

Civil Service Commission

1055 MONTEREY STREET, SUITE D-250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, April 27, 2016 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



AGENDA

MEMBERS OF THE COMMISSION
President Robert Bergman
Vice President Erwin Ohannesian
Wayne Caruthers
Erica Stewart
William Tappan

1. **Call to Order / Flag Salute / Roll Call**
2. **Public Comment Period**
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
3. **Minutes**
The following draft minutes are submitted for approval:
 - a. March 23, 2016
4. **SLOCEA Request for new Civil Service Commission Rule re: Liberty Interest Hearings (Recommendation: receive and file)**
5. **Specifications- New**
 - a. Waste Water Systems Superintendent
6. **Specifications- Revised**
 - a. Water Systems Superintendent
 - b. Water Systems Worker Class Series
7. **Reports**
 - a. Commission President
 - b. Commission Counsel
 - c. Commission Secretary
8. **Adjournment**

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, March 23, 2016 @ 9:00 AM
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Robert Bergman, President
Erwin Ohannesian
Wayne Caruthers
Erica Stewart
William Tappan

Present: President Bergman, Vice President Ohannesian, Commissioner Caruthers, Commissioner Stewart

Absent: Commissioner Tappan, Commission Secretary Tami Douglas-Schatz

Staff: Acting Commission Secretary Jamie Russell, Commission Clerk Lacey Gabriel

Counsel: Commission Counsel Tim McNulty

1. Call to Order/ Flag Salute/ Roll Call

President Bergman called the meeting to order at 9:00 AM and led the flag salute.

2. Public Comment Period

President Bergman asked for Public Comment. Being none he closed the public comment period.

3. Minutes – February 24, 2016

President Bergman asked for corrections or revisions to the February 24, 2016 meeting minutes. Commissioner Caruthers made a motion to approve the minutes as presented; Vice President Ohannesian seconded the motion. Motion passed 4-0-1.

4. Specifications – New

a. Social Worker Aide I, II, III series: Personnel Analyst, Melissa Beebe presented the new specification and introduced Department of Social Services Director, Lee Collins. Ms. Beebe explained the purpose for the new specification. The Commission questioned Melissa. President Bergman asked if there was public comment. Being none, Commissioner Stewart made a motion to approve the new specification; Commissioner Caruthers seconded. The motion passed 4-0-1.

b. Behavioral Health Program Supervisor: Personnel Analyst, Frank Stapleton presented the new specification and introduced Behavioral Health Administrator, Anne Robin of the Health Agency. Frank explained the purpose for the new specification. The Commission questioned Mr. Stapleton and Ms. Robin. President Bergman asked for public comment. Being none, Commission Caruthers made a motion to approve the new specification; Vice President Ohannesian seconded. The motion passed 4-0-1.

c. Licensed Psychiatric Technician/Licensed Vocational Nurse I, II, III: Personnel Analyst, Frank Stapleton presented the new specification with Anne Robin of the Health Agency. Frank explained the purpose for the new specification. The Commission questioned Mr. Stapleton and Ms. Robin. President Bergman asked for public comment. Being none, Commission Caruthers made a motion to approve the new specification; Vice President Ohannesian seconded. The motion passed 4-0-1.

d. Library Associate (I, II, III) Librarian, Coordinating Librarian, Senior Library Associate and Library Branch Manager: Personnel Analyst, Chip Spence presented the new specification and introduced Library Director, Chris Barnickel.

Civil Service Commission

Due to an emergency evacuation, the Commission took a short break at 9:23 AM and resumed the meeting at 9:31 AM. The Commission questioned Mr. Spence and Mr. Barnickel regarding the new specification. President Bergman asked for public comment. Being none, Commissioner Caruthers made a motion to approve the new specification; Vice President Ohannesian seconded. The motion passed 4-0-1.

5. Reports

- a. Commission President: No report.
- b. Commission Counsel: No report.
- c. Commission Secretary: No report

6. Adjournment

President Caruthers adjourned the meeting at 9:31 AM

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*

Civil Service Commission Members
Re: SLOCEA Request For New CSC Rule on Liberty Interest Hearings
April 19, 2016

passed their probationary employment period. Discussed less, is that Fourteenth Amendment due process rights can also apply when the government deprives an employee of his or her liberty interest in reputation and the ability to seek other employment. In order to state a claim for the deprivation of a liberty interest the employee must allege that a false and stigmatizing charge was made public by his government employer in the course of his termination.

An employee's liberty interest is only at issue when the stated reasons for discharge are serious enough to damage an employee's reputation in the community or his future job search. Typically, these allegations involve accusations of illegal or immoral behavior. No liberty interest is at stake when employment is terminated for incompetence, inability to get along with others, or the mere failure to pass probation. In addition, the employee must allege that the allegation is substantially false, and there must be some public disclosure of the charge. The public disclosure element could be satisfied by demonstrating that future employers could inquire into the circumstances for a dismissal and thereby learn the facts surrounding it.

When the requirements for a liberty interest name-clearing hearing are met there is some variability in the type of hearing that is necessary. The employee must be apprized of the charges and/or behavior, and must be given the opportunity to refute those charges and explain the behavior, but there is not always an obligation to provide witness testimony or to allow cross-examination of employer witnesses. An employee who prevails at such a hearing is not entitled to be reinstated and is not entitled to back pay. The purpose of the hearing is to clear the individual's reputation in the community.

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III. The County Protocol For Employee Information

Civil Service Rule 11 addresses the probationary period for new appointments. It allows a probationary employee to be rejected and terminated from employment in the classified service when the employee fails to satisfactorily meet the requirements of his or her position. These probationary rejections are not subject to appeal unless there is an allegation that probation was terminated for an illegal discriminatory reason.

When prospective employers inquire about the employment history of current and former employees, including those who failed to pass their probationary period, the Human Resources Department responds pursuant to the San Luis Obispo County Employment Verification Policy. The Policy limits the information that Human Resources will verify to the following:

1. Length of employment and actual start date.
2. Employee status:
 - a. Probationary-employee is serving an initial six month probation period.
 - b. Permanent-employee has completed an initial probation period.
 - c. Temporary-employee is hourly and may work a maximum of 960 hours per year.
3. Job title.
4. Salary Range.
5. A salary step within the range: five-step progression, from Step 1 to Step 5.

With such a confined description of an employee's work history being provided to prospective employers, there is little chance that the public disclosure component of a liberty interest violation will be met. If we do find ourselves in a situation where all the requirements for a pre-termination

Civil Service Commission Members
Re: SLOCEA Request For New CSC Rule on Liberty Interest Hearings
April 19, 2016

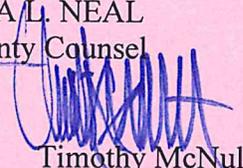
name-clearing hearing have been met for a probationary employee we can determine the necessary particulars for such a hearing on a case by case basis.

IV. Conclusion

We conclude for the reasons outlined above that there is no need for a new Civil Service Rule allowing for liberty interest hearings prior to the termination of probationary employees in the classified service.

Very truly yours,

RITA L. NEAL
County Counsel

By:  Timothy McNulty
Assistant County Counsel

TM:ds
551dsmmo

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ADMINISTRATOR:
KATELYN HAYES

April 2, 2015

Via Facsimile and First Class Mail

Civil Service Commission
County of San Luis Obispo
1055 Monterey Street, Suite D-250
San Luis Obispo, CA 93408-1003
Fax: (805) 781-1044

Re: *Liberty Interest Hearings for County Probationary Employees*

Dear Commissioners,

The law firm of Hayes & Cunningham, LLP is General Counsel for the San Luis Obispo County Employees Association ("SLOCEA") and represents it in this matter. It has come to SLOCEA's attention that the County of San Luis Obispo's Civil Service Rules do not provide for pre-termination liberty interest hearings for probationary employees. As will be discussed in more detail below, the Civil Service Commission should adopt such a procedure to avoid potential violations of the Fourteenth Amendment of the United States Constitution.

I. LIBERTY INTEREST UNDER THE LAW

It is settled that public employers may terminate probationary employees without a hearing on the termination, and that such termination does not deprive the employees of any vested property rights. However, probationary employees are entitled to a hearing where their liberty interests are at issue.

