

# Delta Diablo

*(a California Special District)*

## Personnel Committee Meeting

Board Member Federal Glover, Committee Chair

**3:00 PM, Wednesday, May 3, 2023**

190 East 4<sup>th</sup> St., Pittsburg, CA 94565

## AGENDA

- A. Public Comments**
- B. Review of Proposed FY23/24 Classification Control Plan**  
(Vince De Lange, General Manager)
- C. Review of New Systems Administrator Classification, Job Description, and Salary Range** (Jason Piper, IT Manager)
- D. Review of New Senior Construction Inspector Classification, Job Description, and Salary Range; and Review of Salary Range Change for Existing Construction Inspector Position**  
(Thanh Vo, Acting Engineering Services Director)

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# MEMORANDUM

**DATE:** May 3, 2023  
**TO:** Federal Glover, Chair, Personnel Committee  
**FROM:** Brian Thomas, Acting Business Services Director/District Engineer <sup>BAT</sup>  
**SUBJECT:** **Review of Proposed FY23/24 Classification Control Plan**

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## Recommendation

Review and comment on proposed FY23/24 Classification Control Plan, and recommend consideration by the Board of Directors on May 10, 2023.

## Background

As part of the upcoming FY23/24 Budget development process, staff has prepared a proposed FY23/24 Classification Control Plan, which summarizes Board-approved classifications, staffing levels, and associated position funding plans for the upcoming fiscal year. Following annual review of organizational needs and associated staffing adjustments, staff would submit updated versions for Board consideration in support of the annual budget development and approval process. The Classification Control Plan is intended to serve as a concise reference document that supports effective internal communications and the Workforce Development goal in the District's Strategic Plan (dated August 2021) by clearly presenting the maximum number of approved positions by classification (or combinations of classifications), highlighting promotional opportunities and career pathways, and noting succession planning efforts.

## Analysis

As presented at the April 12, 2023 Board Meeting, staff has incorporated a suite of proposed staffing changes to better meet organizational needs in the Operations, Maintenance, Engineering, and Information Technology divisions. Most of these changes include conversion of existing positions with incremental cost differentials with several changes pending future Board consideration and approval, as highlighted below.

- § Adding second Operations Supervisor to address succession planning, supervisory span of control needs
  - § Creating new Electrical Maintenance Supervisor position to provide technical leadership, address supervisory span of control (subject to future Board approval, not filling Maintenance Planner/Scheduler position)
  - § Adding a sixth Junior/Assistant/Associate Engineer position to support capital project delivery needs
  - § Creating new Senior Construction Inspector position to address recruitment challenges for Construction Inspector position (subject to future Board approval, not filling Construction Inspector position)
  - § Creating new Systems Administrator position to expand information technology staff capabilities (subject to future Board approval, not filling Computer Analyst position)
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- § Adding a fourth Electrical/Instrumentation Technician I/II position (not filling Control Systems Specialist position)
- § Filling a Collection System Worker III position to provide a promotional opportunity (not backfilling Collection System Worker II position)

A total of 81.5 full-time equivalent (FTE) positions, including 4.5 FTEs for part-time positions, are included in the proposed FY23/24 Operating Budget. This represents an increase of 4.0 FTEs from FY22/23, which includes the additional Junior/Assistant/Associate Engineer, a Laboratory Management Professional/Retired Annuitant, the second Operations Supervisor, and three BAYWORK “stackable” intern positions in the Operations and Maintenance divisions.

The District engaged with its three bargaining units on the proposed FY23/24 Classification Control Plan, which did not result in identification of any significant impacts; however, one correction was made to the draft plan to reflect that the Operator-in-Training, Operator I, Operator II, *and* Operator III positions are flexibly staffed (up to stated maximum numbers).

### **Financial Impact**

Sufficient funding is included in the proposed FY23/24 Operating Budget to support the position funding needs included in the FY23/24 Classification Control Plan.

