

AGENDA

BOARD OF DIRECTORS PERSONNEL COMMITTEE MEETING DELTA DIABLO

(a California Special District)

190 E. 4TH STREET, PITTSBURG, CA 94565
FRIDAY, MARCH 24, 2023
10:00 A.M.

A. PUBLIC COMMENTS

B. REVIEW LABORATORY MANAGEMENT PROFESSIONAL/RETIRED ANNUITANT CLASSIFICATION, JOB DESCRIPTION, AND SALARY SCHEDULE (Dean Eckerson)

C. ADJOURNMENT

The District will provide reasonable accommodations for persons with disabilities who plan to participate in Board (or committee) meetings by contacting the Secretary to the Board 24 hours prior to the scheduled meeting at (925) 756-1927. Disclosable public records related to an open session item on a regular meeting agenda and distributed by the District to a majority of members of the Board of Directors less than 72 hours prior to that meeting are available for public inspection on the District website at www.deltadiablo.org and also at the District Administration Building located at 2500 Pittsburg-Antioch Highway, Antioch, CA 94509 during normal business hours.



MEMORANDUM

DATE: March 24, 2023

TO: Federal Glover, Chair, Personnel Committee

FROM: Niger Edwards, Human Resources and Risk Manager
Dean Eckerson, Resource Recovery Services Director *Dean Eckerson*

SUBJECT: LABORATORY MANAGEMENT PROFESSIONAL/RETIRED ANNUITANT CLASSIFICATION, JOB DESCRIPTION, AND SALARY SCHEDULE

Recommendations

- Review and comment on the proposed Laboratory Management Professional/Retired Annuitant (RA) classification, job description, and salary schedule.
- Recommend consideration of a resolution to adopt a job description and salary schedule for the Laboratory Management Professional/RA classification at the April 12, 2023 Board Meeting.

Background

The Laboratory Division is a work group in the Resource Recovery Services Department with responsibility for sampling and testing wastewater and recycled water to ensure compliance with various regulatory permit requirements, as well as implementing pollution prevention and pretreatment programs. In March 2023, the Laboratory Division experienced a vacancy in the Laboratory Manager position, which is responsible for planning, managing, organizing, and directing all activities of the Laboratory Division. This responsibility further includes providing laboratory staff supervision and technical direction for the operation and certification of a public laboratory, including overseeing annual recertification, data integrity, quality assurance and quality control, and regulatory compliance and reporting. The District most recently recruited for the Laboratory Manager position in October 2021 and filled the position in May 2022 following an extended recruitment period.

The Laboratory Manager is a highly-technical position requiring in-depth knowledge of wastewater and recycled water regulatory requirements, including self-monitoring program sampling, analytical, and reporting requirements, and the capability to serve as the “Technical Manager” responsible for all analytical and operational activities of the laboratory as required under the California Environmental Laboratory Accreditation Program (ELAP). Given current business needs and the potential for an extended recruitment period to fill the current vacancy, it is critical that the District fill the position on a temporary basis with a qualified individual who possesses the highly-specialized skills, experience, and qualifications to ensure the laboratory continues to meet regulatory monitoring, analysis, and reporting requirements and maintain the District’s ELAP accreditation. Staff is recommending creation of a new Laboratory Management Professional/Retired Annuitant position to meet these critical District business needs.

The California Public Employees’ Retirement System (CalPERS) allows for limited duration employment of retired members (known as “retired annuitants [RAs]”) for specific purposes, including labor resource and special project assistance. CalPERS regulations stipulate the following conditions under which a retired annuitant may be employed:

- The RA may only be hired into a position designated as an RA position (not any other full- or part-time position).
- The RA must wait 180 days after their retirement date before returning to work for a CalPERS employer. (District may be able to waive this provision under certain conditions with an associated Board action and CalPERS recognition).
- The compensation must be according to an established pay rate for a classification on the agency's salary schedule.
- The RA cannot receive any other compensation or benefits and does not accrue service credit or any additional retirement rights or benefits.
- The RA is limited without exception, to a maximum of 960 hours in a fiscal year (July 1 to June 30) for employment with all CalPERS employers combined.

To comply with CalPERS regulations, the Board of Directors must designate and approve, by Resolution, a job description and salary range for the Laboratory Management Professional/RA classification before the District can hire an RA for this position. The job description (refer to Attachment 1) defines the classification, outlines essential duties, qualifications, education, experience, and certification requirements, and identifies working conditions to successfully perform the work.

The Laboratory Management Professional/RA classification is a unrepresented position and does not include benefits (other than those statutorily required by law). This classification is comparable to the Laboratory Manager classification and would have an hourly compensation rate equivalent to the Laboratory Manager salary range (M180), capped at the top step of the salary range (refer to Attachment 2). Although position is an unrepresented position (i.e., no represented by the Management Association [MA] bargaining unit), the District reviewed the proposed job description with the MA to discuss any potential impacts. The MA concurred with the role of the classification within the Laboratory Division and did not see any impacts to its members.

