

AGENDA

BOARD OF DIRECTORS PERSONNEL COMMITTEE MEETING

DELTA DIABLO

(a California Special District)

2500 Pittsburg-Antioch Highway | Antioch, CA 94509

(Note: There will be no in-person meeting at the District.)

FRIDAY, MARCH 19, 2021

1:00 P.M.

In lieu of a public gathering, the Board of Directors Personnel Committee meeting will be accessible via ZOOM to all members of the public as permitted by the Governor's Executive Order N-29-20, which suspends certain requirements of the Ralph M. Brown Act to allow for greater flexibility in conducting public meetings.

The Board of Directors Personnel Committee Meeting on March 19, 2021 will not be physically open to the public and the Personnel Committee Chair will be teleconferencing into the meeting. Members of the public can observe the meeting by following the steps listed below to view and listen to the Personnel Committee Meeting.

Persons who wish to address the Personnel Committee during the Public Comment period or with respect to an item on the Agenda will be limited to two (2) minutes. The Secretary to the Board will call on members of the public at the beginning of the meeting to establish a speaking order. Please indicate whether you wish to speak during the Public Comment period or on a specific Agenda item at that time.

Presentations will be made available online at <https://www.deltadiablo.org/board-meetings> approximately one hour prior to the start of the Personnel Committee meeting.

How to view, listen to, and provide a Public Comment during the meeting via ZOOM:

- Using your computer, access the Zoom meeting at: <https://us02web.zoom.us/j/85681577792>

How to listen and provide a Public Comment during the meeting via ZOOM:

- Using your telephone, access the Zoom meeting by dialing (669) 900-6833
- Meeting ID: 856 8157 7792

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

AGENDA

BOARD OF DIRECTORS PERSONNEL COMMITTEE MEETING

(Note: There will be no in-person meeting at the District.)

FRIDAY, MARCH 19, 2021

1:00 P.M.

A. PUBLIC COMMENTS

B. REVIEW AND COMMENT ON OPERATIONS SUPPORT AND CONSTRUCTION COORDINATOR/RETIRED ANNUITANT CLASSIFICATION, JOB DESCRIPTION, AND SALARY SCHEDULE (Dean Eckerson/Cheryl Rhodes Alexander)

C. ADJOURNMENT

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MEMORANDUM

DATE: March 19, 2021

TO: Federal Glover, Chair, Personnel Committee

FROM: Cheryl Rhodes Alexander, Human Resources and Risk Manager ^{CRA}

SUBJECT: OPERATIONS SUPPORT AND CONSTRUCTION
COORDINATOR/RETIRED ANNUITANT CLASSIFICATION, JOB
DESCRIPTION, AND SALARY SCHEDULE

RECOMMENDATIONS

- Review and comment on the proposed 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 for the Operations Support and Construction Coordinator/Retired Annuitant (RA) classification at the April 14, 2021 Board Meeting.

Background

The Operations Division is a work group in the Resource Recovery Services Department that is responsible for continuous operation of the District's wastewater conveyance and treatment systems, and recycled water facilities. In March 2020, the Operations Division implemented a modified staffing plan to maximize staffing availability to ensure effective and reliable provision of these services during the COVID-19 pandemic. In addition, Operations staff worked closely with the Maintenance Division and Engineering Services Department to effectively coordinate increased plant construction-related work needs while ensuring continued compliance with regulatory requirements.

Because these modified staffing plans and planned construction activities continue to exert pressure on maintaining required operational staffing levels, staff is proposing creation of a temporary staffing resource that will allow regular Operations staff to focus on core operational duties and activities. This resource would assist with construction coordination activities, while also providing assistance in the event that staffing levels in the Operations Division are impacted by COVID-19.