### **Attachment**

Proposed Delta Diablo FY23/24 Classification Control Plan

Delta Diablo FY23/24 Classification Control Plan

Classifications by Department/Division	No. of Controlled Positions	Funded in FY23/24	FY23/24 Staffing Plan Comments
<b>GENERAL MANAGER'S OFFICE</b>			
General Manager	1	1	
Deputy General Manager	1	1	
<b>ADMINISTRATIVE SERVICES</b>			
Office Manager/Secretary to the Board	1	1	
Senior Administrative Assistant/Records Specialist	1	1	
Administrative Assistant I/II/III	5	4	I/II/III is flexibly staffed
<b>BUSINESS SERVICES DEPARTMENT</b>			
Business Services Director	1	1	
<b>Finance Division</b>			
Finance Manager	1	1	
Senior Accountant	1	1	
Accounting Technician	3	3	
Purchasing Supervisor	1	1	
Warehouse Technician II	1	1	
Warehouse Technician I	1	1	
Finance Professional/Retired Annuitant	0.5	0.5	Limited to 960 hours per fiscal year
<b>Human Resources Division</b>			
Human Resources and Risk Manager	1	1	
Human Resources Analyst I/II	1	1	I/II is flexibly staffed
Human Resources and Risk Management Professional/Retired Annuitant	0.5	0	Limited to 960 hours per fiscal year
<b>Information Technology Division</b>			
Information Technology Manager	1	1	
Systems Administrator	1	1	Added new position
Computer Analyst	1	0	
<b>Public Information Division</b>			
Public Information Manager	1	0	
<b>RESOURCE RECOVERY SERVICES DEPARTMENT</b>			
Resource Recovery Services Director	1	1	
<b>Operations Division</b>			
Operations Manager	1	1	
Operations Supervisor	2	2	Added second position, succession planning
Recycled Water Program Coordinator	1	1	
Senior Operator (Max = 4), WWTP Operator III (Max = 6)	8	8	
Operator-in-Training (Max = 1)/WWTP Operator I/II	7	7	OIT/II/III is flexibly staffed
Operations Support-Construction Coordinator/Retired Annuitant	0.5	0.5	Limited to 960 hours per fiscal year
<b>RESOURCE RECOVERY SERVICES DEPARTMENT (cont'd)</b>			
<b>Maintenance Division</b>			
Maintenance Manager	1	1	
Maintenance Supervisor, Maintenance Planner/Scheduler (Max = 1)	2	2	Added second supervisor, funded two supervisors
Maintenance Mechanic I (Max = 2)/II, Maintenance Mechanic III (Max = 1)	7	7	I/II is flexibly staffed
Utility Laborer, Maintenance Worker	1	1	Fund as Utility Laborer
E/I Tech. I/II, E/I Tech. III (Max = 1), Control Systems Specialist (Max = 1)	4	4	I/II is flexibly staffed
Collection System Worker I/II, Collection System Worker III (Max = 1)	3	3	
<b>Safety Division</b>			
Safety Manager	1	1	
<b>Laboratory Division</b>			
Laboratory Manager	1	1	
Chemist III	1	1	
Chemist I/II	2	2	I/II is flexibly staffed
Environmental Compliance Specialist I/II	2	2	I/II is flexibly staffed
Laboratory Management Professional/Retired Annuitant	0.5	0.5	Limited to 960 hours per fiscal year
<b>ENGINEERING SERVICES DEPARTMENT</b>			
Engineering Services Director/District Engineer	1	1	
<b>Engineering Division</b>			
Senior Engineer	1	1	
Junior/Assistant/Associate Engineer (Max Assoc. = 4)	6	6	Flexibly staffed, added sixth position
Senior Construction Inspector, Construction Inspector	1	1	Added Senior CI, funded as Senior CI
<b>Environmental Programs Division</b>			
Environmental Program Manager	1	1	
Household Hazardous Waste Technician I/II/III	1	1	I/II/III is flexibly staffed
<b>Government Affairs Division</b>			
Government Affairs Manager	1	0	

**Note:** The following positions are not included in the Classification Control Plan, but are recognized positions in the Bargaining Unit MOUs: Accounting Clerk I/II, Accountant, Purchasing Manager, Buyer, Human Resources Assistant, Instrumentation Technician Trainee, Maintenance Mechanic Trainee, Laboratory Technician, Program Analyst I/II/III, Engineering Technician, and Principal Engineer.



# MEMORANDUM

**DATE:** May 3, 2023

**TO:** Federal Glover, Chair, Personnel Committee

**FROM:** Jason Piper, Information Technology Manager *Jason Piper*

**SUBJECT:** **Review of New Systems Administrator Classification, Job Description, and Salary Range**

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## Recommendation

Review and comment on draft job description and salary range for new Systems Administrator classification, and recommend consideration by the Board of Directors on May 10, 2023.

## Background

The District's business operations are increasingly dependent on the availability and performance of its information technology (IT) systems. The District's IT Division is responsible for managing and maintaining computer technology devices, applications, and networks; and ensuring the effectiveness of business continuity, disaster recovery, and cybersecurity programs in concert with compliance requirements and industry standards. Historically, the IT Division has included two positions—an IT Manager and a Computer Analyst.

In support of the Organizational Change goal in the District's Strategic Plan (dated August 2021), the District identified an FY22/23 Strategic Initiative to "Develop an IT Program Implementation Roadmap to guide effective investment in prioritized IT enhancements that drive organizational efficiency, support workforce development, and address potential vulnerabilities."

## Analysis

Following retirement of the former Computer Analyst approximately eight months ago, the District has been assessing IT needs and associated staffing approaches to support effective prioritization and implementation of critical IT initiatives and workload requirements, while utilizing temporary IT staffing resources in the interim. In order to better support District needs, staff is recommending creation of a new Systems Administrator position, which would provide a highly-skilled IT professional to focus on business process technology solutions, equipment procurement, hardware/software deployment and support, disaster recovery planning, and process automation.

The new Systems Administrator position would report to the IT Manager and provide expanded IT resource capabilities compared to filling the vacant Computer Analyst position, which is responsible for configuring user workstations, responding to helpdesk tickets, and installing end-user software applications. In the near term, these duties would be performed by the Systems Administrator while the District further assesses resource and workload requirements for the IT Division.

Based on a review of similar positions at peer agencies, staff identified a proposed monthly salary range (\$10,894.68 to \$13,375.81) that slots between the IT Manager and Computer Analyst classifications.

The District presented the proposed job description (refer to Attachment 1) and salary range (refer to Attachment 2) for the Systems Administrator classification to the Professional & Technical Bargaining Unit (P&T) for review and discussion. In response, P&T requested and received clarification from the District regarding typical duties for the position, and provided overall agreement with the job description and salary range.

### **Financial Impact**

Sufficient funding for this position is included in the proposed FY23/24 Operating Budget.

### **Attachments**

- 1) Proposed Systems Administrator Job Description
- 2) Proposed Systems Administrator Salary Schedule (P&T Bargaining Unit)



## Classification Specification

# Systems Administrator

### DEFINITION

Under general supervision, supports implementation of the District's enterprise-wide information technology network; administers the local area and wide area network for the District; responsible for data network infrastructure, and hardware and software platforms; provides information technology related technical assistance to District staff and the Information Technology Manager.