Attachments

- 1) Proposed Job Description – Laboratory Management Professional/Retired Annuitant
- 2) Revised District Salary Schedule

**Classification Specification****LABORATORY MANAGEMENT PROFESSIONAL
RETIRED ANNUITANT****DEFINITION**

Under general administrative direction, plans, manages, organizes, and directs the activities of the District's Laboratory Division, provides technical direction for the operation and certification of a public laboratory, develops and manages division budget, and manages the District's pollution prevention and pretreatment programs, including annual recertification, data integrity, quality assurance, reporting, and regulatory compliance. Serves as Technical Manager under the Environmental Laboratory Accreditation Program (ELAP).

DISTINGUISHING CHARACTERISTICS

This is a single-position, management-level classification that performs duties related to the administration of the Laboratory Division, including overall management of division functions, short- and long-range planning, and implementation of the laboratory, pollution prevention, and pretreatment programs. The Laboratory Management Professional Retired Annuitant (RA) is distinguished from the Chemist III in that the former is responsible for the overall management of the District's laboratory services and activities. The Laboratory Management Professional RA is distinguished from the Resource Recovery Services Director in that the latter is responsible for the overall performance and operation of the Resource Recovery Services Department.

SUPERVISION RECEIVED AND EXERCISED

Under general administrative direction from the Resource Recovery Services Director and may receive direction from the General Manager or other department directors. This classification exercises supervision and direction over lower-level classifications within the Laboratory Division. May act as a leader for assigned District teams and projects, and as such, may coordinate or oversee the work of other District staff directly related to the assigned activity.

TYPICAL DUTIES

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

- § Plan, direct, organize, and oversee the day-to-day operations of a public laboratory, the Laboratory Division, and related pollution prevention and pretreatment programs, preparation and implementation of operating procedures, and allocation of divisional resources and functional responsibilities.
- § Manage and participate in development and implementation of short- and long-term goals, objectives, policies, and priorities for assigned functions and programs; recommend, within departmental policy, appropriate service and staffing levels; and recommend and administer policies and procedures.
- § Develop and monitor a division budget and participate in the District's budget cycle and preparation.
- § Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees on performance issues; and make disciplinary recommendations.
- § Ensure completion of division work activities in a manner consistent with District policies and procedures, and applicable laws, codes, statutes, and regulations; identify revised or new

policies and procedures to address changes in work processes, legal requirements, and regulatory considerations.

- § Stay abreast of regulatory, legislative, and industry changes that impact District operations and recommend approaches to address these changes, including advocacy, as needed.
- § Supervise, participate in, and oversee staff providing services and administering programs of the Laboratory Division, pollution prevention, and pretreatment programs.
- § Ensure regulatory compliance for all laboratory and environmental programs and laboratory operations including agreements for stormwater inspection, solid waste management, and waste diversion or reduction. Serve as Technical Manager under ELAP.
- § Develop and draft specific language and detailed provisions of new or revised ordinances for inclusion in the District Code related to laboratory operations and quality assurance, pollution prevention, discharge, and other water quality standards or requirements.
- § Develop and administer laboratory related plans and programs mandated by the regional boards and other regulatory bodies.
- § Perform periodic audits, proficiency testing, reporting, and data or process reviews as mandated for laboratory, and pollution prevention and pretreatment program compliance.
- § Develop pretreatment audit preparation plans for third-party auditors and write pretreatment audit responses, and act as point of contact for laboratory and pretreatment program audits.
- § Coordinate response to claims and litigation in cooperation with District Counsel and indemnity coverage providers, as directed.
- § Gather and accumulate information and data on developments and trends in applicable legislation, rules, regulations, and professional practices of related industries.
- § Prepare a variety of analyses, reports, schedules, recommendations, and position papers work on programs and special projects of laboratory and pollution prevention programs.
- § Coordinate division activities with other District departments and divisions during the course of business and as part of an emergency or disaster plan.
- § Prepare recommendations, reports, and other materials; make presentations to management, the Board, other agencies, industry organizations, and the public; and represent the District at meetings, seminars, and conferences.
- § Effectively perform other work duties and responsibilities consistent with the position on an as-needed and/or assigned basis.

General Organizational Duties

- § Assist in development and implementation of strategic initiatives related to the District's Strategic Plan.
- § Oversee development and implementation of activities related to key success indicators of the department and division.
- § Identify and oversee implementation of relevant, innovative processes, technologies, and approaches for implementation at the District.
- § Actively promote the District's focus on effective and respectful communications to build better work relationships at all levels in the organization.
- § Establish and maintain effective relationships with other staff members, staff at other agencies, professional organizations, and other relevant stakeholders.
- § Participate in regional collaboration opportunities and learning from peer agencies to serve the District's needs.
- § Participate and lead teams engaged in District projects and organizational activities.
- § Provide appropriate, timely, and customer service focused responses to public inquiries.