The Operations Support and Construction Coordinator/Retired Annuitant position is highly technical and requires in-depth knowledge of the District's Wastewater Treatment Plant (WWTP) and recycled water facilities to provide direction related to facility operations impacted by construction activities. In addition to filling this role on a limited duration basis, the District has a need for a skilled temporary resource in the event staffing levels are impacted for a sustained duration (e.g., during a COVID-19 outbreak). Operations staff must be certified by the State Water Resources Control Board as WWTP Operators to operate the District's facilities. The District has 15 certified WWTP Operators, five of which hold a Grade III certification or

higher. The recent retirement of a long-term WWTP Operator has created a temporary gap in the number of lead-level operators (Grade III or higher) required to staff all shifts. This specialized, temporary assistance (up to 960 hours) would provide supplemental technical staff support to the Operations Division. The District anticipates filling this temporary role with an RA with a valid Grade III WWTP Operator certification and knowledge of and experience at the District's facilities.

The California Public Employees' Retirement System (CalPERS) allows for limited duration employment of retired members (known as "retired annuitants [RA]") 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 a 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 Operations Support and Construction Coordinator/Retired Annuitant classification before the District can hire an RA. The job description defines the classification, outlines essential duties, qualifications, education, experience, and certification requirements, and identifies working conditions to successfully perform the work.

The Operations Support and Construction Coordinator/Retired Annuitant classification is a non-exempt, non-classified position and does not include benefits (other than those statutorily required by law). This classification is comparable to the WWTP Operator III classification and would have an hourly compensation rate equivalent to the WWTP Operator III salary range (OM 152-00), capped at the top step of the salary range. The position is not represented by the Operations and Maintenance (O&M) Representation Unit/PEU, Local One/AFSCME bargaining unit. The District reviewed the proposed job description with the O&M Representation Unit to discuss any potential impacts to their members. The O&M Representation Unit concurred with the role of the classification within the Operations Division and did not see any impacts to their members.

Attachments

- 1) Proposed Job Description – Operations Support and Construction Coordinator/Retired Annuitant
- 2) Revised District Salary Schedule



OPERATIONS SUPPORT AND CONSTRUCTION COORDINATOR/RETIRED ANNUITANT

DEFINITION

Under general supervision, coordinate Operations Division activities and resources with active construction projects and other departments; provide operational support and technical assistance, as needed, in conformance with applicable regulatory compliance, safety, and legal requirements, as well as District guidelines, policies, and procedures.

DISTINGUISHING CHARACTERISTICS

This is an advanced-level Wastewater Treatment Plant (WWTP) Operator classification responsible for coordinating division resources related to construction activities and temporarily augmenting staff and performing normal wastewater conveyance and treatment process and recycled water production and distribution activities.

SUPERVISION RECEIVED AND EXERCISED

This classification receives general supervision from the Operations Supervisor. This position does not directly supervise employees but 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:

- Coordinate WWTP, Recycled Water Facility (RWF), pump station infrastructure and other Operations Division resources in support of construction, maintenance, and repair activities conducted by internal staff and external contractors.
- Coordinate and implement Operations Division System Outage Requests and Lockout and Tagout activities related to construction, maintenance, and repair activities.
- Perform wastewater conveyance and treatment processes at the WWTP, pumping stations, and recycled water production and distribution systems at the RWF.
- Conduct routine checks, collect samples, and perform microscopic and laboratory tests to operate and make necessary changes to process control systems, equipment, and devices.
- Mix and prepare chemical solutions using manual and automated mixing devices.
- Record, log, and maintain records of observations, adjustments, and shift activities.
- Maintain, clean, and lubricate tanks, pumps, blowers, motors, and related piping, valves, and other equipment.
- Prepare reports and notify District management of spills and operational conditions for permit and regulatory compliance purposes.
- Operate vehicles, portable equipment, and stationary machinery as required.
- Direct, confirm, log, and accept chemical deliveries; and ensure adequate delivery space and safety protocols. Direct and record biosolids loading for transport adhering to all safety precautions for loading, weighing, and transport.

- Utilize a personal computer or other devices for data entry, record keeping, and to initiate and track work orders.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Working knowledge of the operation, maintenance and cleaning of primary, secondary, and tertiary wastewater treatment equipment and facilities, wastewater treatment principles, energy management, safety rules, first aid, chemical handling, wastewater sampling and process control tests.
- Basic construction, assembly, operational norms, and maintenance of process control systems and equipment involved in operation of District facilities.
- General design, and basic construction, assembly, and operational requirements of hydraulic equipment, power generators, pumps, and controls.
- Applicable federal, state, and local laws, codes, and regulations related to the work.
- District emergency and hazardous materials spill response protocols and procedures.
- Arithmetic, mathematics, and algebraic equations necessary for the performance of the work.
- Safety practice procedures applicable to all aspects District facility operations; procedures for selecting and using appropriate personal protective equipment (PPE); and specific procedures applicable in handling and using hazardous materials and chemicals.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, and District staff.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Communication and conflict resolution techniques for working with contractors and the public.

