California Operator Certification rules that require all personnel “In Responsible Charge of a Shift” at a wastewater facility to have the appropriate California Certification levels for the noted facility, which for the City would be a Grade III certification. Currently the City only has two operators at that level, which means if someone is out, the Chief Plant Operator or Operations Supervisor must step in and be in charge.

A more efficient staffing structure is as follows:

1 Operations Supervisor	Grade IV State of CA Wastewater Treatment Certification
1 Chief Plant Operator	Grade IV State of CA Wastewater Treatment Certification
4 Plant Operator IIIs	Grade III State of CA Wastewater Treatment Certification

The proposed organizational structure allows any staff member to be "In Responsible Charge of a shift" and creates a more efficient staffing structure, while decreasing the staffing costs from \$930,000 to approximately \$760,000 per year, resulting in a savings of around \$170,000 annually.

City management staff met with SCCEA representatives and all of the affected Plant Operator IIs to discuss the rationale for the reorganization of plant operations and potential impacts. As a result of those discussions, the City has allowed the existing Plant Operator IIs to prepare for the required state certification test that is given bi-annually, in April and October of each year, and has agreed to pay for preparatory classes and the state certification itself for up to three "cycles", or test offerings, over the next year-and-a-half.

The recommended organizational structure consists of four* Plant Operator III positions, and includes the re-grading of the water Lead Plant Operator classification (recommended to become Plant Operator III) from Grade 49 to Grade 52, a 7.5% increase, to be more in line with the current labor market.

While existing staff should not have significant obstacles obtaining the required certification given their years of experience on the job, it is *possible* that someone would not pass the test in any of the three cycles that the City has offered to cover. In such an event, the individual would not meet the state-mandated requirement to fulfill the journey level responsibilities in the operation of the upgraded water plant equipment, and the City would work to place the person in a vacant position in the City for which the employee is qualified, or, in an extreme circumstance, the employee would be laid off.

(*There is a possibility that all Plant Operator IIs take and pass the required test. This would result in five staff members being qualified as Plant Operator IIIs, and the recommendation is to authorize five Plant Operator III positions and then through attrition eliminate the first position that becomes vacant.)

**Recommended
Action:**

STAFF RECOMMENDS THAT the City Council:

- 1) Approve the elimination of four Plant Operator II positions in Sewer/Sanitation; create a new job classification of Plant Operator III; approve the reclassification of two Lead Plant Operator positions to Plant Operator III; approve three additional Plant Operator III positions for the water treatment plant; and approve the salary placement of the Plant Operator III classification at Range 52; and
- 2) Adopt Resolution No. ____ A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, AMENDING RESOLUTION NO 13-01, ADOPTING REVISED SALARY SCHEDULES.

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Fiscal Impact: None for this current fiscal year. Sufficient funds are included in the current year budget as a result of not filling a vacant Plant Operator II position. The annual salary savings of approximately \$170,000 will be realized when, through attrition, one of the Plant Operator III positions becomes vacant. Even with the five Plant Operator III positions, there will be a salary savings of about \$48,000, due to the elimination of the vacant Plant Operator II position.

Attachment: Resolution No. _____

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. 13-01 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 four (4) Plant Operator II positions (4.0 FTE); create a Plant Operator III classification at Range 52 (\$5,162-\$6,275/month) and approve the job description; approve five (5) Plant Operator III positions (5.0 FTE); and approve the re-grading of the water Lead Plant Operator classification from Range 49 (\$4,797-\$5,830/month) to Range 52 (\$5,162-\$6,275/month).

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

Section 1. Resolution No. 13-01 is hereby amended to delete four (4) Plant Operator II positions (4.0 FTE); create a Plant Operator III classification at Range 52 (\$5,162-\$6,275/month) and approve the job description; approve five (5) Plant Operator III positions (5.0 FTE); and approve the re-grading of the water Lead Plant Operator classification from Range 49 (\$4,797-\$5,830/month) to Range 52 (\$5,162-\$6,275/month).

Section 2. The amended and restated All Employees salary schedule, dated March 19, 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 _____, ____.

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ATTEST:

City Clerk of the City of
San Clemente, California

Mayor 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:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Clemente, California, this _____ day of _____, _____.

CITY CLERK of the City of
San Clemente, California

Approved as to form:

City Attorney

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City of San Clemente
 Range Placement Table - All Employees
 2.5% Between Ranges, 5.0% Between Steps
 Adopted 03/19/13

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

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City of San Clemente
 Range Placement Table - All Employees
 2.5% Between Ranges, 5.0% Between Steps
 Adopted 03/19/13

Range Number	Title	Pay Period	Entry				Maximum
			Step A	Step B	Step C	Step D	Step E
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
	Customer Golf Office	Monthly					
		Hourly					
	Human						
	Sr.						