- § Understand and conform with the District’s Policies and Procedures.
- § Understand and conform with the District’s Safety Program.
- § Assume responsibility for covering a part of the work assignments of other staff during short absences.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- § Principles, practices, and functions of laboratory operations in public utility water and wastewater quality control.
- § Applicable federal, state, and local laws, codes, and regulations related to the work.
- § U.S. Environmental Protection Agency (EPA) standards applicable to the National Pollutant Discharge Elimination System (NPDES) permitting requirements.
- § Legal and regulatory requirements applicable to water and wastewater treatment, water quality laboratory analysis, and continuous industrial waste monitoring and reporting.
- § Chemical laboratory and water quality control principles, standards, practices, and technical support functions.
- § Sampling methodology under EPA protocols.
- § Wastewater pretreatment technologies and applications.
- § Techniques for preparing long- and short-term departmental service projections, budget requests, and supporting justifications.
- § Techniques used in estimating time, material, and supply cost estimates.
- § Principles of supervision, techniques for training, motivating, and developing employee skills and conducting formal performance evaluations.
- § Methods and techniques of data analysis and reporting, creating accurate documentation, and effective presentation techniques.
- § Organization and functions of an elected board of directors, the Brown Act and other laws and regulations governing the conduct of public meetings.
- § Principles and practices of research analysis and management.
- § Principles and practices of budget preparation, implementation, and monitoring.
- § Practices of coordinating operations with outside agencies.
- § Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- § Modern office procedures, methods, and computer equipment.

Skills and Abilities to:

- § Interpret and apply the specific provisions of regulations, legislation, policies, agreements, and procedures to conditions.
- § Organize, implement, and direct department operations and activities; and develop, implement, interpret, explain, and enforce effective operating standards, and District and department policies and procedures.
- § Exercise sound independent judgment within general policy guidelines.
- § Perform mathematical, statistical, geometric, and algebraic calculations common to water quality control laboratory analysis and public agency budget work.
- § Develop and implement goals, objectives, policies, and procedures, work standards, and internal controls in support of department activities.
- § Prepare, administer, adhere to, and monitor department and program budgets.

- § Evaluate, plan, and establish a sequence of actions for multiple organizational segments to accomplish specific objectives.
- § Maintain awareness of the District's Strategic Plan and ensure performance and behavior is consistent with and in support of the District's strategic goals.
- § Supervise, direct, mentor, coach, develop, and correct division staff; and interpret and enforce administrative/operational policies, practices, and procedures.
- § Analyze complex administrative and program information and problems, evaluate alternative solutions, and recommend or adopt effective courses of action.
- § Operate laboratory equipment, devices, and tools safely and effectively in normal and hazardous environments.
- § Effectively define and deliver optimum customer service at the most competitive cost and effort; work collaboratively and cooperatively in a team environment; develop and nurture self-directed work teams; and seek out and encourage innovation and initiative from staff.
- § Exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel and employee issues, sensitive situations, and concerned people and customers, both internal and external.
- § Prepare clear, concise, and effective reports, presentations, correspondence, and other related documents, and communicate clearly and persuasively, both orally and in writing.
- § Ensure the provision of proper training and instruction to Laboratory Division staff to work safely and effectively.
- § Effectively utilize a variety of software and database programs to enter and track data, develop meaningful reports and schedules, and perform essential functions of the position.
- § Evaluate, plan, and establish a sequence of actions for work projects to progress; organize multiple work tasks data and records; and maintain steady progress on various projects under pressure of varying deadlines.
- § Exercise initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

QUALIFYING TRAINING AND EXPERIENCE

A combination of training and experience that demonstrates an individual has obtained the required knowledge and is able to perform the required work (with reasonable accommodations, if needed). A person with the following combined training and experience would most likely qualify to compete in a selection process:

Education: A Bachelor's degree in Chemistry or a closely related field is required.

Experience: Seven (7) years of experience in water quality control laboratory operations and compliance work at least two (2) years of which was in a water or wastewater treatment plant facility, and five (5) years of experience in pretreatment.

Licenses and Certifications:

A valid California Class C driver's license and insurability under the District's driving program must always be maintained.

ADDITIONAL REQUIREMENTS

- § Expected to respond or report to duty in emergency situations, which may occur after hours, on weekends, and/or holidays.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that may be encountered by an employee while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- § Occasionally transport, lift, and otherwise safely handle objects weighing up to fifty (50) pounds.
- § Occasionally operate District vehicles and electric carts.
- § Occasionally reach above shoulder level to access or place files, paperwork or binders, and related items on and off overhead cabinets.
- § Periodic kneeling, bending, and stooping to retrieve or place documents, files, and boxes on and off lower shelves, drawers, or ground level.
- § Perform simple grasping, pushing, pulling, and fine manipulation.
- § May be required to ascend and descend ladders and stairs; tolerate physical presence at heights of up to 75 feet on outdoor catwalks and exterior walkways of large structures.
- § May be required to operate safety devices and equipment and apply proper safety procedures.