### DISTINGUISHING CHARACTERISTICS

This professional, journey-level classification is expected to use judgment and knowledge of District policies and procedures to complete tasks or projects that support the implementation and maintenance of the District's technology infrastructure, including server hardware, network equipment, operating systems, and desktop/network applications. This position is distinguished from the Information Technology Manager in that the latter is responsible for the overall operation and management of the Information Technology Division. This position is distinguished from the Computer Analyst in that the latter is responsible for workstations, user applications, and initial support contact for the Information Technology Division.

### SUPERVISION RECEIVED AND EXERCISED

Under general supervision from the Information Technology Manager and may receive direction from the Business Services Director. The classification provides training, work direction, and functional supervision to lower-level classifications in the Information Technology Division. May act as a leader for assigned District teams and projects, and, as such, may coordinate and review 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:

- Identify, analyze, and document business requirements for information technology (IT) systems; and identify, design, develop, acquire, and implement appropriate information system solutions.
- Coordinate a variety of information systems activities, including, but not limited to, financial systems, human resources information systems, training databases, document imaging, records management, library management, internal websites, public websites, and other information systems.
- Modify, upgrade, and maintain software packages/applications utilizing program language specific to designated software, including documentation of any changes/modifications.
- Develop, design, and install new and modified databases, report-writers, and/or information systems utilizing knowledge and skills in systems analysis and database administration.
- Serve as primary resource to District staff regarding software, hardware, networking and/or information systems questions and problems; troubleshoot, analyze, and diagnose specific software application problems/inadequacies and resolve; coordinate problem-solving and resolution process with the District's IT Division and/or outside vendors, as necessary.

- Perform a variety of data extractions and system integrations; and maintain database and system integrity.
- Perform responsible technical duties in assigned computerized databases, information systems, and software applications to maximize efficiency and effectiveness.
- Install, test, and monitor the operations of designated information systems; configure hardware and software for District needs; and coordinate and implement procedures and applications to facilitate transfer of computerized data across various platforms.
- Maintain computer security systems on designated databases/information systems; control access to various District and external information systems and program modules; and provide or design and initiate back-up procedures for departmental users.
- Coordinate and/or conduct user training on a variety of software applications; develop and maintain user manuals; and participate in design of user training courses/modules, as required.
- Serve as initial resource and interface between District users and technical support, application programmers, and hardware/network maintenance contractors/personnel.
- Participate in evaluation of current information systems; research and analyze available software that would better meet user needs and operational requirements; and assist users in the preparation of systems specifications and requirements.
- Participate in review and analysis of submitted vendor proposals for conformity to specifications, expected results, and costs; and assist, as assigned, in selection and monitoring of vendors during installation and implementation of modified or new systems.
- Respond to inquiries, requests, and complaints requiring use of tact, judgment, and interpretation of standards, policies, and procedures; and prepare letters and other forms of correspondence.
- Perform cybersecurity duties such as, but not limited to: On/off boarding of new accounts, group management, software patching, incident reporting, and design reviews.
- Perform business continuity tasks, including, but not limited to, conducting/restoring backups, snapshots, and disaster recovery testing.
- Participate in regular inventory audits and technology replacement procedures.
- Prepare computers, presentations, and other audio-visual equipment for various meeting presentations and perform in-meeting IT assistance, as needed.
- Provide technical orientation to newly-hired employees regarding use of District systems, including creation, coordination, and distribution of employee security badges.
- Support and troubleshoot District telecommunications solutions, including, but not limited to, Voice over Internet Protocol (VoIP), cellular, and other communication technologies.
- Monitor processes throughout process lifecycle for compliance, and update or create new processes for performance improvement and efficiency.
- Perform other work duties and responsibilities consistent with the position on an as needed and assigned basis.

**General Organizational Duties**

- Support development and implementation of the District's Strategic Plan and associated Strategic Initiatives.
- 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, and professional organizations.
- Participate in teams engaged in District projects and organizational activities.
- Participate in District related civic events, meetings, committees, and staff functions.
- Provide appropriate, timely, and customer-service focused responses to inquiries from the public.
- Understand and conform with the District's Policies and Procedures, including the Safety Program.
- When qualified to do so, assume responsibility for covering a part of the work assignments of other staff during absences.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Principles, practices, methods, and techniques utilized in the operation, maintenance, and administration of designated software applications, operating systems, computer hardware, and networking equipment.
- Troubleshooting methodologies, such as, but not limited to, the Open Systems Interconnection (OSI) model.
- Principles, practices, and techniques of system management within a virtualized environment.
- Microsoft's infrastructure products, such as, but not limited to, Office365 Suite, Windows Desktop clients, Microsoft Structure Query Language (MSSQL) services, and Active Directory Domain Services (AD DS).
- Cloud architecture and cloud-base solutions, such as, but not limited to, Azure, Amazon Web Services (AWS), and Google Cloud.
- Providing scripting automation solutions using the current best practices within the automation industry via the Command-line interface (CLI), or similar applications.
- Cisco best practices for hardware, protocols, desktop/laptop computers, server hardware, general electronics, peripheral devices, virtual private networks (VPN), and firewalls.
- Working knowledge of protocols such as, but not limited to, Domain Name System (DNS), Quality of Service (QOS), or other services used for proper system specifications, administration, and maintenance.
- Working knowledge of Local Area Networks (LANs), Wide-Area Networks (WANs), Wireless (Wi-Fi) ,and virtual network interfaces and communication protocols.
- Working knowledge of commonly used networking tools.
- Advanced understanding of structured wiring standards used for maintaining ethernet, telephony, fiberoptic, electrical, and VoIP systems.
- Applicable federal, state, and local laws, codes, and regulations related to the work.
- Training and presentation techniques for technical and non-technical audiences.
- Codes, regulations, specifications, ordinances, and enforcement procedures applicable to the area of assigned functions.
- Modern office practices, methods, common computer equipment, and applications related to the work.