Skills and Abilities to:

- Apply fundamental principles and best practices of wastewater treatment.
- Interpret and apply the general intent and specific provisions of multiple laws and regulations to operating conditions.
- Understand, apply, and explain specific provisions and procedures contained in technical manuals, drawings, specifications, blueprints, layouts, and schematics.
- Read and understand electrical and mechanical drawings, schematics, blueprints, and information tables.
- Troubleshoot treatment process upsets; and serve as Incident Commander during plant emergencies with effective verbal and written communication skills.
- Collect, record, and perform standard tests on wastewater, wastewater byproduct, and recycled water samples.
- Observe, interpret, and record measurements indicated on gauges, meters and similar measuring devices.
- Recognize abnormal, inefficient, or unsafe conditions and take appropriate actions.
- Perform minor maintenance on wastewater and recycled water equipment and facilities.
- Comprehend, retain, and apply written procedures and verbal instructions.
- Understand, interpret, apply, and provide instruction on appropriate policies and procedures, safety protocols, and select and use appropriate PPE during work.
- Perform mathematical, statistical, geometric, and algebraic calculations common to wastewater treatment, laboratory analysis, and budget work.

- Provide effective verbal and written communications.
- Operate office computers and field communications equipment, safety devices and equipment and apply proper safety procedures in hazardous environments.
- Operate heavy equipment, vehicles, forklift, portable equipment, stationary machinery, electric carts, common hand and power tools, and process controls.

QUALIFYING TRAINING AND EXPERIENCE

A combination of training and experience which demonstrates that a person 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 supplemented by the required educational points as required by the State Water Resource Control Board (SWRCB) regulations to qualify for the required Wastewater Treatment Plant Operator certification.

Experience: Five (5) years of experience as a Plant Operator.

Licenses and Certifications:

- A valid California Class C driver's license and insurability under the District's driving program must always be maintained.
- A valid Grade III Wastewater Treatment Plant Operator certification issued by SWRCB Office of Operator Certification at time of hire or appointment.
- Failure to maintain the required certifications will result in termination of employment.

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.

STANDING

Up to 6 hours, per shift. Of varying intervals ranging between a few seconds to 60 minutes, at a time.

WALKING

Up to 5 hours, per shift. Of varying intervals ranging between a few seconds to 60 minutes, at a time.

SITTING

Estimated Duration: Up to 7 hours, per shift. In varying intervals between 15 minutes and 1 hour at a time.

KNEELING/CROUCHING/SQUATTING

Up to 2 hours, per shift, up to 15 minutes of varying intervals ranging between a few seconds to less than 1 minute at a time.

CLIMBING/BALANCING

Up to 20 times per shift. Varying intervals ranging between a few seconds to less than 1 minute at a time.

REACHING

Above Shoulder Level: Up to 1 hour at a time per shift. Varying intervals ranging between a few seconds to less than 2 minutes at a time.

Between Waist and Shoulder Level: Up to 6 hours per shift. Varying intervals ranging between a few seconds to less than 15 minutes at a time.

Below Waist Level: Up to 2 hours per shift. Varying intervals ranging between a few seconds to less than 1 minute at a time.

PUSHING/PULLING

Up to 2 hours per shift. Varying intervals ranging between a few seconds to less than 5 minutes at a time.

TWISTING/ROTATING

Waist: Up to 30 minutes per shift, seconds at a time.

Neck: Up to 3 hours per shift. Varying intervals between a few seconds to less than 5 minutes at a time.

Wrists: Up to 30 minutes per shift, with minutes of varying intervals ranging between a few seconds to less than 5 minutes at a time.