As the California Supreme Court held in *Katzberg v. Regents of University of California*, "it is well established that an at-will [public] employee's liberty interests are deprived when his discharge is accompanied by charges that might seriously damage his standing and associations in his community or impose on him a stigma or other disability that forecloses his freedom to take advantage of other employment opportunities." 29 Cal. 4th 300, 304-05 (2002) (internal quotations omitted). A charge that infringes a person's liberty is described as "an accusation or label given the individual by his employer which belittles his worth and dignity as an individual, and, as a consequence is likely to have severe repercussions *outside* of professional life." *Stretten v. Wadsworth Veterans Hospital*, 537 F.2d 361, 366 (9th Cir. 1976) (italics in original). A liberty interest is not violated if an employee is terminated for incompetence or inefficiency. *Id.*

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When an employee is terminated for a reason that would “impose on him a stigma or other disability that forecloses his freedom to take advantage of other employment opportunities,” that employee has the right to a “name-clearing hearing.” *Codd v. Velger*, 429 U.S. 624, 627 (1977). The employee must be afforded “notice and opportunity for hearing appropriate to the nature of the case *before* the termination becomes effective.” *Board of Regents v. Roth*, 408 U.S. 564, 570, n.7 (1972); *see also Bell v. Burson*, 402 U.S. 535, 542 (1971).

II. PROBATIONARY EMPLOYEES ARE ENTITLED TO LIBERTY INTEREST HEARINGS

In California, it has been held that even probationary employees are entitled to liberty interest hearings. *See Luby v. City and County of San Francisco*, 98 Cal.App.3d 340, 346-47 (1970) (“[W]here the probationary employee’s job termination, or dismissal, is based on charges of misconduct which ‘stigmatize’ is reputation, or ‘seriously impair’ his opportunity to earn a living, or which ‘might seriously damage his standing or associations in his community,’ that employee is entitled to a liberty interest hearing.”) The employee’s remedy in such a case, as mandated by the Due Process Clause of the Fourteenth Amendment, is “an opportunity to refute the charge [and] to clear his name.” *Board of Regents v. Roth*, 408 U.S. at 573; *see also Holmes v. Hallinan*, 68 Cal.App.4th 1523, 1530-31 (1998).

In *Luby v. City and County of San Francisco*, two probationary police officers with the Police Department of the City and County of San Francisco were terminated after a citizen levied unsworn allegations of misconduct against them. 98 Cal.App.3d at 343. Roughly two-and-a-half months after the citizen’s charges were made, the probationary officers were called to a meeting with the police chief and were given notices of termination. *Id.* at 344. The officers were not provided with the evidence against them and the complaining citizen was not at the meeting. *Id.* Subsequently, the City’s civil service commission informed the probationary officers that they were not entitled to future employment with the City and County of San Francisco. *Id.* The officers then initiated an action against the City, seeking to be reinstated as police officers. *Id.* In ruling in favor of the probationary officers, the Court found as follows:

Without even pretense of due process, or notice and opportunity for hearing appropriate to the nature of the case, or opportunity to refute the charges or to clear their names, the officers’ employment was terminated for misconduct on the charges made. It must fairly be said that their reputations were thereby stigmatized, their chances of future employment in their chosen field, and elsewhere, seriously impaired, and their standing in the community seriously damaged.

Id. at 347 (internal quotations omitted).

Finally, in rejecting the City’s arguments: (1) that the police officers’ personnel files were confidential; (2) that the officers brought the “stigmatizing notoriety” upon themselves by filing their lawsuit; and (3) that the officers could still compete for employment despite the civil service commission’s letter denying them future employment, the Court held that, “[W]e must realistically assume that in the officers’ future applications for employment, inquiry will be made of their prior

job experience, and then into the reasons for their termination as policemen. We conclude therefore that...the 'termination' or 'dismissal' of Probationary Officers Lubey and Hood did not comport with Fourteenth Amendment requirements." *Id.*

Under the County of San Luis Obispo's current Civil Service Rules, "[a] probationary employee may be rejected by the Appointing Authority during probation without right to a hearing, except as to appeals regarding the issue of discrimination as provided for in Rule 16.02 of these Rules." (Rule 11.07 (emphasis added).) Between 2014 and 2015, the County rejected five (5) probationary employees and none of them were afforded liberty interest hearings. By denying probationary employees pre-termination hearings (except in cases of discrimination), the County is effectively depriving probationary employees of the opportunity to clear their names and respond to charges that might stigmatize their reputations, seriously impair their opportunities to earn a living, or damage their standing in the community. In so doing, the County is potentially violating such probationary employees' Constitutional right to due process.

Moreover, the County is also opening itself up to liability since without a pre-deprivation hearing, those probationary employees were never properly terminated. For example, in the County of Riverside, California, an employee was found unfit for duty by her employer (the County), and was terminated by the County. The County denied the employee an appeal hearing regarding her termination, arguing that she was not entitled to a hearing since her termination was not for disciplinary reasons, but rather, was because she could not meet the qualifications for her job. The California Court of Appeal rejected the County's argument, finding that the employee *was* entitled to a pre-termination hearing, and since she never received an appeal hearing, she was never properly terminated. As a result, the Court ordered the County to pay the employee over \$297,000 in backpay. See *Riverside Sheriffs' Association v. County of Riverside (Fauth)*, 173 Cal.App.4th 1410 (2009).

III. CONCLUSION

As discussed above, California law supports the notion of pre-deprivation rights in the form of liberty interest hearings, even as to probationary employees. Yet, the County of San Luis Obispo's Civil Service Rules do not provide for such hearings for probationary employees, unless there are allegations of discrimination. SLOCEA strongly urges the Commission to review the procedures for liberty interest hearings set forth in the Civil Service Rules of its counterparts (*i.e.*, the County of San Diego), and adopt similar procedures for its own probationary employees to ensure proper termination of those employees.

If the Civil Service Commission fails to adopt an appeal procedure for probationary employees whose liberty interests may be infringed, it is only a matter of time until a lawsuit is filed over the deprivation of an employee's Constitutional right to procedural due process. In the future, the court may well view the failure to adopt such procedures and provide a liberty interest hearing as an intentional violation of an employee's Constitutional right to pre-deprivation procedural due process, since the County and the Commission have now been placed on notice of this deficiency by virtue of this correspondence.

County of San Luis Obispo
Civil Service Commission
April 2, 2015
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I am happy to meet with the Commission and discuss this matter further if the Commission so desires. I look forward to hearing from you.

Very truly yours,

HAYES & CUNNINGHAM, LLP



Dennis J. Hayes
Attorney at Law

cc: Rita L. Neal, County Counsel (*via facsimile and first class mail*)
Pat McNamara, SLOCEA General Manager (*via email only*)



Human Resources Department

SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz,

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110

- Telephone 805.781.5959
- Fax 805.781.1044
- Email HR@co.slo.ca.us

TO: Civil Service Commission

DATE: April 27, 2016

FROM: Jamie Russell, Personnel Analyst

SUBJECT: New and Revised Class Specifications: Waste Water Systems Superintendent and Water Systems Superintendent

RECOMMENDATION:

It is recommended that the Commission approve:

- a) The new Waste Water Systems Superintendent class specification as proposed
- b) The revised Water Systems Superintendent class specification as proposed

DISCUSSION:

The Public Works Department is overseeing the construction, administration and operation of the Los Osos Wastewater Recycling Facility (LOWRF). In April 2016, the Facility began serving the community of Los Osos as a state-of-the-art Grade IV waste water treatment plant and collection system. The addition of this new facility has created an operational need to separate the Water Treatment and Distribution operations from the Wastewater operations which were historically combined.

At the request of the Public Works Department, the Human Resources Department is proposing a new Waste Water Systems Superintendent classification and revisions to the existing Water Systems Superintendent classification. The responsibilities of both superintendents will be virtually the same, however the facilities they oversee will be different, i.e. 10 wastewater facilities and 13 water (potable and raw) facilities. With the recent additional operational responsibilities of the Nacimiento Water Supply project and the LOWRF, the Public Works Department now has, a significant number of complex water and waste water facilities which , require dedicated expertise and ongoing support by operators certified in either water or wastewater.

The Water Systems Superintendent specification was last updated in 2007. The key substantive changes are as follows:

- 1) The representative duties, knowledge and skills sections have been revised to reflect the vital and characteristic duties and responsibilities of this classification. The proposed revisions provide an updated list of representative duties and job functions, providing current and more accurate information regarding the positions and associated responsibilities.
- 2) The minimum requirements have been revised to be less restrictive in certification requirements, and more appropriate to the actual needs of the Department.