**Skills and Abilities to:**

- Continuously, analyze, identify, interpret, know, observe, problem-solve, remember, understand, and explain designated computer programming, hardware, and software applications; analyze plans; interpret project proposals, plans, and specification; design solutions; understand and explain procedures and terminology; and perform mathematical calculations.
- Apply principles, techniques, procedures, and equipment to design and production of network systems and components.
- Prepare clear and concise procedures, reports, records, correspondence, and other documents.
- Develop and maintain project specifications, and design requirements based on business requirements and analysis; work with management to set project timelines and milestones and coordinate work with cross functional team members; and monitor and report on project status.
- Methodically apply scientific principles, while performing analyses to determine if any alternative courses of action are available to be taken.
- Diagnose, troubleshoot, and resolve technical issues related to software, hardware, networks, and human machine interface systems.
- Review and confirm specifications with advising engineer, IT Division staff, clients, and vendors.
- Plan, review, assign, direct, and train project resources for District initiatives.
- Read, interpret, draft, and illustrate electronic schematic drawings.
- Read, interpret, and apply complex technical information from various operational and instructional manuals.
- Establish and maintain designated documentation and records in an accurate and timely manner.
- Perform a variety of mathematical and statistical calculations in an accurate and timely manner.
- Use handheld power tools and equipment skillfully to install and repair equipment.
- Organize own work, set priorities, and meet critical time deadlines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**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 accommodation if needed). A person with the following combined training and experience would most likely qualify to compete in a selection process:

**Education:** Possession of a bachelor's degree from a college or university with major coursework in computer science, information technology, or a related field.

**Experience:** Four (4) years of full-time progressively more responsible work experience with network management, computer systems, software development, and software installation and repair, including database administration, scripting, and report-writing.

**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.

- Perform simple grasping, pushing, pulling, and fine manipulation.
- Sitting, standing, walking on level and unlevel surfaces, reaching, twisting, turning, kneeling, bending/stooping, crouching, grasping, and making repetitive hand movements in the performance of daily duties.
- Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer.
- Mobility to visit and observe various work sites.
- Vision to read printed materials and a computer screen, clearly see objects, and observe spatial relationships.
- Finger dexterity is required to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment.

**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.

- Typically works in a normal office environment with controlled lighting and ventilation, and moderate noise levels.
- Periodic travel may be required for training, meetings, and other business purposes.
- Noise levels in the field work environment are usually moderate with occasional exposure to loud equipment. This position may enter locations that require personal protective equipment (PPE). The specific PPE required for the exposure will be provided and worn in accordance with current District, state, and federal regulations.
- Employee may interact with the public or private representatives while conducting job duties.

**EMPLOYMENT CONDITIONS**

Fair Labor Standards Act Classification:	Exempt
Collective Bargaining Representation Unit:	Professional & Technical
Pay Level:	PXXX
Job Specification Approved by:	Board of Directors
Approval Date:	X/XX/23
Appointment and Removal Authority:	General Manager
Revision Approval Authority:	General Manager
Revision Date:	N/A

**DELTA DIABLO SALARY RANGES (Effective May XX, 2023)**  
**Section II - Professional & Technical Bargaining Unit**

RANGE	CLASSIFICATIONS	Monthly Salary at Step Level				
		A	B	C	D	E
P 109	Administrative Assistant I	\$5,691.69	\$5,976.27	\$6,275.08	\$6,588.84	\$6,918.28
P 117	Administrative Assistant II	\$6,260.84	\$6,573.89	\$6,902.58	\$7,247.71	\$7,610.09
P 118	Account Clerk I	\$6,360.13	\$6,678.13	\$7,012.04	\$7,362.64	\$7,730.77
P 126	Administrative Assistant III, Account Clerk II	\$6,996.11	\$7,345.92	\$7,713.21	\$8,098.88	\$8,503.82
P 128	Human Resources Assistant	\$6,922.48	\$7,268.61	\$7,632.04	\$8,013.64	\$8,414.32
P 129	Laboratory Technician	\$7,408.91	\$7,779.35	\$8,168.32	\$8,576.73	\$9,005.57
P 130	Sr. Admin. Asst./Records Specialist	\$7,695.75	\$8,080.54	\$8,484.57	\$8,908.80	\$9,354.23
P 135	Accounting Technician	\$7,695.96	\$8,080.76	\$8,484.80	\$8,909.04	\$9,354.49
P 141	Engineering Technician	\$8,053.66	\$8,456.34	\$8,879.16	\$9,323.12	\$9,789.28
P 143	Accountant	\$8,466.47	\$8,889.80	\$9,334.29	\$9,801.00	\$10,291.05
P 145	Chemist I, Environ. Compliance Specialist I	\$8,520.21	\$8,946.22	\$9,393.54	\$9,863.21	\$10,356.37
P 146	Junior Engineer	\$8,539.81	\$8,966.80	\$9,415.14	\$9,885.90	\$10,380.19
P 147	Program Analyst I	\$8,932.07	\$9,378.68	\$9,847.61	\$10,339.99	\$10,856.99
P 152	Chemist II, Environ. Compliance Specialist II	\$9,372.33	\$9,840.94	\$10,332.99	\$10,849.64	\$11,392.12
P 154	Computer Analyst, Program Analyst II	\$9,825.28	\$10,316.54	\$10,832.37	\$11,373.99	\$11,942.69
P 156	Chemist III	\$9,840.95	\$10,333.00	\$10,849.65	\$11,392.13	\$11,961.74
P 158	Purchasing Supervisor	\$9,869.33	\$10,362.80	\$10,880.94	\$11,424.99	\$11,996.23
P 160	Recycled Water Program Coordinator	\$9,947.79	\$10,445.18	\$10,967.44	\$11,515.81	\$12,091.60
P 164	Assistant Engineer	\$10,533.36	\$11,060.03	\$11,613.03	\$12,193.68	\$12,803.37
P 165	Program Analyst III	\$10,807.82	\$11,348.21	\$11,915.62	\$12,511.40	\$13,136.97
P 168	Systems Administrator	\$10,894.68	\$11,468.09	\$12,071.67	\$12,707.02	\$13,375.81
P 170	Operations Supervisor, Maintenance Supervisor	\$11,688.95	\$12,273.40	\$12,887.07	\$13,531.42	\$14,207.99
P 176	Associate Engineer	\$12,215.49	\$12,826.27	\$13,467.58	\$14,140.96	\$14,848.01