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City of San Clemente
 Range Placement Table - All Employees
 2.5% Between Ranges, 5.0% Between Steps
 Adopted 03/19/13

Range Number	Title	Pay Period	Entry				Maximum
			Step A	Step B	Step C	Step D	Step E
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
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	\$31.27	\$32.84
		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

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City of San Clemente
 Range Placement Table - All Employees
 2.5% Between Ranges, 5.0% Between Steps
 Adopted 03/19/13

Range Number	Title	Pay Period	Entry Step A	Step B	Step C	Step D	Maximum 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 Plant Operator III 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

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City of San Clemente
 Range Placement Table - All Employees
 2.5% Between Ranges, 5.0% Between Steps
 Adopted 03/19/13

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

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City of San Clemente
 Range Placement Table - All Employees
 2.5% Between Ranges, 5.0% Between Steps
 Adopted 03/19/13

Range Number	Title	Pay Period	Entry				Maximum Step E
			Step A	Step B	Step C	Step D	
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

9A-11

PLANT OPERATOR III

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, perform a variety of skilled technical duties and semi-skilled labor in the operation and preventative maintenance of the City's wastewater treatment facilities and storm water filtration facility; operate and troubleshoot complex equipment and unit processes; and perform a variety of related duties including any necessary administrative duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a full journey- level position in plant operations and is responsible for the entire operation of the facilities and assumes the complexity of duties assigned including performing lead supervisory functions as required, and participates in developing procedures and goals for wastewater activities. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. The minimum required certification is a California State Water Resources Control Board Grade III Wastewater Treatment Operator certification. The Operator III may be expected to train other personnel, explain work methods and procedures, develop standard operating procedures, and conduct safety training, and coordinate projects.

SUPERVISION RECEIVED AND EXERCISED

Under general supervision, incumbents in this classification perform a variety of operational and administrative tasks of moderate difficulty requiring the use of some independent judgment. Assignments are given in general terms and are subject to infrequent review while in progress and upon completion. A working knowledge of wastewater treatment fundamentals and experience in troubleshooting problems of moderate difficulty is required. There is some latitude for independent judgment and action in well-defined areas of work. Duties may sometimes require the direction of higher supervisory or management staff. May have to exercise supervision over lower level staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties include the following:*

1. Oversees the operations of the assigned shift;
2. Performs assigned rounds including adjusting process controls to daily required parameters, monitoring and documenting plant operations by reading plant equipment gauges, dials, graphs and other instrumentation;
3. Participates in the development of goals and procedures for wastewater treatment activities;
4. Gathers and analyzes data;
5. Provides lead supervision over lower level staff, as requested;
6. Develops a variety of reports;

7. Operates and adjusts pumps, motors, feeders and other equipment to maintain appropriate wastewater treatment and reclaim water processes;
8. Inspects plant equipment and report any failure or operational difficulties;
9. Maintains, compiles and updates plant operations logs and reports; performs and records mathematical calculations related to operational activities;
10. Monitors and adjusts chemical feed dosages as needed;
11. Collects liquid samples and performs a variety of routine water quality laboratory tests;
12. Works closely with the laboratory staff on testing processes;
13. Monitors laboratory results;
14. Responds to public inquiries in a courteous and timely manner;
15. Investigates and resolves complaints effectively, while informing supervision, as needed;
16. Documents findings and recommendations as well as preventative and corrective maintenance activities;
17. Monitors and maintains appropriate inventory levels, chemicals and supplies for operations and preventative maintenance activities;
18. Performs general plant facility maintenance such as cleaning and painting;
19. Conducts tours of treatment facilities;
20. Attends weekly safety meetings and other related meetings;
21. Performs related duties and responsibilities as required;

QUALIFICATIONS

Knowledge of:

Standard principles of biology, chemistry, and mathematics; principles and practices of wastewater treatment and reclamation facility operations; methods and techniques of primary, secondary, activated sludge, and tertiary treatment; operating principles of plant equipment including valves, pumps, and motors; laboratory analysis procedures; health standards for wastewater; sampling methods and techniques; safe work practices; pertinent Federal, State, and local laws, codes and regulations; modern office procedures, methods, computer equipment, and basic software programs.

Ability to:

Lead and train lower level plant operations staff; operate and maintain wastewater treatment equipment and unit processes; read and interpret gauges and other recording devices related to wastewater treatment; take wastewater 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 when necessary; maintain records and compile data into written reports; communicate clearly and concisely, both orally and in writing; be able to use a computer and learn software programs; understand and calculate wastewater math problems; 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 perform assigned duties

Experience and Training Guidelines

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:**

Five years of increasingly responsible experience operating a wastewater treatment plant

- **Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in the natural sciences and wastewater treatment plant operations

License or Certificate

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of a Grade III or higher Wastewater Treatment Plant Operator certificate issued by the State of California

WORKING CONDITIONS

Environmental Conditions:

Raw and processed sewage, raw and processed sludge, foul or odorous air, moisture and wet areas, muddy areas, confined spaces, heights, exposure to chemicals, machinery, noise dirt, fumes, vibrations, cold and dampness, heat and humidity, biological hazards and hazardous environments; work in inclement weather conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing, or sitting for long periods of time; crawling and kneeling, moderate to heavy lifting and carrying; and operating motorized vehicles.

Special Requirements:

Employees in this classification may be required to staff the treatment plant on various shifts as required and work overtime. One week rotational 24 hour paid on-call status is required for this position. Incumbents must be able to respond to emergencies as needed.