- 3) There is a greater emphasis on leadership and team-building skills to create and maintain professional, cohesive, highly efficient, effectively functioning operations and maintenance teams.
- 4) As part of the ongoing Specification Update Program, formatting changes have been incorporated into the revisions. Additionally, some of the language in the representative duties and employment standards sections has been updated to reflect current Human Resources standards.

OTHER AGENCY INVOLVEMENT:

The Public Works Department has been involved in development of this specification and concurs with the specification as proposed. The County Administrative Office and Employee Association (SLOCEA) have reviewed and provided input on the proposed classification specification.

Attachments:

Waste Water Systems Superintendent Class Specification
Water Systems Superintendent Class Specification – Current Version
Water Systems Superintendent Class Specification – Strikeout Version
Water Systems Superintendent Class Specification – Final Version

1 **HUMAN RESOURCES DEPARTMENT**

2 **San Luis Obispo County**

3 **WASTEWATER SYSTEMS SUPERINTENDENT**

4 **DEFINITION:**

5 Under general direction, administers the operations of wastewater collection, treatment,
6 disposal, reclamation, and recycling systems. Supervises senior wastewater operational
7 staff; establishes and assures adherence to standard operating protocols; plans and
8 organizes agency-wide water quality compliance efforts; serves as the liaison between
9 field and office staff assigned to wastewater operations.

10 **REPRESENTATIVE DUTIES:**

11 (Not in order of importance)

- 12 • Ensures the efficient operation of wastewater collection, treatment, disposal,
13 reclamation, and recycling systems
- 14 • Supervises and evaluates the performance of assigned personnel; interviews and
15 selects employees; recommends appointments, transfers, and reassignments;
16 implements disciplinary actions at the direction of superiors
- 17 • Ensures, coordinates, and directs communications between operational units and
18 systems subcontractors and their advisory groups; rate payers; department and
19 division management; departmental engineering, finance, administrative, and
20 environmental units; and applicable Federal, State and local agencies
- 21 • Establishes protocols for the assignment of personnel and resources and monitors
22 results to assure compliance with established protocols
- 23 • Participates and coordinates with department staff, consultants, and construction staff
24 on new and rehabilitation projects to ensure optimum project results, efficient

25 utilization of system assets, continued safe operation of systems during construction,
26 and effective follow up and correction of any project related deficiencies

- 27 • Directs and participates in solving difficult operational and maintenance issues
- 28 • Assists in the preparation, administration, monitoring and reporting of system budgets.
29 Prepares departmental reports documenting and describing the operational status of
30 wastewater systems
- 31 • Prepares and submits departmental and local reports; may prepare and submit State
32 reports when such reporting is in conformance with operator certifications possessed
33 and directed by his/her supervisor or Division Manager
- 34 • May attend and participate in community advisory group meetings relating to County
35 wastewater program(s)
- 36 • Develops and maintains professional, respectful, and courteous relationships with
37 staff, agency representatives and the public
- 38 • In special circumstances, and in compliance with the incumbent's wastewater
39 certification, may be the designated "Chief Plant Operator" or "Shift Operator" of a
40 wastewater treatment plant(s) and perform other related work as required
- 41 • Administers an effective safety program and maintains a safe and productive work
42 environment
- 43 • Performs tasks which involve moderate to heavy physical labor or exertion and /or
44 hazardous working conditions

45 **EMPLOYMENT STANDARDS:**

46 **Knowledge of:**

- 47 • Principles and practices of the administration of wastewater collection, treatment,
48 disposal, reclamation, and recycling systems

- 49 • Principles and practices of staff supervision, including hiring, directing, evaluating,
50 training, disciplinary actions, and compliance with applicable employment related
51 statutes and policies
- 52 • Methods, materials, and equipment utilized in the operation, controlling, monitoring,
53 testing, and maintenance of wastewater treatment, collection, disposal and recycling
54 systems
- 55 • Basic computer operations including wastewater systems controls, word processing,
56 spreadsheets, email, and systems reporting
- 57 • Applicable Federal, State and County laws and regulations relating to wastewater
58 collection, treatment, disposal, reclamation, and recycling systems
- 59 • Applicable safety rules of wastewater collection, treatment, disposal, reclamation, and
60 recycling systems
- 61 • Chemical processes which occur in wastewater collection, treatment, disposal,
62 reclamation, and recycling systems

63 **Ability to:**

- 64 • Establish and maintain effective working relationships; work cooperatively with others;
65 cultivate and maintain positive working relationships with members of the public and
66 community organizations, business and environmental leaders, County staff and
67 representatives of other governmental agencies
- 68 • Follow oral and written instructions; communicate effectively both orally and in writing
69 with County staff and members of the public, community organizations and elected
70 officials
- 71 • Understand and comply with all applicable Federal, State, County and departmental
72 regulations pertinent to wastewater collection, treatment, disposal, reclamation, and
73 recycling systems

- 74 • Supervise and evaluate the performance of assigned personnel, build and maintain a
75 cohesive, highly efficient, effectively functioning wastewater operations and
76 maintenance team, administer an effective safety program, and maintain a safe and
77 productive work environment

78 **EDUCATION/EXPERIENCE:**

79 Graduation from high school or general educational development (GED) certificate, AND:
80 six years of experience in wastewater operations and maintenance, three years of which
81 must have been in a supervisory position.

82 **LICENSES/CERTIFICATES:**

83 Possession of a valid SWRCB Wastewater Treatment Grade WW II Operator certification
84 at time of application. Sustained certification, including any required continuing education
85 units is mandatory for continued employment. Failure to maintain a valid required
86 certification will result in removal from the position unless a time extension is approved
87 by the appointing authority prior to the expiration of the certification.

88 A valid driver's license is required at time of application. A valid CALIFORNIA driver's
89 license is required at the time of appointment and must be maintained throughout
90 employment.

91 **OTHER CONDITIONS OF EMPLOYMENT:**

92 Must be willing and able to work alternating shifts and weekend work to provide
93 supervisory coverage after normal workday or irregular and on-call emergency requests
94 on nights, weekends, and holidays. May be subject to formal standby or around-the-clock
95 operations as situations warrant.

96 This class specification generally describes the duties and responsibilities characteristic of
97 the position(s) within this class. The duties of a particular position within a multi-position
98 class may vary from the duties of other positions within the class. Accordingly, the
99 essential duties of a particular position (whether it be a multi-position class or a single-
100 position class) will be identified and used by medical examiners and hiring authorities in

101 the selection process. For any questions regarding the duties or the working conditions
102 of the position, please contact the Human Resources Department at (805) 781-5959.

103 Adopted: 04-27-16

104 BOS Approved:

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WATER SYSTEMS SUPERINTENDENT

DEFINITION:

Under general direction, administers, plans, organizes, directs, and supervises through subordinates the operations and maintenance work at the water and wastewater facilities and systems in assigned organizational unit; light construction activities associated with potable water treatment, wastewater treatment, water distribution, wastewater collection and disposal systems and water quality compliance at any of the County's facilities; may be the designated "Chief Operator" of a water treatment facility or potable water distribution system and/or "Chief Plant Operator" of a wastewater treatment plant(s); and perform other related work as required. Incumbents may work in one or more of the following areas: (a) potable water treatment operations; (b) wastewater treatment operations; or (c) water distribution operations, water supply (raw water reservoir and/or well water supply) and wastewater collection and dam and flood control operations.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Responsible for the efficient operation of water and wastewater treatment plants, water distribution systems, sewer collection and disposal systems, dams, reservoirs, and flood control facilities, water pumping stations, County waterworks operations and all associated structures and equipment in assigned area
- Working with supervisory engineers and through subordinates, determines work priorities, cost estimates, and work methods and project responsibilities
- Coordinates and directs communications, personnel and resources to meet designated County needs and assure smooth and efficient activities
- Records and evaluates the results of routine and special laboratory analyses
- Inspects work in progress to insure that construction, maintenance and water quality standards are met
- Directs and participates in difficult maintenance problems
- Operates pumps, motors, valves, gates, meters and instrumentation/computer equipment to regulate and document the quality and quantity of drinking water being treated in surface water treatment plants and distributed through distribution systems, and of effluent treated in wastewater treatment systems
- Supervises and evaluates the performance of assigned personnel; interviews and selects employees, recommends appointments, transfers, reassignments, terminations

and disciplinary actions; coordinates staff work assignments and reviews work to assure compliance with established standards, requirements and procedures