Approved: \_\_\_\_\_ **Monica Wilson, Board Secretary** Date: \_\_\_\_\_



# MEMORANDUM

**DATE:** May 3, 2023

**TO:** Federal Glover, Chair, Personnel Committee

**FROM:** Thanh Vo, Acting Engineering Services Director *TSV*

**SUBJECT:** **Review of New Senior Construction Inspector Classification, Job Description, and Salary Range; and Review of Salary Range Change for Existing Construction Inspector Position**

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## Recommendations

Review and comment on draft job description and salary range for new Senior Construction Inspector classification, and salary range change for existing Construction Inspector position; and recommend consideration by the Board of Directors on May 10, 2023.

## Background

In its Strategic Plan (dated August 2021), the District established an Infrastructure Investment goal to “Ensure the long-term effectiveness and reliability of critical infrastructure through prioritized, cost-effective capital investment and maintenance.” The District’s current 5-year Capital Improvement Program (CIP) totals \$135.9 million, which includes numerous complex construction projects to meet infrastructure renewal and rehabilitation needs in the wastewater collection, conveyance, and treatment systems, and recycled water system.

Historically, the District has utilized a single Construction Inspector position within the Engineering Services Department to perform inspection work related to capital and development projects, construction administration related activities, and other work in support of development projects. Following retirement of the former Construction Inspector in April 2021, the District has been unable to fill this position with a qualified and experienced candidate following two unsuccessful recruitment efforts beginning in October 2021 and May 2022. In the interim, the District has been utilizing outside consulting services to assist with construction management and inspection services on capital and development projects.

## Analysis

Because the District’s recruitment efforts may have been impacted by multiple factors, including the COVID-19 pandemic, labor shortages, and significant construction activity in the water and wastewater sector, staff has reconsidered the staffing approach for this critical function. Based on the significant increase in the District’s CIP needs in recent years, intensified labor resource competition with peer agencies, and sustained infrastructure investment needs across the sector over the next ten years, staff is recommending creation of a new Senior Construction Inspector position, which is designed to attract a more highly-skilled, qualified, and experienced professional to effectively support the District’s construction inspection needs at a higher

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compensation level. The new Senior Construction Inspector position would report to the Senior Engineer in the Engineering Services Department.

Based on a review of similar positions at peer agencies, staff identified a proposed monthly salary range (\$9,420.73 to \$11,450.95) for the Senior Construction Inspector position. Because creation of this position and associated salary range would create a salary compaction issue, staff is recommending that the monthly salary range for the existing Construction Inspector position be reduced (to \$8,564.29 to \$10,409.95 from \$8,972.12 to \$10,905.67).

The District presented the proposed job description (refer to Attachment 1) and salary range (refer to Attachment 2) for the Senior Construction Inspector classification, and salary range change for the Construction Inspector classification to the Professional & Technical Bargaining Unit (P&T) for review and discussion. In response, P&T indicated overall agreement with the job descriptions and salary ranges.

### **Financial Impact**

Sufficient funding for this position is included in the proposed FY23/24 Operating Budget.

### **Attachments**

- 1) Proposed Senior Construction Inspector Job Description
- 2) Proposed Senior Construction Inspector and Construction Inspector Salary Schedule (P&T Bargaining Unit)



## Classification Specification

### SENIOR CONSTRUCTION INSPECTOR

#### DEFINITION

Under general supervision, inspects the construction, repair, and rehabilitation of infrastructure at the District's Wastewater Treatment Plant, Recycled Water Facility, sewer mains, residential and building sewers, and other collection system facilities; reviews construction documents for District and development projects; coordinates construction activities with District staff and contractors; acts as the field representative for the District; performs construction contract administration and project recordkeeping work related to construction management and inspection; and ensures compliance with District standards and/or project plans and specifications.

#### DISTINGUISHING CHARACTERISTICS

Senior Construction Inspector is the journey-level classification in the Construction Inspector series. This classification is distinguished from the Construction Inspector by the independent performance of the full range of inspection and construction management related duties consistent with District Code and standards as well as other work in support of development projects.