WORKING CONDITIONS

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- § Work in a normal office environment with controlled lighting, ventilation, and moderate noise levels.
- § May be required to work outside of normal business hours to respond to emergency situations or as training or operational needs require.
- § Periodic travel may be required for training, meetings, and other business purposes.
- § Frequent sitting at a desk for prolonged periods while using a computer or in meetings.
- § Regularly uses standard office equipment (keyboard, scanner, copier, telephone); intermittently twisting and reaching to operate other equipment without incapacitating adverse effects.
- § May be exposed to outside weather conditions, including extreme heat and cold.
- § May be exposed to power and noise producing tools and equipment.
- § This position may be required to wear personal protective equipment (PPE) as required by the specific task or situation. The specific PPE required for the exposure will be listed in the standard operating procedures for the Laboratory Division.

EMPLOYMENT CONDITIONS

Collective Bargaining Representation Unit:	N/A
Pay Level:	LMRA, Hourly Annuitant
Job Specifications Approved by:	Board of Directors
Approval Date:	4/XX/2023
Appointment and Removal Authority:	General Manager
Revision Approval Authority:	General Manager
Revision Date	N/A

DELTA DIABLO SALARY RANGES (Effective April xx, 2023)
Section V - Unrepresented Part-time and Temporary Classifications

RANGE	CLASSIFICATIONS	Hourly Rate at Step Level				
		A	B	C	D	E
N/A	Co-Op Laboratory	\$16.51	-	-	-	\$20.07
N/A	Co-Op Maintenance	\$16.51	-	-	-	\$20.07
N/A	Operations Assistant	\$16.51	-	-	-	\$20.07
N/A	Engineering Intern	\$16.51	-	-	-	\$20.07
FPRA	Finance Professional/Retired Annuitant	\$74.31	\$78.03	\$81.93	\$86.03	\$90.33
HRRA	Human Resources and Risk Management Professional/Retired Annuitant	\$72.41	\$76.03	\$79.83	\$83.82	\$88.01
LMRA	Laboratory Management Professional/Retired Annuitant	\$75.79	\$79.58	\$83.56	\$87.73	\$92.12
OSRA	Operations Support and Construction Coordinator/Retired Annuitant	\$52.03	\$54.63	\$57.36	\$60.23	\$63.24

Approved: _____

Monica Wilson, Board Secretary

Date: _____

DELTA DIABLO SALARY RANGES (Effective October 16, 2022)
Section III - Management Association Bargaining Unit

RANGE	CLASSIFICATIONS	Monthly Salary at Step Level				
		A	B	C	D	E
M 152	Human Resources Analyst I	\$9,004.72	\$9,454.95	\$9,927.70	\$10,424.08	\$10,945.29
M 160	Human Resources Analyst II	\$9,905.17	\$10,400.43	\$10,920.45	\$11,466.47	\$12,039.79
M 165	Senior Accountant	\$10,509.33	\$11,034.79	\$11,586.53	\$12,165.86	\$12,774.15
M 168	Safety Manager; Purchasing Manager	\$10,918.36	\$11,464.28	\$12,037.49	\$12,639.37	\$13,271.34
M 176	Public Information Manager	\$12,107.82	\$12,713.21	\$13,348.87	\$14,016.31	\$14,717.13
M 178	Finance Manager	\$12,880.88	\$13,524.92	\$14,201.17	\$14,911.23	\$15,656.79
M 179	Environmental Programs Manager	\$13,031.49	\$13,683.06	\$14,367.22	\$15,085.58	\$15,839.86
M 180	Laboratory Manager	\$13,136.66	\$13,793.49	\$14,483.17	\$15,207.33	\$15,967.69
M 181	Information Technology Manager	\$13,137.33	\$13,794.19	\$14,483.90	\$15,208.10	\$15,968.50
M 182	Operations Manager; Maintenance Manager	\$14,114.42	\$14,820.15	\$15,561.15	\$16,339.21	\$17,156.17
M 188	Senior Engineer	\$14,750.85	\$15,488.39	\$16,262.81	\$17,075.95	\$17,929.75
M 198	Government Affairs Manager	\$14,897.92	\$15,642.82	\$16,424.96	\$17,246.20	\$18,108.51
M 200	Principal Engineer	\$16,019.31	\$16,820.28	\$17,661.29	\$18,544.35	\$19,471.57

Approved: _____ **Federal Glover, Board Secretary**

Date: _____