- Responsible for timely submission of required reports to various state and local agencies
- Assists in budget preparation and administration; may attend and participate in various advisory groups and commissions relating to County hydraulic programs
- Prepares and submits departmental and local reports; may prepare and submit State reports when such reporting is in conformance with operator certifications possessed and directed by his/her supervisor or Division Manager
- May attend and participate in citizen's advisory group and commission meetings relating to County Utilities Division program
- Maintains frequent and timely communications with the Division Manager – Utilities; the Water Quality Manager; his/her immediate supervisor and the applicable Federal, State and local agencies; maintains professional relationships both in supervisory role and in dealing with the public

Knowledge of:

- Principles, methods, materials, and equipment utilized in the maintenance and operation of water and wastewater treatment, collection, distribution and disposal systems, and flood control facilities
- Mechanical and electrical characteristics of pumps, motors, valves, meters, control panels, telemetry systems, and other water and wastewater and control of measuring devices
- Federal, State, and local standards required for maintaining water quality
- Principles and practices of administration, supervision and staff training
- Basic computer operations
- Applicable Federal, State Health Department and County laws and regulations relating to water treatment plant operations, water distribution systems, and wastewater treatment and collection operations
- Applicable safety rules of water treatment plant operations, water distribution systems, wastewater treatment operations, wastewater collection systems, water reservoir and dam operations
- Chemical processes which occur in water treatment plants, water quality laboratory procedures

Ability to:

- Independently operate and maintain one or more water treatment plants, water distribution systems, wastewater treatment operations and wastewater collection system operations
- Understand and comply with all applicable Federal, State, County and departmental regulations pertinent to a water treatment plant, water distribution systems, wastewater treatment, and wastewater treatment operations
- Supervise and evaluate the performance of assigned personnel
- Plan and direct the work of hydraulic operations and maintenance crews assigned
- Perform basic mathematics at a level required for job success
- Analyze specific water and wastewater problems accurately and take effective action
- Prepare budgets; write reports; administer an effective safety program
- Establish and maintain effective working relationships; work cooperatively with others; cultivate and maintain positive working relationships with members of the public and community organizations, business and environmental leaders, County staff and representatives of other governmental agencies
- Follow oral and written instructions; communicate effectively both orally and in writing with County staff and members of the public, community organizations and elected officials
- Work effectively with others, including those of diverse perspectives and/or limited background and possess strong interpersonal skills such as listening, speaking, advisory, mediation, reconciliation and related skills
- Perform tasks which involve moderate to heavy physical labor or exertion and/or hazardous working conditions
- Perform work in a safe manner

EDUCATION/EXPERIENCE:

Graduation from high school or general educational development (GED) certificate, AND: Six years of experience in wastewater and water operations and maintenance, three years of which must have been in a supervisory position.

LICENSES/CERTIFICATES:

NOTE: This position is responsible for the efficient operations and maintenance of assigned water treatment plants and other related facilities including surface water treatment plants that require State of California Department of Health Services Water Treatment Operator Grade T4 and Grade T3 certification; is responsible for the safe and efficient operation and maintenance of potable water distribution systems that require a

State of California Department of Health Services Water Distribution System Grade D3 certification; may supervise "Shift Operators" as defined by Department of Health Services (Title 22 of the California Code of Regulations); may be the "Chief Operator" of record with the State Department of Health Services (Title 22 of the California Code of Regulations); and/or may be a "Chief Plant Operator" of a wastewater treatment plant(s) as defined by California State Water Resources Control Board (Title 23 of the California Code of Regulations) which requires a California State Water Resources Control Board Wastewater Grade WW2 Operator certification.

Possession of a valid State of California Department of Health Services Water Treatment Operator Grade T3 certification at time of application, AND: possession of a valid State of California Department of Health Services Water Distribution System Operator Grade D2 certification at time of application AND: a California State Water Resources Control Board Wastewater Treatment Grade WW1 Operator certification at time of application. Within 18 month of appointment must possess Grade D3 and Grade WW2 Operator certifications. The 18 month requirement to obtain the required certifications may be extended up to an additional 12 months by the appointing authority. Sustained certification, including any required continuing education units is mandatory for continued employment. Failure to obtain the required certification within the time stated will result in removal from the position unless a time extension is approved by the appointing authority.

A valid driver's license is required at time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:

Must be willing and able to work alternating shifts and weekend work to provide coverage after normal workday or irregular and on-call emergency requests on nights, weekends, and holidays. May be subject to formal standby or around-the-clock operations as situations warrant.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. For any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at (805) 781-5959.

Adopted: 6-25-75
Revised: 9-26-90
Revised: 9-26-07

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1 **HUMAN RESOURCES DEPARTMENT**
2 **San Luis Obispo County**

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WATER SYSTEMS SUPERINTENDENT

6 **DEFINITION:**

7 Under general direction, administers, ~~plans, organizes, directs, and supervises through~~
8 ~~subordinates~~ the operations of water supply, treatment, and distribution systems.
9 Supervises senior water operational staff; establishes and ensures adherence to
10 standard operating protocols; plans and organizes agency-wide water quality compliance
11 efforts; serves as liaison between field and office staff assigned to water operations;
12 performs other duties as assigned.

13

14 ~~and maintenance work at the water and wastewater facilities and systems in assigned~~
15 ~~organizational unit; light construction activities associated with potable water treatment;~~
16 ~~wastewater treatment, water distribution, wastewater collection and disposal systems~~
17 ~~and water quality compliance at any of the County's facilities; may be the designated~~
18 ~~"Chief Operator" of a water treatment facility or potable water distribution system~~
19 ~~and/or "Chief Plant Operator" of a wastewater treatment plant(s); and perform other~~
20 ~~related work as required. Incumbents may work in one or more of the following areas:~~
21 ~~(a) potable water treatment operations; (b) wastewater treatment operations; or (c)~~
22 ~~water distribution operations, water supply (raw water reservoir and/or well water~~
23 ~~supply) and wastewater collection and dam and flood control operations.~~

24

25 **REPRESENTATIVE DUTIES:**

26 (Not in order of importance)

27

- 28 • ~~Responsible for~~ Ensures the efficient operation of water ~~and wastewater~~ treatment
29 plants, water distribution systems, ~~sewer collection and disposal systems,~~ dams,
30 reservoirs, ~~and~~ flood control facilities, water pumping stations, ~~County waterworks~~
31 ~~operations~~ and all associated structures and equipment

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- 33 • Supervises and evaluates the performance of assigned personnel; interviews and
34 selects employees; recommends appointments, transfers, and reassignments;
35 ~~terminations and disciplinary actions; coordinates staff work assignments and reviews~~
36 ~~work to assure compliance with established standards, requirements and procedures;~~
37 implements disciplinary actions at the direction of superiors
38 • ~~in assigned area~~
39
- 40 • ~~Working with supervisory engineers and through subordinates, determines work~~
41 ~~priorities, cost estimates, and work methods and project responsibilities~~
42 •
43 • Ensures, cCoordinates and directs communications, ~~personnel and resources to meet~~
44 ~~designated County needs and assure smooth and efficient activities between~~
45 operational units and systems subcontractors and their advisory groups; rate payers;
46 department and division management; departmental engineering, finance,
47 administrative, and environmental units; and applicable Federal, State and local
48 agencies
49
- 50 • ~~Records and evaluates the results of routine and special laboratory analyses~~Establishes
51 protocols for the assignment of personnel and resources and monitors results to
52 ensure compliance with established protocols
53
- 54 • ~~Inspects work in progress to insure that construction, maintenance and water quality~~
55 ~~standards are met~~Participates and coordinates with department staff, consultants, and
56 construction staff on new and rehabilitation projects to ensure optimum project
57 results, efficient utilization of system assets, continued safe operation of systems
58 during construction, and effective follow up and correction of any project related
59 deficiencies
60
- 61 • Directs and participates in solving difficult operational and maintenance
62 problems/issues
63
- 64 • Assists in the preparation, administration, monitoring and reporting of system budgets

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- Prepares and submits departmental reports documenting and describing the operational status of water systems
- Prepares and submits ~~departmental and~~ local reports; may prepare and submit State reports when such reporting is in conformance with operator certifications possessed and directed by his/her supervisor or Division Manager
~~budget preparation and administration;~~
- ~~M~~may attend and participate in ~~various community advisory groups meetings and commissions relating to County hydraulic programs~~
- relating to County water program(s)
- ~~Operates pumps, motors, valves, gates, meters and instrumentation/computer equipment to regulate and document the quality and quantity of drinking water being treated in surface water treatment plants and distributed through distribution systems; and of effluent treated in wastewater treatment systems~~
- ~~Responsible for timely submission of required reports to various state and local agencies~~
- ~~May attend and participate in citizen's advisory group and commission meetings relating to County Utilities Division program~~
- Maintains frequent and timely communications with the Division Manager Utilities; the Water Quality Manager; his/her immediate supervisor and the applicable Federal, State and local agencies; maintains professional relationships both in supervisory role and in dealing with the public
Develops and maintains professional, respectful, and courteous relationships with staff, agency representatives and the public