#### SUPERVISION RECEIVED AND EXERCISED

Under general supervision from the Senior Engineer and may receive direction from the Engineering Services Director/District Engineer. Exercises no direct supervision of staff. May act as a lead when 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:

- Coordinate construction activities with District staff to mitigate impacts to District operations and maintenance activities while ensuring compliance with contract documents and District Code and standards.
- Actively engage with District staff to plan, design, and procure materials and contractor services for emergency construction and construction projects that are not subject to public bidding requirements.
- Perform civil, mechanical, electrical, and instrumentation inspections on capital improvement and rehabilitation construction projects to District conveyance, distribution, collections, and wastewater and recycled water treatment facilities.
- Inspect and observe testing of public and private recycled water and wastewater pipelines and facilities throughout the construction process by other agencies, developers, and customers on behalf of the District.
- Participate in inspections and investigations of reported wastewater discharge violations and recycled water discharges. Coordinate construction resources to enact infrastructure repair activities.

- Ensure compliance with approved plans and specifications, relevant federal, state, and local laws and regulations, District code, and industry standards for materials and methods and coordinate with the assigned Project or Construction Manager to obtain the District Engineer's approval to resolve non-compliance issues.
- Ensure contractors have fulfilled contracted obligations as specified by the District and that work products meet District standards and/or project plans and specifications to effectively close out construction projects and ensure initial compliance with warranty provisions.
- Provide appropriate supporting documentation and assistance to the assigned Project or Construction Manager for change order and extra work provision negotiations.
- Maintain daily construction activity logs with sufficient detail to track project activities, materials, schedule impacts, and costs; record materials onsite and installation dates, and work performed to support progress payment and change order analysis.
- Provide regular construction reports with sufficiently detailed and accurate information to the construction manager and other agencies to ensure effective and timely communication.
- Research and regularly report new materials for consideration and other developments in public works construction practices and recommend changes to the District Code and standards as necessary.
- Coordinate sampling of materials for examination or analysis by outside laboratories as required by contract documents.
- Participate in construction document review process for new public and private sewer and recycled water development infrastructure.
- Participate in reviewing capital improvement project design documents for biddability and constructability issues.
- Participate in department initiatives to document and/or formalize work practices related to construction activities.
- Provide utility locating support in accordance with the District's Underground Service Alert (U.S.A.) procedure.
- Answer general questions and assist in responding to complaints from public or private agencies concerning issues with wastewater and recycled water infrastructure installation and/or locating of those facilities.
- Understand and assess the safety measures on construction sites for conformance with District specifications and standards, as applicable.
- Effectively perform other work duties and responsibilities consistent with the position on an as-needed and assigned basis.

**General Organizational Duties:**

- Supports development and implementation of the District's Strategic Plan and associated Strategic Initiatives.
- 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, and professional organizations.
- Participate in teams engaged in District projects and organizational activities.
- Participate in District related civic events, meetings, committees, and staff functions.



- Provide appropriate, timely, and customer-service focused responses to inquiries from the public.
- Understand and conform with the District's Policies and Procedures.
- Understand and conform with the District's Safety Program.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Construction project inspection, management, and contract administration practices, including change orders, inspection standards, construction progress documentation, and conflict resolution techniques.
- Practices, methods, materials, and equipment used in the construction, operation, and maintenance of recycled water and wastewater facilities and equipment.
- Legal, regulatory, code, and permit requirements applicable to public works construction projects and construction site activity.
- Applicable federal, state, and local laws, codes, and regulations related to the work.
- Design, construction, and operation of wastewater and recycled treatment plants and supporting facilities, pump stations, sanitary sewer collection and transmission pipelines, and recycled water distribution infrastructure and equipment.
- Techniques for providing a high level of customer service by respectively interacting with the public, contractors, equipment vendors, and District staff.

### **Skills and Abilities to:**

- Interpret and apply the general intent and specific provisions of multiple laws, regulations, and specifications.
- Apply technical public works construction practices to specific issues.
- Record data and information and produce summary reports demonstrating the enforcement of relevant codes and standards.
- Communicate professionally, fairly, respectfully, and clearly to coworkers, supervisors, customers, and the public to effectively communicate ideas and assert a point of view in complex and controversial situations.
- Read and understand construction contract drawings and specifications.
- Evaluate, plan, and establish a sequence of action for multiple project components to progress toward specific objectives.
- Perform mathematical, statistical, and algebraic calculations common to public works construction project quantification, inspection, and recording.
- Apply proper safety procedures as appropriate for the project environment.

## **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 accommodation if needed). A person with the following combined training and experience would most likely qualify to compete in a selection process:

**Education:** High school diploma or equivalent, and: 1) a construction inspector's certification/completion of a construction inspection apprenticeship, or

2) an associate degree in construction inspection and/or construction management.

**Experience:** Five (5) years of progressively more responsible experience in public works construction inspection and/or water or wastewater infrastructure inspection, including two (2) years of experience with construction management.

**Licenses and Certifications:**

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

**PHYSICAL DEMANDS**

The physical demands and work environment described here 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.

**STANDING**

Average Frequency: 1 to 1 ½ hours.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Up to 2 hours.

Duration: Seconds to 15 minutes at a time.

Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.

Description: Performs while assisting customers at the front counter, reviewing plans, performing field observations, and assessing measurements, including using a tape measure, GPS unit or camera, communicating with coworkers, contractors, or public, operating standard office equipment, accessing file drawers or shelves, and performing other described job duties.

**WALKING**

Average Frequency: 1 to 1 ½ hours.

