

**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.)**  
**TUESDAY, JUNE 1, 2021**  
**2:00 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 June 1, 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. The Personnel Committee Chair may reduce or eliminate the amount of time allotted to provide comments at the beginning of each item or public comment period depending on the number of comments and the business of the day. Your patience is appreciated.

Presentations will be made available online at <https://www.deltadiablo.org/personnel-subcommittee-meetings> approximately 30 minutes 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/89165888519>

**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: 891 6588 8519

**A. PUBLIC COMMENTS**

**B. REVIEW AND COMMENT ON PURCHASING SUPERVISOR CLASSIFICATION, JOB DESCRIPTION, AND SALARY SCHEDULE (Brian Thomas)**

**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](http://www.deltadiablo.org)



# MEMORANDUM

**DATE:** June 1, 2021

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

**FROM:** Brian Thomas, Acting Business Services Director <sup>BAT</sup>

**SUBJECT:** PURCHASING SUPERVISOR CLASSIFICATION, JOB DESCRIPTION, AND SALARY SCHEDULE

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## **Recommendation**

Review and comment on the proposed Purchasing Supervisor classification, job description, and salary schedule.

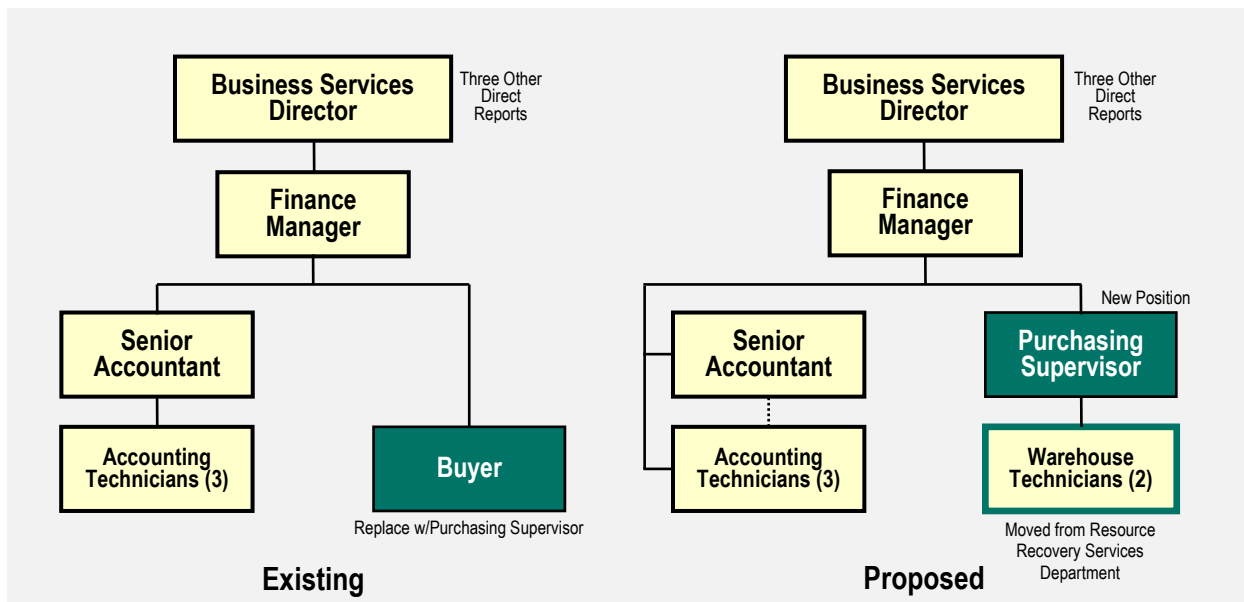
## **Background Information**

In 2013, the District created a Buyer position instead of filling the existing Purchasing Manager position (vacated following retirement of incumbent) to execute procurement and purchasing functions. The District has utilized a temporary resource to conduct these functions since October 2017. Following retirement of the incumbent Buyer in October 2018, the District retained a consultant to conduct an operational review of the District's procurement function, which included a recommendation to elevate the purchasing function level and authority from the current Buyer position. Following an associated unsuccessful recruitment for the Purchasing Manager in October/November 2019 and a suspended and canceled recruitment in February-September 2020, the District revisited its approach to addressing the procurement function, which now includes a recommendation to create a new Purchasing Supervisor position that would report to the Finance Manager in the Business Services Department.