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- In special circumstances, and in compliance with the incumbent's water certification(s), may be the designated "Chief Operator" or "Shift Operator" of a water treatment plant(s) and/or water distribution system(s) and perform other related work as required
- Administers an effective safety program and maintains a safe and productive work environment
- Performs tasks which involve moderate to heavy physical labor or exertion and/or hazardous working conditions

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of the administration of water supply, water treatment, water distribution systems, and dams, reservoirs, and flood control facilities
- Principles and practices of staff supervision, including hiring, directing, evaluating, training, disciplinary actions, and applicable employment related statutes and policies
- Principles, ~~m~~Methods, materials, and equipment utilized in the ~~maintenance and~~ operation, controlling, monitoring, testing, and maintenance of water ~~and~~ wastewater supply, treatment, ~~collection, and~~ distribution ~~and disposal~~ systems, ~~and~~ flood control facilities
- Basic computer operations including water facility and systems controls, word processing, spreadsheets, email and systems reporting

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128 • ~~Mechanical and electrical characteristics of pumps, motors, valves, meters, control~~
129 ~~panels, telemetry systems, and other water and wastewater and control of measuring~~
130 ~~devices~~

131

132 • ~~Federal, State, and local standards required for maintaining water quality~~

133

134 • ~~Principles and practices of administration, supervision and staff training~~

135

136

137 • Applicable Federal, State, ~~Health Department~~ and County laws and regulations
138 relating to water supply, treatment, and plant operations, ~~water~~ distribution systems;
139 ~~and wastewater treatment and collection operations~~

140

141 • Applicable safety rules of water supply, treatment plant operations, water and
142 distribution systems, wastewater treatment operations, wastewater collection
143 systems, water reservoir and dam operations and flood control facilities

144

145 • Chemical processes which occur in water ~~treatment plants, water quality laboratory~~
146 ~~procedures~~ supply, treatment, and distribution systems

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149 **Ability to:**

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151 • Establish and maintain effective working relationships; work cooperatively with others;
152 cultivate and maintain positive working relationships with members of the public and
153 community organizations, business and environmental leaders, County staff and
154 representatives of other governmental agencies

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156 • Follow oral and written instructions; communicate effectively both orally and in writing
157 with County staff and members of the public, community organizations and elected
158 officials

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- 160 • Understand and comply with all applicable Federal, State, County and departmental
- 161 regulations pertinent to a water supply, treatment plant, water and distribution
- 162 systems, ~~wastewater treatment, and wastewater treatment operations~~ dams,
- 163 reservoirs, and flood control facilities

- 164
- 165
- 166 • Supervise and evaluate the performance of assigned personnel, build and maintain a
- 167 cohesive, highly efficient, effectively functioning water operations and maintenance
- 168 team, administer an effective safety program, and maintain a safe and productive
- 169 work environment
- 170
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- 172
- 173 ~~• Independently operate and maintain one or more water treatment plants, water~~
- 174 ~~distribution systems, wastewater treatment operations and wastewater collection~~
- 175 ~~system operations~~
- 176
- 177
- 178 ~~•~~
- 179
- 180 ~~• Plan and direct the work of hydraulic operations and maintenance crews assigned~~
- 181
- 182 ~~• Perform basic mathematics at a level required for job success~~
- 183
- 184 ~~• Analyze specific water and wastewater problems accurately and take effective action~~
- 185
- 186 ~~• Prepare budgets; write reports; administer an effective safety program~~
- 187
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190 • ~~Work effectively with others, including those of diverse perspectives and/or limited~~
191 ~~background and possess strong interpersonal skills such as listening, speaking,~~
192 ~~advisory, mediation, reconciliation and related skills~~

193
194 • ~~Perform tasks which involve moderate to heavy physical labor or exertion and/or~~
195 ~~hazardous working conditions~~

196
197 • ~~Perform work in a safe manner~~
198

199 **EDUCATION/EXPERIENCE:**
200

201 Graduation from high school or general educational development (GED) certificate, AND:
202 Six years of experience in ~~wastewater and~~ water system operations and maintenance,
203 three years of which must have been in a supervisory position.
204

205 **LICENSES/CERTIFICATES:**
206

207 ~~NOTE: This position is responsible for the efficient operations and maintenance of~~
208 ~~assigned water treatment plants and other related facilities including surface water~~
209 ~~treatment plants that require State of California Department of Health Services Water~~
210 ~~Treatment Operator Grade T4 and Grade T3 certification; is responsible for the safe and~~
211 ~~efficient operation and maintenance of potable water distribution systems that require a~~
212 ~~State of California Department of Health Services Water Distribution System Grade D3~~
213 ~~certification; may supervise "Shift Operators" as defined by Department of Health Services~~
214 ~~(Title 22 of the California Code of Regulations); may be the "Chief Operator" of record~~
215 ~~with the State Department of Health Services (Title 22 of the California Code of~~
216 ~~Regulations); and/or may be a "Chief Plant Operator" of a wastewater treatment plant(s)~~
217 ~~as defined by California State Water Resources Control Board (Title 23 of the California~~
218 ~~Code of Regulations) which requires a California State Water Resources Control Board~~
219 ~~Wastewater Grade WW2 Operator certification.~~
220

221 Possession of a valid California State Water Resources Control Board (SWRCB) Water
222 Treatment Grade T2 and a Water Distribution Grade D2 certification at time of application.
223 ~~State of California Department of Health Services Water Treatment Operator Grade T3~~
224 ~~certification at time of application, AND: possession of a valid State of California~~
225 ~~Department of Health Services Water Distribution System Operator Grade D2 certification~~
226 ~~at time of application AND: a California State Water Resources Control Board Wastewater~~
227 ~~Treatment Grade WW1 Operator certification at time of application. Within 18 month of~~
228 ~~appointment must possess Grade D3 and Grade WW2 Operator certifications. The 18~~
229 ~~month requirement to obtain the required certifications may be extended up to an~~
230 ~~additional 12 months by the appointing authority.~~ Sustained certification, including any
231 required continuing education units is mandatory for continued employment. Failure to
232 ~~obtain/maintain~~ the required certification ~~within the time stated~~ will result in removal from
233 the position unless a time extension is approved by the appointing authority prior to the
234 expiration of the certification.

235

236 A valid driver's license is required at time of application. A valid CALIFORNIA driver's
237 license is required at the time of appointment and must be maintained throughout
238 employment.

239

240 **OTHER CONDITIONS OF EMPLOYMENT:**

241 Must be willing and able to work alternating shifts and weekend work to provide
242 supervisory coverage after normal workday or irregular and on-call emergency requests
243 on nights, weekends, and holidays. May be subject to formal standby or around-the-clock
244 operations as situations warrant.

245

246 This class specification generally describes the duties and responsibilities characteristic of
247 the position(s) within this class. The duties of a particular position within a multi-position
248 class may vary from the duties of other positions within the class. Accordingly, the
249 essential duties of a particular position (whether it be a multi-position class or a single-
250 position class) will be identified and used by medical examiners and hiring authorities in
251 the selection process. For any questions regarding the duties or the working conditions
252 of the position, please contact the Human Resources Department at (805) 781-5959.

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255 Adopted: 6-25-75

256 Revised: 9-26-90

257 Revised: 9-26-07

258 Revised: 4-27-16

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5 **WATER SYSTEMS SUPERINTENDENT**

6 **DEFINITION:**

7 Under general direction, administers the operations of water supply, treatment, and
8 distribution systems. Supervises senior water operational staff; establishes and ensures
9 adherence to standard operating protocols; plans and organizes agency-wide water
10 quality compliance efforts; serves as liaison between field and office staff assigned to
11 water operations; performs other duties as assigned.