Duration: Seconds to 10 minutes at a time.

Maximum Frequency: Up to 2 hours.

Duration: Seconds to 10 minutes at a time.

Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.

Description: Within a building, to and from offices, relocating plans, files, paperwork, and related items, performing field inspections in conjunction with using tools, and performing other described job duties.

**SITTING**

Average Frequency: 5 ½ to 6 ½ hours

Duration: ½ hour to 1 hour at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Surfaces: Cushioned vehicle seat or office chair.

Description: Performing various desk station activities including reviewing plans, using a

computer, reading, and writing, driving a vehicle, during meetings, and performing other described job duties.

**KNEELING/CROUCHING/SQUATTING**

Average Frequency: 2 to 3 times.

Duration: Seconds at a time.

Maximum Frequency: Up to 15 times.

Duration: Seconds at a time.

Surfaces: Tile, carpet, concrete, asphalt, dirt, gravel, mud, metal grating, grass, uneven terrain.

Description: Performs while retrieving or positioning paperwork, plans, files, or boxes on and off lower shelves, drawers, ground level or plan holders, performing field inspections including assessing measurements, accessing meter boxes, and performing other described job duties.

**CRAWLING**

Not a job requirement.

**LAYING ON BACK/STOMACH**

Not a job requirement.

**CLIMBING/BALANCING**

Average Frequency: 2 to 4 times per week.

Duration: Seconds at a time.

Maximum Frequency: Up to 60 times per week.

Duration: Seconds at a time.

Surfaces: Stair or ladder steps, vehicle floorboard.

Description: Performs while ascending or descending stairs to access field sites, entering or exiting vehicle cabs, one step, ascending or descending ladders while accessing manholes, pump stations, and related field sites. A variable to using a stepstool includes employee's height.

**REACHING**

**Above Shoulder Level:**

Average Frequency: 4 to 6 times.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while accessing or placing files, paperwork, plans, and related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

**Between Waist and Shoulder Level:**

Average Frequency: 5 to 6 hours.

Duration: Seconds to 20 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office

equipment including a copy or fax machine, handling plans, paperwork or office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, visiting field sites in conjunction with assessing measurements, inspecting equipment including using cameras, measuring tapes, GPS units, etc., using carts to transport supplies or file boxes, and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

**Below Waist Level:**

Average Frequency: 2 to 3 times.

Duration: Seconds at a time.

Maximum Frequency: Up to 15 times.

Duration: Seconds at a time.

Description: Performs while retrieving or positioning paperwork, plans, files, or boxes on and off lower shelves, drawers ground level or plan holders, performing field inspections including assessing measurements, accessing meter boxes, and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

**PUSHING/PULLING**

Average Frequency: Up to 10 times.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while opening or closing file cabinet drawers, using a four-wheeled cart to transport file boxes or related supplies, opening or closing swing gates at field sites, using a metal hook to remove and replace meter box lids, performed approximately one time per quarter. Unilateral or bilateral arm use.

**TWISTING/ROTATING**

**Waist:**

Average Frequency: Less than 5 minutes.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs incidentally during field visits including during inspections.

**Neck:**

Average Frequency: 1 to 2 hours.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: During normal body mechanics, performing field inspections, general office tasks, driving and performing other described job duties.

**Wrists:**

Average Frequency: Up to 15 minutes.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while handling office supplies, paperwork, plans, etc., possibly during field visits and inspections and performing other described job duties. Unilateral or bilateral hand use.

**BENDING**

**Waist:**

Alternated with squatting, employee preference.

**Head/Neck:**

Average Frequency: 2 to 2 ½ hours.

Duration: Seconds to 5 minutes at a time.

Maximum Frequency: Up to 3 hours.

Duration: Seconds to 5 minutes at a time.

Description: Performs during normal body mechanics, reading, writing, reviewing plans and paperwork, operating standard office equipment, performing field inspections, general office tasks and performing other described job duties.

**Wrists:**

Average Frequency: 2 to 3 hours.

Duration: Seconds to 5 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs during normal body mechanics, during field inspections including using tape measures, GPS units, etc., handling office supplies, plans, and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

**LIFTING/CARRYING**

0 to 10 lbs.

Objects: Measuring tapes, cameras, portable GPS unit, plans, writing utensils, paperwork/files, telephone handset, office supplies, standard office tools, and other related items.

Average Frequency: 2 to 3 hours.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds to 15 minutes at a time.

Distance: 0 to 25 feet.

Height: Ground to shoulder or above.

Description: Performs while utilizing basic tools during field inspections including measuring tapes, camera or portable GPS unit, using writing utensils to complete paperwork, using a telephone, handling paperwork or files, office supplies, and other related items.

11 to 25 lbs.

Objects: File box, set of plans.

Average Frequency: 1 to 2 times.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds at a time.

Distance: Less than 5 feet.

Height: Ground to waist level.

Description: Performs while retrieving and relocating a file box or plans, as needed.

26 to 50 lbs.

Objects: Set of plans, file box.

Average Frequency: 2 to 3 times per week.

Maximum Frequency: Average frequency is consistent.

Duration: Seconds at a time.

Distance: Less than 5 feet.

Height: Ground to waist level.

Description: Performs while retrieving and relocating a set of plans or file box.

51 to 75 lbs.

Not a job requirement.

76 to 100 lbs.

Not a job requirement.

100+ lbs.

Not a job requirement.