## **Analysis**

The proposed organizational structure changes associated with the new Purchasing Supervisor position are highlighted in Figure 1. This approach would create a second direct report for the Finance Manager position rather than adding a fifth direct report to the Business Services Director. This position would be the sole procurement-related position at the District (i.e., the Purchasing Manager and Buyer positions would not be filled but would remain available for future use, if needed). In addition, the Purchasing Supervisor would be responsible for oversight of warehouse activities, which requires relocation of existing staff (i.e., two Warehouse Technicians) from the Resource Recovery Services Department to the Business Services Department. The proposed classification would provide the following organizational benefits:

- Addresses need to increase procurement oversight and authority
- Enhances organizational structure vertical and horizontal alignment and integration
- Expands candidate pool and recruitment opportunities
- Aligns job classification with business need



**Figure 1 – Existing and Proposed Business Services Department Organizational Structure**

The District has met and conferred with the Professional and Technical (P&T) and Management Association (MA) bargaining units regarding unit placement for this new position. Following this engagement, the District is recommending placement of the Purchasing Supervisor job classification in the P&T unit based on several factors including the proposed job description, community of interest with respect to similar classifications represented by P&T, and consistency with historical unit formation and District Policy. Following the unit placement determination, the District met and conferred with the P&T bargaining unit regarding the proposed job description (refer to Attachment 1). In addition, the District has conducted a comparison of similar positions at other agencies to develop the proposed salary range (refer to Attachment 2) for this non-exempt position, which was also reviewed with P&T.

If recommended by the Personnel Committee, staff would submit the Purchasing Supervisor classification, job description, and salary range for consideration at the Board Meeting on June 9, 2021.

**Fiscal Impact**

Sufficient funding for this position is included in the proposed Fiscal Year 2021/2022 Budget, which will be considered for approval by the Board of Directors at its June 9, 2021 meeting.

**Attachments**

- 1) Proposed Job Description – Purchasing Supervisor
- 2) Proposed Salary Schedule



## **PURCHASING SUPERVISOR**

### **DEFINITION**

Under general direction, serves as the principal purchasing official responsible for development, processing, and execution of contracts; ensures compliance with procurement policies and procedures; performs procurements, quality control, and procurement training; administers the District's procurement card program; and supervises procurement and warehouse activities.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position, advanced journey-level classification. Incumbent possesses advanced knowledge of government procurement and warehousing practices, and demonstrates initiative and judgment to perform the full range of procurement and contract management duties. The Purchasing Supervisor is distinguished from the Finance Manager by the latter's responsibility for overall management of the Finance Division. This position is distinguished from the Warehouse Technician II based on supervisory responsibilities and responsibility for administering purchasing functions and activities.

### **SUPERVISION RECEIVED AND EXERCISED**

Under general direction from the Finance Manager and may receive functional direction from other managers. This classification exercises supervision and direction over lower level purchasing and warehouse classifications. 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:

- Oversee, coordinate, and administer cost-effective, diversified, and reliable procurement of materials, supplies, equipment, and services in accordance with established policies, procedures, and applicable federal, state, and local laws.
- Support development of revised procurement policies, procedures, and forms, as needed, and ensure broad awareness and adherence to internal controls to support effective implementation and compliance.
- Develop, implement, and administer effective systems for facilitating work planning needs, oversee contract administration activities, by reviewing, resolving issues, and processing submitted purchase requisitions, and orders, quotes, and contracts to final execution.
- Utilize software applications to effectively administer procurement functions and financial system transactions during the initial and administration phases of contract management to ensure conformance with contract terms and conditions and maintenance of vendor data for accuracy and validity.
- Coordinate with District staff to prepare requests for quotations, requests for proposals, and invitations for bids and conduct timely procurement of goods and services.
- Coordinate with District staff to ensure timely review, approval, and filing of contracts.

- Prepare and maintain accurate records and documentation for solicitations, responses, purchases, contracts, correspondence, and related follow-up activities in compliance with District policies and procedures.
- Conduct effective research for developing scopes of work, prices, terms and conditions, contract amendments, extensions, and change orders with vendors, as needed; and work effectively with District staff and vendors to resolve disputes that may arise.
- Administer the procurement of the District's vehicles, manage the associated vehicle registration requirements, and coordinate procurement of insurance with District's Risk Manager.
- Supervise key warehouse functions and activities, including conducting an annual inventory, establishing ordering points and inventory control system in coordination other District division needs, using electronic information to maintain efficient inventory levels, providing District management with appropriate inventory and usage reports.
- Administer disposal of surplus assets in accordance with District policies and procedures.
- Develop, coordinate, and/or conduct procurement training, including software applications.
- Administer the District's purchasing card program.
- Provide supporting information to department managers during annual operating budget development and for ongoing management of operational budget reports.
- Support compliance with grant administration and reporting requirements.
- Supervise staff by providing technical guidance, direction, work review, and training; establishing work schedules; reviewing and coordinating leave requests; and formally evaluating employee performance through proper documentation of job performance.
- Effectively perform other work duties and responsibilities consistent with the position on an as-needed and/or assigned basis.