12
13 **REPRESENTATIVE DUTIES:**

14 (Not in order of importance)

- 15
- 16 • Ensures the efficient operation of water treatment plants, water distribution systems,
17 dams, reservoirs, flood control facilities, water pumping stations, and all associated
18 structures and equipment
 - 19
 - 20 • Supervises and evaluates the performance of assigned personnel; interviews and
21 selects employees; recommends appointments, transfers and reassignments;
22 implements disciplinary actions at the direction of superiors
 - 23
 - 24 • Ensures, coordinates and directs communications between operational units and
25 systems subcontractors and their advisory groups; rate payers; department and
26 division management; departmental engineering, finance, administrative, and
27 environmental units; and applicable Federal, State and local agencies
 - 28
 - 29 • Establishes protocols for the assignment of personnel and resources and monitors
30 results to ensure compliance with established protocols
 - 31
 - 32 • Participates and coordinates with department staff, consultants, and construction staff
33 on new and rehabilitation projects to ensure optimum project results, efficient

34 utilization of system assets, continued safe operation of systems during construction,
35 and effective follow up and correction of any project related deficiencies

36

37 • Directs and participates in solving difficult operational and maintenance issues

38

39 • Assists in the preparation, administration, monitoring and reporting of system budgets

40

41 • Prepares and submits departmental reports documenting and describing the
42 operational status of water systems

43

44 • Prepares and submits local reports; may prepare and submit State reports when such
45 reporting is in conformance with operator certifications possessed and directed by
46 his/her supervisor or Division Manager

47

48 • May attend and participate in community advisory group meetings relating to County
49 water program(s)

50

51 • Develops and maintains professional, respectful, and courteous relationships with
52 staff, agency representatives and the public

53

54 • In special circumstances, and in compliance with the incumbent's water
55 certification(s), may be the designated "Chief Operator" or "Shift Operator" of a water
56 treatment plant(s) and/or water distribution system(s) and perform other related work
57 as required

58

59 • Administers an effective safety program and maintains a safe and productive work
60 environment

61

62 • Performs tasks which involve moderate to heavy physical labor or exertion and/or
63 hazardous working conditions.

64

65 **EMPLOYMENT STANDARDS:**

66

67 **Knowledge of:**

68

69 • Principles and practices of the administration of water supply, water treatment, water
70 distribution systems, and dams, reservoirs, and flood control facilities

71

72 • Principles and practices of staff supervision, including hiring, directing, evaluating,
73 training, disciplinary actions, and applicable employment related statutes and policies

74

75 • Methods, materials, and equipment utilized in the operation, controlling, monitoring,
76 testing, and maintenance of water supply, treatment and distribution systems, and
77 flood control facilities

78

79 • Basic computer operations including water facility and systems controls, word
80 processing, spreadsheets, email and systems reporting

81

82 • Applicable Federal, State, and County laws and regulations relating to water supply,
83 treatment, and distribution systems

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85 • Applicable safety rules of water supply, treatment and distribution systems, and flood
86 control facilities

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88 • Chemical processes which occur in water supply, treatment, and distribution systems

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91 **Ability to:**

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93 • Establish and maintain effective working relationships; work cooperatively with others;
94 cultivate and maintain positive working relationships with members of the public and
95 community organizations, business and environmental leaders, County staff and
96 representatives of other governmental agencies

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- 98 • Follow oral and written instructions; communicate effectively both orally and in writing
99 with County staff and members of the public, community organizations and elected
100 officials
101
- 102 • Understand and comply with all applicable Federal, State, County and departmental
103 regulations pertinent to a water supply, treatment and distribution systems, dams,
104 reservoirs, and flood control facilities
105
- 106 • Supervise and evaluate the performance of assigned personnel, build and maintain a
107 cohesive, highly efficient, effectively functioning water operations and maintenance
108 team, administer an effective safety program, and maintain a safe and productive
109 work environment
110

111 **EDUCATION/EXPERIENCE:**

112

113 Graduation from high school or general educational development (GED) certificate, AND:
114 Six years of experience in water system operations and maintenance, three years of which
115 must have been in a supervisory position.

116

117 **LICENSES/CERTIFICATES:**

118

119 Possession of a valid California State Water Resources Control Board (SWRCB) Water
120 Treatment Grade T2 and a Water Distribution Grade D2 certification at time of application.
121 Sustained certification, including any required continuing education units is mandatory for
122 continued employment. Failure to maintain the required certification will result in removal
123 from the position unless a time extension is approved by the appointing authority prior to
124 the expiration of the certification.

125

126 A valid driver's license is required at time of application. A valid CALIFORNIA driver's
127 license is required at the time of appointment and must be maintained throughout
128 employment.

129

130 **OTHER CONDITIONS OF EMPLOYMENT:**

131 Must be willing and able to work alternating shifts and weekend work to provide
132 supervisory coverage after normal workday or irregular and on-call emergency requests
133 on nights, weekends, and holidays. May be subject to formal standby or around-the-clock
134 operations as situations warrant.

135

136 This class specification generally describes the duties and responsibilities characteristic of
137 the position(s) within this class. The duties of a particular position within a multi-position
138 class may vary from the duties of other positions within the class. Accordingly, the
139 essential duties of a particular position (whether it be a multi-position class or a single-
140 position class) will be identified and used by medical examiners and hiring authorities in
141 the selection process. For any questions regarding the duties or the working conditions
142 of the position, please contact the Human Resources Department at (805) 781-5959.

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145 Adopted: 6-25-75
146 Revised: 9-26-90
147 Revised: 9-26-07
148 Revised: 4-27-16



Human Resources Department

SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz, Director

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110

- Telephone 805.781.5959
- Fax 805.781.1044
- Email: HR@co.slo.ca.us

TO: Civil Service Commission

DATE: April 27, 2016

FROM: Jamie Russell, Personnel Analyst

SUBJECT: Revised Class Specification: Water Systems Worker Trainee-I-II-III-IV

RECOMMENDATION:

It is recommended that the Commission approve the revised Water Systems Worker Trainee-I-II-III-IV class specification as proposed.

DISCUSSION:

The addition of the new Los Osos Wastewater Recycling Facility has created an operational need for Public Works to separate the Water Treatment and Distribution operations from the Wastewater operations which were historically combined. The Commission approved a new Waste Water Systems Worker class series for wastewater operations in May 2015. Revisions to the existing Water Systems Worker series for water treatment and distribution operations are currently underway and anticipated to be finalized within the next few months. However, due to the loss of several Water Systems Workers, the Department does not have sufficient staff to fulfill operational needs and must fill these vacancies as soon as possible to ensure public health and safety needs continue to be met.

Over the past eight (8) months, the County has conducted two recruitments with significant outreach efforts in an effort to fill these vacancies. The Department has been unable to fill the vacant positions due to the current minimum requirements of all three Treatment, Distribution, and Wastewater certifications. Most agencies require only wastewater certification or any combination of distribution and/or treatment certification. As a result, it has been difficult to hire at the higher levels in the Water Systems Worker class series as most potential applicants do not have all three certifications. Considering an additional vacancy in this class series occurred recently, the Department has a critical and immediate need to hire a qualified Water Systems Worker II/III with only treatment and distribution certifications.

The proposed revisions in the attached class specification reflect elimination of the Wastewater certification requirement. Language was also added stating that some positions in this classification may be assigned to facilities requiring additional certification. This language was added to address an operational need for some positions to maintain Wastewater certification to support operations as water and wastewater is separated out. It is anticipated that additional revisions to the Water Systems Worker class specification will be presented to the Civil Service Commission within the next few months.

OTHER AGENCY INVOLVEMENT:

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The Public Works Department has been involved in the revision of this specification and concurs with the specification as proposed. The County Administrative Office and Employee Association (SLOCEA) have reviewed the proposed changes.

Attachments:

Water Systems Worker Trainee-I-II-III-IC Class Specification – Current Version

Water Systems Worker Trainee-I-II-III-IC Class Specification – Track Changes Version

Water Systems Worker Trainee-I-II-III-IC Class Specification – Final Version

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WATER SYSTEMS WORKER TRAINEE, I, II, III, & IV

DEFINITION:

Classes in this series perform a wide variety of unskilled, semi-skilled and skilled work in all phases of the operation, maintenance, repair, and light construction activities associated with potable water treatment, wastewater treatment, water distribution, collection and disposal systems; and perform other related work as required. Incumbents may work in one or more of the following areas: (a) potable water treatment operations; (b) wastewater treatment operations; or (c) water distribution operations, water supply and wastewater collection and dam and flood control operations

DISTINGUISHING CHARACTERISTICS:

Water Systems Worker Trainee: This is the trainee-level position in the series. Incumbents work under close supervision, performing a limited range of routine, unskilled and semi-skilled operational and maintenance assignments in a safe manner while becoming familiar with overall facility operations, locations and equipment.