**SIMPLE GRASPING**

Average Frequency: 2 to 3 hours.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while handling paperwork, files, and plans, using a telephone, driving in conjunction with maneuvering a steering wheel, using a cart, during field inspections including using a measuring tape, camera or portable GPS unit, and performing other described job duties. Unilateral or bilateral hand use.

**POWER GRASPING**

Average Frequency: 1 to 3 times.

Duration: Seconds at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A

Description: Performs while retrieving and relocating a file box or a set of plans. Bilateral hand use.

**FINE MANIPULATION**

Average Frequency: 2 ½ to 3 hours.

Duration: Seconds to 15 minutes at a time.

Maximum Frequency: Average frequency is consistent.

Duration: N/A.

Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes a combination of fine manipulation and simple grasping, sorting and handling paperwork and plans, pressing telephone buttons to make outgoing calls, operating

office equipment by pressing buttons, using writing utensils to complete paperwork, using a digital camera, a 10-key/adding machine calculator to compute calculations, using a portable GPS unit and performing other described job duties. Unilateral or bilateral hand use.

**WEIGHTS AND MEASURES**

- File box (full) – up to 30 lbs.
- Set of plans – up to 45 lbs

**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.

- Employee frequently required to talk or hear.
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.
- Occasionally exposed to outside weather conditions or works in confined spaces, where noise levels may be loud.
- Works in an office environment with controlled lighting and ventilation and moderate noise levels.
- This position may be required to wear personal protective equipment (PPE). The specific PPE required for the exposure will be listed in the Engineering Services Department standard operating procedures.

**EMPLOYMENT CONDITIONS**

Fair Labor Standards Act Classification:	Non-exempt
Collective Bargaining Representation Unit:	Professional & Technical
Pay Level:	PXXX
Job Specifications Approved by:	Board of Directors
Approval Date:	X/XX/23
Appointment and Removal Authority:	General Manager
Revision Approval Authority:	General Manager
Revision Date:	N/A

**DELTA DIABLO SALARY RANGES (Effective May XX, 2023)**  
**Section II - Professional & Technical Bargaining Unit**

RANGE	CLASSIFICATIONS	Monthly Salary at Step Level				
		A	B	C	D	E
P 109	Administrative Assistant I	\$5,691.69	\$5,976.27	\$6,275.08	\$6,588.84	\$6,918.28
P 117	Administrative Assistant II	\$6,260.84	\$6,573.89	\$6,902.58	\$7,247.71	\$7,610.09
P 118	Account Clerk I	\$6,360.13	\$6,678.13	\$7,012.04	\$7,362.64	\$7,730.77
P 126	Administrative Assistant III, Account Clerk II	\$6,996.11	\$7,345.92	\$7,713.21	\$8,098.88	\$8,503.82
P 128	Human Resources Assistant	\$6,922.48	\$7,268.61	\$7,632.04	\$8,013.64	\$8,414.32
P 129	Laboratory Technician	\$7,408.91	\$7,779.35	\$8,168.32	\$8,576.73	\$9,005.57
P 130	Sr. Admin. Asst./Records Specialist	\$7,695.75	\$8,080.54	\$8,484.57	\$8,908.80	\$9,354.23
P 135	Accounting Technician	\$7,695.96	\$8,080.76	\$8,484.80	\$8,909.04	\$9,354.49
P 141	Engineering Technician	\$8,053.66	\$8,456.34	\$8,879.16	\$9,323.12	\$9,789.28
P 143	Accountant	\$8,466.47	\$8,889.80	\$9,334.29	\$9,801.00	\$10,291.05
P 145	Chemist I, Environ. Compliance Specialist I	\$8,520.21	\$8,946.22	\$9,393.54	\$9,863.21	\$10,356.37
P 146	Junior Engineer	\$8,539.81	\$8,966.80	\$9,415.14	\$9,885.90	\$10,380.19
P 147	Program Analyst I	\$8,932.07	\$9,378.68	\$9,847.61	\$10,339.99	\$10,856.99
P 148	Construction Inspector	\$8,564.29	\$8,992.51	\$9,442.13	\$9,914.24	\$10,409.95
P 152	Chemist II, Environ. Compliance Specialist II	\$9,372.33	\$9,840.94	\$10,332.99	\$10,849.64	\$11,392.12
P 153	Sr. Construction Inspector	\$9,420.73	\$9,891.76	\$10,386.35	\$10,905.67	\$11,450.95
P 154	Computer Analyst, Program Analyst II	\$9,825.28	\$10,316.54	\$10,832.37	\$11,373.99	\$11,942.69
P 156	Chemist III	\$9,840.95	\$10,333.00	\$10,849.65	\$11,392.13	\$11,961.74
P 158	Purchasing Supervisor	\$9,869.33	\$10,362.80	\$10,880.94	\$11,424.99	\$11,996.23
P 160	Recycled Water Program Coordinator	\$9,947.79	\$10,445.18	\$10,967.44	\$11,515.81	\$12,091.60
P 164	Assistant Engineer	\$10,533.36	\$11,060.03	\$11,613.03	\$12,193.68	\$12,803.37
P 165	Program Analyst III	\$10,807.82	\$11,348.21	\$11,915.62	\$12,511.40	\$13,136.97
P 170	Operations Supervisor, Maintenance Supervisor	\$11,688.95	\$12,273.40	\$12,887.07	\$13,531.42	\$14,207.99
P 176	Associate Engineer	\$12,215.49	\$12,826.27	\$13,467.58	\$14,140.96	\$14,848.01

Approved: \_\_\_\_\_ **Monica Wilson, Board Secretary**      Date: \_\_\_\_\_