BENDING

Waist: Up to 2 hours per shift. Varying intervals ranging between a few seconds to less than 1 minute at a time.

Head/Neck: Up to 4 hours per shift, with varying intervals ranging between a few seconds to less than 5 minutes.

Wrists: Up to 4 hours per shift, with varying intervals ranging between a few seconds to less than 10 minutes at a time.

LIFTING/CARRYING

0 to 10 lbs.

Objects: Writing utensil, paperwork, telephone handset, metal hook, wrenches, screwdrivers, pliers, valve keys, empty trash containers, drills, bolts, nuts, small parts, samples, 1” hose end, shovel, clipboard, pry bar, ratchet.

Up to 5 hours of varying intervals ranging between a few seconds to less than 15 minutes at a time.

Distance: Less than 100 feet

Height: Ground to shoulder or above.

11 to 25 lbs.

Objects: Valve key.

Up to 10 times per shift with varying intervals of a few seconds at a time.

Distance: Less than 50 feet.

Height: Ground to chest level.

26 to 50 lbs.

Objects: Garbage container, water cannon, winch, confined space entry tripod.

Once a week with varying intervals of a few seconds at a time.

Distance: Less than 10 feet.

Height: Ground to waist level.

SIMPLE GRASPING

Up to 5 hours per shift, with varying intervals ranging between a few seconds to less than 15 minutes at a time.

POWER GRASPING

Up to 2 hours per shift, with varying intervals ranging between a few seconds to less than 5 minutes at a time.

FINE MANIPULATION

Estimated Duration: 1 ½ to 2 hours of varying intervals ranging between a few seconds to less than 5 minutes at a time.

MACHINES/TOOLS

Wrenches	Tripods
Screwdrivers	Slide gates
Hammers	Metal hook
Allen wrenches	Pressure washer
Pry bars	Sump pumps
Gas detectors	Fire Cannon
Lowering tools	Four-wheeled cart
Confined space entry tripod/winch operation	Electric cart
Ratchets	Electric drills
Sockets	Clipboard
Valve key	Writing utensil
Winch	Office equipment/computer

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.

- Frequently exposed to outdoor work environment under extreme weather conditions.
- Exposed to confined spaces; fumes or airborne particles; risk of electrical shock; vibration; mechanical hazards; elevated, precarious locations; and hazardous chemicals.
- Risk of electrical shock or mechanical hazards.
- May perform duties that involve a potential risk of exposure to bloodborne pathogens.
- Exposed to power and noise-producing tools and equipment with a work environment noise level that varies from moderate to loud.
- Occasional work in office buildings with controlled lighting and ventilation, and moderate noise levels.

- This position may be required to wear PPE. The specific PPE required for the exposure will be listed in the Operations Division standard operating procedures (SOPs).

EMPLOYMENT CONDITIONS

Fair Labor Standards Act Classification:	Non-exempt
Collective Bargaining Representation Unit:	N/A
Job Specifications Approved by:	Board of Directors on xx/xx/2021
Appointment and Removal Authority:	General Manager
Amended & Approved by:	General Manager

DRAFT

DELTA DIABLO											
SECTION V - PART-TIME & TEMPORARY CLASSIFICATIONS											
HOURLY SALARY RANGES (Effective April 14, 2021)											
RANGE	CLASSIFICATIONS	A	B	C	D	E	F	G	H	I	J
N/A	Co-Op Laboratory	\$ 15.30	-	-	-	-	-	-	-	-	\$ 18.36
N/A	Co-Op Maintenance	\$ 15.30	-	-	-	-	-	-	-	-	\$ 18.36
FPRA	Finance Professional/Retired Annuitant	\$ 66.17	\$ 67.83	\$ 69.52	\$ 71.26	\$ 73.04	\$ 74.87	\$ 76.74	\$ 78.66	\$ 80.62	\$ 82.64
OSRA	Operations Support and Construction Coordinator/Retired Annuitant	\$ 46.33	\$ 47.49	\$ 48.68	\$ 49.89	\$ 51.14	\$ 52.42	\$ 53.73	\$ 55.07	\$ 56.45	\$ 57.86

Approved: _____ Juan A. Banales, Board Secretary

Date: _____