Water Systems Worker I: This is the entry-level position in the series. Incumbents work under close supervision, performing a variety of unskilled and semi-skilled operational and maintenance assignments in a safe manner, while developing an understanding of potable water treatment, wastewater treatment, and water distribution operations; learns to operate and maintain a variety of plant equipment and machinery; utilizes a variety of hand and power tools, performs routine water sampling and testing.

Water Systems Worker II: This is the journey-level position in the series. Incumbents work under general supervision, performing a wide variety of unskilled, semi-skilled and skilled operational and maintenance assignments in a safe manner; performs complex assignments within established guidelines; operates and maintains a wide variety of plant equipment and machinery; utilizes a wide variety of hand and power tools; performs water sampling and testing, interprets test results and takes corrective action. May be designated as "Operator" and/or "Shift Operator" as defined by the Department of Health Services (Title 22 and 23 of the California Code of Regulations).

Water Systems Worker III: This is the advanced journey-level position in the series. Incumbents work under general supervision as a lead worker, performing the most complex work assignments, and exercise judgment within established guidelines. Incumbents possess comprehensive knowledge of plant operations and maintenance protocols. Assists in training, directing and supervising the work of subordinate staff, has responsibility for efficient plant and system operations. May be designated as "Operator" and/or "Shift Operator" as defined by the Department of Health Services (Title 22 and 23 of the California Code of Regulations).

Water Systems Worker IV: Under general direction is the Chief Operator for a Water or Wastewater Treatment facility or aggregate of facilities. Supervises plant operations; evaluates and assigns personnel; sets up preventive maintenance programs and schedules; coordinates

maintenance with operations activities; and assists in budget preparations; does other related work as required.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Operates pumps, motors, valves, gates, meters and other hydraulic structures to regulate water quality, quantity and distribution; including dam and flood control systems.
- Installs, calibrates, inspects, repairs and performs routine maintenance on pumps, motors, valves, pipes and related equipment; assists in the installation of water and sewer mains.
- Maintains knowledge of, regulations and operations of potable water treatment, wastewater treatment and distribution through continuing education requirements and maintaining appropriate certifications for job class.
- Operates various hand and power tools, motorized vehicles, forklifts, tractors, boats and other equipment as required
- Collects water samples, performs laboratory tests and makes recommended adjustments as required.
- Inspects and maintains all water and wastewater unit processes at assigned facilities including; filters, clarifiers, digesters, aerators, flocculators and lift stations.
- Reads, monitors and records information resulting from water sample testing, process controls, automated control systems and telemetry devices.
- Records observations of plant equipment and environmental factors that may affect plant operation and performance.
- Reads water meters and turns-on and turns-off service as directed.
- Performs general housekeeping and grounds maintenance at assigned facilities.
- Follows all safety procedures and properly uses personal protective equipment, including respiratory devices, as required.
- Responds to requests for on-call, holiday, weekend, after-hours support for plant operations.
- Provides training and direction to subordinate staff as required.
- Makes chemical adjustments, changes flow rates and other adjustments to regulate water quality and quantity.
- Establishes and maintains effective working relationships with those contacted in the course of employment.

EMPLOYMENT STANDARDS:

Knowledge of:

- Operation of pumps, motors, valves, meters and hydraulic equipment
- Basic equipment maintenance and repair
- General plumbing, electrical and construction methods
- Water sampling and laboratory testing
- Data collection systems and computer software
- Regulations and practices of water treatment, distribution and wastewater treatment facilities
- Water system equipment, procedures and terminology
- Reading comprehension and basic mathematical computations
- Accepted methods of employee training and leadership
- Safety guidelines and procedures

Ability to:

- Operate and maintain a variety of pumps, motors, valves, meters and related equipment
- Complete standardized reports to record plant operations and conditions
- Inspect and repair plant equipment
- Operate a variety of hand and power tools
- Perform routine laboratory tests and interpret results
- Understand and follow written and verbal instructions
- Operate trucks, forklifts and other related equipment
- Handle hazardous chemicals safely and within established guidelines
- Operate automated control systems, telemetry equipment, computers and assigned software
- Establish and maintain effective relationships with others

EDUCATION AND EXPERIENCE:

All levels: Graduation from high school or possession of a general educational development (GED) certificate.

Water Systems Worker Trainee: No experience required.

Water Systems Worker I: One year of experience as Water Systems Worker Trainee or equivalent position.

Water Systems Worker II: One year of experience as Water Systems Worker I or equivalent position.

Water Systems Worker III: One year of experience as a Water Systems Worker II or equivalent position.

Water Systems Worker IV: Two years of experience as a Water Systems Worker III or equivalent position.

LICENSES/CERTIFICATES:

Definitions:

T1, T2, T3 = Potable water treatment certification – levels 1, 2, 3

D1, D2 = Distribution water treatment certification – levels 1, 2

WW1 OIT = Wastewater treatment Operator in Training certification – level 1

WW1 = Wastewater treatment certification – level 1

Water Systems Worker Trainee: No certificate required. Within 12 months of appointment must possess either a T1 or D1 operator certification.

Water Systems Worker I: Possession of both T1 and D1 Operator Certifications. Within 12 months of appointment must possess a WW1 OIT.

Water Systems Worker II: Possession of T2 and D2 Operator Certification and WW1 OIT. Within 12 months of appointment must possess WW1 Operator Certification. The 12-month requirement to obtain a WW1 certification may be extended up to an additional 12 months by the appointing authority

Water Systems Worker III: Possession of T3, D2 and WW1 OIT. Within 12 months of appointment must possess WW1 Operator Certification. The 12-month requirement to obtain a WW1 certification may be extended up to an additional 12 months by the appointing authority

Water Systems Worker IV: Possession of an appropriate certificate in either Wastewater or Water Treatment Plant or systems operation or eligibility to obtain an operator-in-training certificate at the grade level required.

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:

P:\2_HR_Services\Classification\Specs\ANALYST WORKING DOCUMENTS\U-W\WATER SYSTEMS WORKER I-II-III-IV_042716\FINAL

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Must be willing and able to work alternating shifts and weekend work to provide coverage after normal workday or irregular and on-call emergency requests on nights, weekends, and holidays.

Must successfully pass initial and recurring self-contained breathing apparatus fitness test.

Must keep hair and facial hair consistent with the ability to ensure proper use of safety equipment.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.

Adopted: 06-25-75

Revised: 09-23-98

01-24-07

**HUMAN RESOURCES DEPARTMENT
San Luis Obispo County**

WATER SYSTEMS WORKER TRAINEE, I, II, III, & IV

DEFINITION:

Classes in this series perform a wide variety of unskilled, semi-skilled and skilled work in all phases of the operation, maintenance, repair, and light construction activities associated with potable water treatment, wastewater treatment, water distribution, collection and disposal systems; and perform other related work as required. Incumbents may work in one or more of the following areas: (a) potable water treatment operations; (b) wastewater treatment operations; or (c) water distribution operations, water supply and wastewater collection and dam and flood control operations

DISTINGUISHING CHARACTERISTICS:

Water Systems Worker Trainee: This is the trainee-level position in the series. Incumbents work under close supervision, performing a limited range of routine, unskilled and semi-skilled operational and maintenance assignments in a safe manner while becoming familiar with overall facility operations, locations and equipment.

Water Systems Worker I: This is the entry-level position in the series. Incumbents work under close supervision, performing a variety of unskilled and semi-skilled operational and maintenance assignments in a safe manner, while developing an understanding of potable water treatment, wastewater treatment, and water distribution operations; learns to operate and maintain a variety of plant equipment and machinery; utilizes a variety of hand and power tools, performs routine water sampling and testing.

Water Systems Worker II: This is the journey-level position in the series. Incumbents work under general supervision, performing a wide variety of unskilled, semi-skilled and skilled operational and maintenance assignments in a safe manner; performs complex assignments within established guidelines; operates and maintains a wide variety of plant equipment and machinery; utilizes a wide variety of hand and power tools; performs water sampling and testing, interprets test results and takes corrective action. May be designated as "Operator" and/or "Shift Operator" as defined by the Department of Health Services (Title 22 and 23 of the California Code of Regulations).

