



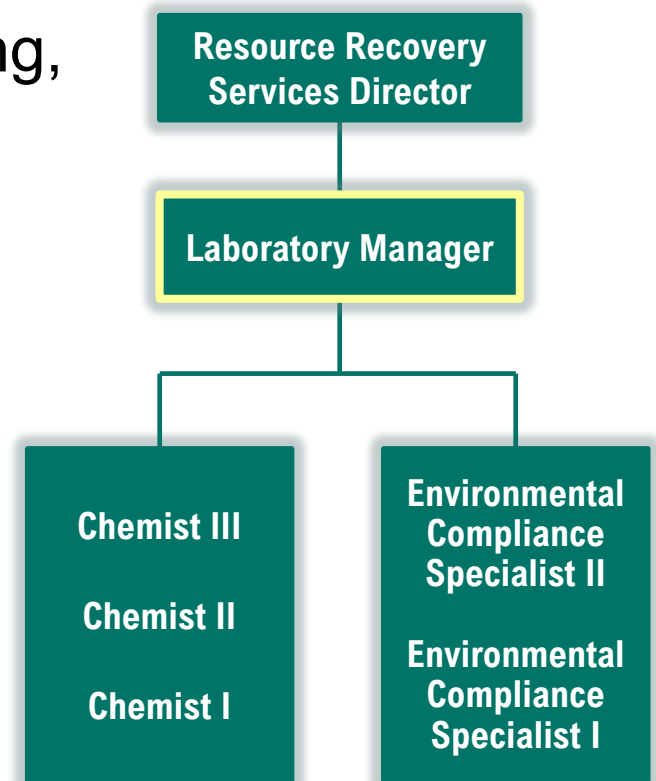
# Laboratory Management Professional/ Retired Annuitant Classification

Personnel Committee Meeting  
March 24, 2023



# Laboratory Division Overview

- Conducts necessary sampling, testing, and reporting to ensure compliance with wastewater and recycled water regulatory permit requirements
  - California Environmental Laboratory Accreditation Program (ELAP) certification must be maintained
- Provides laboratory data to directly support effective control of treatment processes
- Implements pollution prevention and pretreatment programs
- Six full-time equivalent (FTE) positions



Laboratory Division Organizational Structure

# Laboratory Manager Position

## Recent Personnel Actions



- In September 2021, Laboratory Manager retired after 24 years of service, which included 14 consecutive years without an NPDES permit violation
- Initiated recruitment in October 2021 and filled position in May 2022 following extended recruitment period
- As of March 8, 2023, position is vacant and District is initiating recruitment process
- Recommendation: Based on business needs, staff is recommending creation of a **Laboratory Management Professional/Retired Annuitant** position to ensure compliance with regulatory compliance requirements

# CalPERS Requirements for Hiring Retired Annuitants



- CalPERS allows for limited duration employment for specific purposes (labor resource, special projects)
- Specific conditions for employing an RA:
  - Hired into a designated RA position
  - 180-day waiting period after retirement date before returning to work for a CalPERS employer
  - 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
  - Agency must adopt a resolution approving a job description and salary range for RA position

# Recent Beneficial Use of Retired Annuitant (RA) Positions



- District has effectively utilized RA positions in several critical workgroups in recent years to support workforce transitions and professional development needs

## Board Approved

- |   |          |
|---|----------|
| ▪ <b>Finance Professional/RA (currently utilized)</b> has directly supported financial reporting (ACFR, Budget Book), audit preparation, budget development                         | Jun 2020 |
| ▪ <b>Operations Support and Construction Coordinator/RA (currently utilized)</b> has directly supported staff training, professional development, SOP updates                       | Mar 2021 |
| ▪ <b>Human Resources and Risk Management Professional/RA (not currently utilized)</b> directly supported effective transition during onboarding of Human Resources and Risk Manager | Nov 2021 |

# Laboratory Management Professional/RA Position



- District requires this new classification to meet critical business functions during current recruitment process:
  - Plan, organize, manage, and direct all division activities
  - Provide staff supervision and technical direction for operation and certification of a public laboratory, including overseeing annual recertification, data integrity, QA/QC, and regulatory compliance
- Key Qualifications
  - Experienced, highly-technical position requiring in-depth knowledge of wastewater and recycled water regulatory requirements
  - Required to serve as “Technical Manager” responsible for all analytical and operational laboratory activities as required to maintain ELAP certification



# Laboratory Management Professional/RA Position (cont'd)



- Staff has developed the proposed job description and associated salary range
  - Monthly Salary Range: \$13,136.66 - \$15,967.69 (equivalent to Laboratory Manager)
  - Revised District Salary Schedule reflects equivalent hourly rates (\$75.79 - \$92.12)
- Position is unrepresented, limited duration classification and does not receive benefits (other than required by law)
- Staff engaged with Management Association (MA) bargaining unit representatives and reviewed job description—no potential impacts to MA members identified

# Recommendations

- Provide comments on the Laboratory Management Professional/RA classification, job description, and salary schedule
- Recommend considering adoption of a resolution to approve the job description and salary schedule at the Board Meeting on April 12, 2023