**General Organizational Duties**

- 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.
- 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:**

- Modern principles and practices of public sector, governmental procurement and supply-chain management.
- Principles, practices, methods, and techniques of public procurement purchasing, including specification development, and contracting.
- Development and administration of effective procurement, purchasing, and inventory control systems, policies, and procedures.
- Computerized purchasing, finance, and inventory systems.

- Types of supplies, materials and equipment commonly used by water and wastewater agencies, including terminology and nomenclature.
- Working knowledge of math to perform computations and collect statistics for basic cost and price analysis.
- Procurement best practices of governmental purchasing, including sources of supply, marketing practices and pricing methods, and trends in the procurement industry.
- Applicable state and federal laws and regulations, including the Uniform Commercial Code and Public Contracting Code.
- Recordkeeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Principles of supervision and techniques for training, motivating, and developing employees, and conducting formal performance evaluations.

### **Skills and Abilities:**

- Accurately interpret, apply and ensure compliance with established District policies and procedures.
- Evaluate, plan, and articulate actions necessary to complete procurement of goods and services.
- Evaluate sections of technical specifications related to parts and materials purchasing requirements.
- Ensure procurement records are accurately managed and summarized to produce detailed summary reports.
- Establish and maintain open and honest communications with co-workers at all levels.
- Embody and provide a high-quality customer service experience both internally and externally.
- Provide effective verbal and written communications; and comprehend verbal and written instructions.
- Perform arithmetic and mathematical calculations common to procurement of goods and services and the associated contract and inventory management.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Operate automobiles and electric carts.

### **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:** Associates Degree or a combination of equivalent work experience, training, and education in business or public administration, finance, purchasing, or another related field.

**Experience:** Minimum of four (4) years of increasingly responsible full-time professional experience in procurement, public contracting, or finance involving the acquisition of goods and services. Prior supervisory experience or two (2) years in a lead-level capacity.

**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 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 construction 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:	Non-exempt
Collective Bargaining Representation Unit:	Professional & Technical
Pay Level:	P158
Job Specifications Approved by:	Board of Directors
Approval Date:	XX/XX/21
Appointment and Removal Authority:	General Manager
Revision Approval Authority:	General Manager
Revision Date:	XX/XX/21

**Proposed Salary Range for New Purchasing Supervisor Position - May 2021**

RANGE	CLASSIFICATIONS	Monthly Salary at Step Level									
		A	B	C	D	E	F	G	H	I	J
M 178	Finance Manager	\$11,469.59	\$11,756.33	\$12,050.24	\$12,351.49	\$12,660.28	\$12,976.79	\$13,301.21	\$13,633.74	\$13,974.58	\$14,323.95
M 165	Senior Accountant	\$9,357.88	\$9,591.82	\$9,831.62	\$10,077.41	\$10,329.34	\$10,587.58	\$10,852.27	\$11,123.57	\$11,401.66	\$11,686.70
P 135	Accounting Technician	\$6,852.76	\$7,024.07	\$7,199.68	\$7,379.67	\$7,564.16	\$7,753.26	\$7,947.10	\$8,145.77	\$8,349.42	\$8,558.15
M 168	Purchasing Manager	\$9,722.10	\$9,965.15	\$10,214.28	\$10,469.63	\$10,731.37	\$10,999.66	\$11,274.65	\$11,556.52	\$11,845.43	\$12,141.56
<b>P 158</b>	<b>Purchasing Supervisor</b>	<b>\$8,788.00</b>	<b>\$9,007.70</b>	<b>\$9,232.89</b>	<b>\$9,463.72</b>	<b>\$9,700.31</b>	<b>\$9,942.82</b>	<b>\$10,191.39</b>	<b>\$10,446.17</b>	<b>\$10,707.33</b>	<b>\$10,975.01</b>
P 148	Buyer	\$7,989.09	\$8,188.82	\$8,393.54	\$8,603.38	\$8,818.46	\$9,038.92	\$9,264.90	\$9,496.52	\$9,733.93	\$9,977.28
OM 142	Warehouse Technician II	\$7,300.22	\$7,482.73	\$7,669.80	\$7,861.54	\$8,058.08	\$8,259.53	\$8,466.02	\$8,677.67	\$8,894.61	\$9,116.98
OM 130	Warehouse Technician I	\$6,338.04	\$6,496.49	\$6,658.90	\$6,825.38	\$6,996.01	\$7,170.91	\$7,350.18	\$7,533.94	\$7,722.29	\$7,915.34