Water Systems Worker III: This is the advanced journey-level position in the series. Incumbents work under general supervision as a lead worker, performing the most complex work assignments, and exercise judgment within established guidelines. Incumbents possess comprehensive knowledge of plant operations and maintenance protocols. Assists in training, directing and supervising the work of subordinate staff, has responsibility for efficient plant and system operations. May be designated as "Operator" and/or "Shift Operator" as defined by the Department of Health Services (Title 22 and 23 of the California Code of Regulations).

Water Systems Worker IV: Under general direction is the Chief Operator for a Water or Wastewater Treatment facility or aggregate of facilities. Supervises plant operations; evaluates and assigns personnel; sets up preventive maintenance programs and schedules; coordinates

maintenance with operations activities; and assists in budget preparations; does other related work as required.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Operates pumps, motors, valves, gates, meters and other hydraulic structures to regulate water quality, quantity and distribution; including dam and flood control systems.
- Installs, calibrates, inspects, repairs and performs routine maintenance on pumps, motors, valves, pipes and related equipment; assists in the installation of water and sewer mains.
- Maintains knowledge of, regulations and operations of potable water treatment, wastewater treatment and distribution through continuing education requirements and maintaining appropriate certifications for job class.
- Operates various hand and power tools, motorized vehicles, forklifts, tractors, boats and other equipment as required
- Collects water samples, performs laboratory tests and makes recommended adjustments as required.
- Inspects and maintains all water and wastewater unit processes at assigned facilities including; filters, clarifiers, digesters, aerators, flocculators and lift stations.
- Reads, monitors and records information resulting from water sample testing, process controls, automated control systems and telemetry devices.
- Records observations of plant equipment and environmental factors that may affect plant operation and performance.
- Reads water meters and turns-on and turns-off service as directed.
- Performs general housekeeping and grounds maintenance at assigned facilities.
- Follows all safety procedures and properly uses personal protective equipment, including respiratory devices, as required.
- Responds to requests for on-call, holiday, weekend, after-hours support for plant operations.
- Provides training and direction to subordinate staff as required.
- Makes chemical adjustments, changes flow rates and other adjustments to regulate water quality and quantity.
- Establishes and maintains effective working relationships with those contacted in the course of employment.

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EMPLOYMENT STANDARDS:

Knowledge of:

- Operation of pumps, motors, valves, meters and hydraulic equipment
- Basic equipment maintenance and repair
- General plumbing, electrical and construction methods
- Water sampling and laboratory testing
- Data collection systems and computer software
- Regulations and practices of water treatment, distribution and wastewater treatment facilities
- Water system equipment, procedures and terminology
- Reading comprehension and basic mathematical computations
- Accepted methods of employee training and leadership
- Safety guidelines and procedures

Ability to:

- Operate and maintain a variety of pumps, motors, valves, meters and related equipment
- Complete standardized reports to record plant operations and conditions
- Inspect and repair plant equipment
- Operate a variety of hand and power tools
- Perform routine laboratory tests and interpret results
- Understand and follow written and verbal instructions
- Operate trucks, forklifts and other related equipment
- Handle hazardous chemicals safely and within established guidelines
- Operate automated control systems, telemetry equipment, computers and assigned software
- Establish and maintain effective relationships with others

EDUCATION AND EXPERIENCE:

All levels: Graduation from high school or possession of a general educational development (GED) certificate.

Water Systems Worker Trainee: No experience required.

Water Systems Worker I: One year of experience as Water Systems Worker Trainee or equivalent position.

Water Systems Worker II: One year of experience as Water Systems Worker I or equivalent position.

Water Systems Worker III: One year of experience as a Water Systems Worker II or equivalent position.

Water Systems Worker IV: Two years of experience as a Water Systems Worker III or equivalent position.

LICENSES/CERTIFICATES:

Definitions:

T1, T2, T3 = Potable water treatment certification – levels 1, 2, 3

D1, D2 = Distribution water treatment certification – levels 1, 2

~~WW1 OIT = Wastewater treatment Operator in Training certification – level 1~~

~~WW1 = Wastewater treatment certification – level 1~~

Water Systems Worker Trainee: No certificate required. Within 12 months of appointment must possess either a T1 or D1 operator certification.

Water Systems Worker I: Possession of both T1 and D1 Operator Certifications. ~~Within 12 months of appointment must possess a WW1 OIT.~~

Water Systems Worker II: Possession of both T2 and D2 Operator Certifications ~~and WW1 OIT.~~ ~~Within 12 months of appointment must possess WW1 Operator Certification. The 12 month requirement to obtain a WW1 certification may be extended up to an additional 12 months by the appointing authority~~

Water Systems Worker III: Possession of both T3 and D2 Operator Certifications ~~and WW1 OIT.~~ ~~Within 12 months of appointment must possess WW1 Operator Certification. The 12 month requirement to obtain a WW1 certification may be extended up to an additional 12 months by the appointing authority~~

Water Systems Worker IV: Possession of an appropriate certificate in either Wastewater or Water Treatment Plant or systems operation or eligibility to obtain an operator-in-training certificate at the grade level required.

A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

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Some positions in this classification may be assigned to facilities which require additional certification. Each recruitment will indicate the license or certification, program responsibility and specific experience required to fill an existing vacancy based upon the needs of the County.

OTHER CONDITIONS OF EMPLOYMENT:

Must be willing and able to work alternating shifts and weekend work to provide coverage after normal workday or irregular and on-call emergency requests on nights, weekends, and holidays.

Must successfully pass initial and recurring self-contained breathing apparatus fitness test.

Must keep hair and facial hair consistent with the ability to ensure proper use of safety equipment.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.

Adopted: 06-25-75

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WATER SYSTEMS WORKER TRAINEE, I, II, III, & IV

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DISTINGUISHING CHARACTERISTICS:

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Water Systems Worker II: This is the journey-level position in the series. Incumbents work under general supervision, performing a wide variety of unskilled, semi-skilled and skilled operational and maintenance assignments in a safe manner; performs complex assignments within established guidelines; operates and maintains a wide variety of plant equipment and machinery; utilizes a wide variety of hand and power tools; performs water sampling and testing, interprets test results and takes corrective action. May be designated as "Operator" and/or "Shift Operator" as defined by the Department of Health Services (Title 22 and 23 of the California Code of Regulations).

Water Systems Worker III: This is the advanced journey-level position in the series. Incumbents work under general supervision as a lead worker, performing the most complex work assignments, and exercise judgment within established guidelines. Incumbents possess comprehensive knowledge of plant operations and maintenance protocols. Assists in training, directing and supervising the work of subordinate staff, has responsibility for efficient plant and system operations. May be designated as "Operator" and/or "Shift Operator" as defined by the Department of Health Services (Title 22 and 23 of the California Code of Regulations).

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maintenance with operations activities; and assists in budget preparations; does other related work as required.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Operates pumps, motors, valves, gates, meters and other hydraulic structures to regulate water quality, quantity and distribution; including dam and flood control systems.
- Installs, calibrates, inspects, repairs and performs routine maintenance on pumps, motors, valves, pipes and related equipment; assists in the installation of water and sewer mains.
- Maintains knowledge of, regulations and operations of potable water treatment, wastewater treatment and distribution through continuing education requirements and maintaining appropriate certifications for job class.
- Operates various hand and power tools, motorized vehicles, forklifts, tractors, boats and other equipment as required
- Collects water samples, performs laboratory tests and makes recommended adjustments as required.
- Inspects and maintains all water and wastewater unit processes at assigned facilities including; filters, clarifiers, digesters, aerators, flocculators and lift stations.
- Reads, monitors and records information resulting from water sample testing, process controls, automated control systems and telemetry devices.
- Records observations of plant equipment and environmental factors that may affect plant operation and performance.
- Reads water meters and turns-on and turns-off service as directed.
- Performs general housekeeping and grounds maintenance at assigned facilities.
- Follows all safety procedures and properly uses personal protective equipment, including respiratory devices, as required.
- Responds to requests for on-call, holiday, weekend, after-hours support for plant operations.
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EMPLOYMENT STANDARDS:

Knowledge of:

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- Water sampling and laboratory testing
- Data collection systems and computer software
- Regulations and practices of water treatment, distribution and wastewater treatment facilities
- Water system equipment, procedures and terminology
- Reading comprehension and basic mathematical computations
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Ability to:

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Water Systems Worker II: Possession of both T2 and D2 Operator Certifications.

Water Systems Worker III: Possession of both T3 and D2 Operator Certifications.

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Must successfully pass initial and recurring self-contained breathing apparatus fitness test.

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Must keep hair and facial hair consistent with the ability to ensure proper use of safety equipment.

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