



Operations Support and Construction Coordinator /Retired Annuitant Classification

Personnel Committee Meeting
March 19, 2021



Operations Division Staffing Overview



- One Operations Manager
- One Operations Supervisor
- One Recycled Water Program Coordinator
- 15 WWTP Operators
 - Five operators have a WWTP Operator Grade III certification or higher from the State Water Resources Control Board

Operations Division

Recent District Actions



- Modified staffing plans to maximize staffing availability to provide wastewater treatment and recycled water services during the COVID-19 pandemic
- Split operators into two separate work groups to minimize cross-contamination between the group in the event of virus-related absences
- Designated Operator to work closely with Maintenance and Engineering staff to coordinate significant construction-related activities at WWTP and RWF
- Key Issue: Highlighted staffing level vulnerability and need for additional resources for construction coordination
- Staff is proposing creation of a new Operations Support and Construction Coordinator/Retired Annuitant position in response

Operations Support and Construction Coordinator/Retired Annuitant Position

- District requires this new classification to:
 - Coordinate treatment facilities and process control operations that are directly impacted by construction project work
 - Provide supplemental technical staff support to Operations Division in the event of staffing limitations
- Key Qualifications
 - Experienced, highly-technical WWTP operator
 - In-depth knowledge of District WWTP and RWF

CalPERS Requirements for Hiring Retired Annuitants



- CalPERS allows for limited duration employment for specific purposes (labor resource, special projects)
- Specific conditions for employing a retired annuitant:
 - Hired into a designated retired annuitant position
 - 180-day waiting period after retirement date before returning to work for a CalPERS employer (exception may exist for certain conditions)
 - Compensation must be according to an established pay rate for a classification on the agency's salary schedule
 - Receives no other compensation or benefits; does not accrue service credit or any additional retirement rights or benefits
 - Limited to a maximum of 960 hours in a fiscal year (July 1 to June 30), without exception for employment with all CalPERS employers combined.
 - Agency must adopt a resolution approving a job description and salary range for retired annuitant position

Operations Support and Construction Coordinator/Retired Annuitant Position



- Staff has developed the proposed job description and associated salary range
 - Monthly Salary Range: \$8,030.30 - \$10,028.75 (equivalent to WWTP Operator III position)
 - Revised District Salary Schedule reflects equivalent hourly rates
- Position is non-exempt, non-classified, does not receive benefits (other than required by law), and is not represented by Operations and Maintenance (O&M) Representation Unit
 - District has reviewed job description with O&M Representation Unit, which concurs with role and does not foresee impacts to members

Recommendations

- Provide comments on the Operations Support and Construction Coordinator/Retired Annuitant classification, job description, and salary schedule
- Recommend consideration of a resolution to adopt a job description and salary schedule at the March 25, 2021 Board meeting