

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, July 23, 2014 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



AGENDA

MEMBERS OF THE COMMISSION
President Arthur Chapman
Vice President Wayne Caruthers
Robert Bergman
Betsey Nash, SPHR
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. June 25, 2014 – Regular
4. **Job Class Specifications – New**
 - a. Chief Waste Water Treatment Plant Operator
5. **Reports**
 - a. Commission President
 - b. Commission Counsel
 - c. Commission Secretary
6. **Adjournment**

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, June 25, 2014 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Arthur Chapman, President
Wayne Caruthers, Vice President
Robert Bergman
Betsey Nash, SPHR
William Tappan

MINUTES

Present: Vice President Wayne Caruthers, Commissioner Robert Bergman, Commissioner William Tappan
Absent: President Arthur Chapman, Commissioner Betsey Nash
Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerks Heather Carey and Robin Mason
Counsel: Commission Counsel Tim McNulty

1. Call to Order/ Flag Salute/ Roll Call

Acting President Caruthers: Called the meeting to order at 9:00 A.M. and led the flag salute.

2. Public Comment Period

Vice President Caruthers: Addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda. Being no comment, Vice President Caruthers closed the Public Comment period.

3. Minutes

May 28, 2014 – Regular

Vice President Caruthers: Asked for corrections or changes to the May 28, 2014 minutes. Commissioner Bergman requested a correction be made to the minutes; the Clerk will make the correction. Vice President Caruthers requested a motion to approve the May 28, 2014 minutes as amended. Commissioner Bergman made the motion; Commissioner Tappan seconded. The motion passed 3-0-2. (President Chapman and Commissioner Nash were absent).

4. Job Class Specifications – Revised

- a. Supervising Property Transfer Technician
- b. Assessment Technician Supervisor

Civil Service Commission

Mr. McKibben: Personnel Analyst Mark McKibben addressed the Commission and introduced the revised specifications and County Assessor Tom Bordonaro. Mr. McKibben explained that the justification for the revised specifications is found on Page 4a2-2. He further explained the need for the updated specifications is a result of several vacancies within the Assessor's Office in the last year and to assist with succession planning efforts. Mr. McKibben stated that HR and the Assessor's Office's goal was to make the Minimum Qualifications consistent with lower level classes. He pointed out Page 4a-6, the Minimum Qualifications for Supervising Property Transfer Technician and explained that experience at the III level would provide greater promotional opportunity for employees within the Assessor's Office.

Commissioner Tappan: Asked if the Education/Experience requirements would increase or decrease.

Mr. Bordonaro: Indicated they would increase.

Commissioner Tappan: Asked how many employees would qualify for the revised job classes.

Mr. McKibben: Responded that approximately 15-20 would currently qualify.

Mr. Bordonaro: Stated that the Assessor's Office has recently had a large number of vacancies and that half of their staff will be eligible to retire in the next five years. He stated that the revised classifications will "broaden the pool" for current employees and allow for greater promotional opportunity for current employees.

Commissioner Bergman: Stated that he noticed that there is not a college requirement included in the Minimum Qualifications and asked if it would be easier to fill these vacancies at the vocational level.

Mr. Bordonaro: Replied that it would be easier for the Office to fill at a vocational level. He added that the Assessor's Office currently conducts all of their own training in-house and the CA Association of Assessors.

Vice President Caruthers: Expressed concern regarding County Supervisor Training and asked what kind of support new supervisors will receive from the County.

Ms. Douglas-Schatz: Indicated that the Board of Supervisors recently approved a contract with COE, a San Diego vendor to assist HR with "beefing up" the County's Supervisory Training program. She explained that currently Supervisory Training consists of an 8-hour core class

Civil Service Commission

and a Supervisory Practices Guide but that in the Fall, HR (with the help of COE) will offer a two-day class entitled START, which is designed for new supervisors and employees who are interested in becoming supervisors. She indicated the training will be much more intensive and will more fully support and help develop new supervisors.

Mr. Bordonaro:

Indicated that currently new supervisors in the Office are paired with more seasoned supervisors who serve as a mentors to the new supervisors. He added that the Department Heads are excited about the new Supervisory Training HR will be offering in the fall.

Vice President Caruthers:

Commended HR and stated that this is an "excellent approach" to supervisory training.

Vice President Caruthers:

Asked for Public Comment regarding the two specifications. Ms. Douglas-Schatz distributed a letter (Attachment 1) from SLOCEA that stated that they are in support of the two revised specifications.

Vice President Caruthers:

Asked for a motion to approve the two proposed job class revisions as written. Commissioner Bergman made the motion; Commissioner Tappan seconded the motion. Motion carried 3-0-2. (President Chapman and Commissioner Nash were absent.)

5. Reports

a. Commission President

Vice President Caruthers:

No report.

b. Commission Counsel

Tim McNulty:

No report.

c. Commission Secretary

Tami Douglas-Schatz:

Ms. Douglas-Schatz reported that there are no outstanding issues and that HR does not need any additional CSC hearing dates at this time. She introduced two new HR staff members: Personnel Analyst Frank Stapleton and Departmental Automation Specialist Katie Maloney. The Commission welcomed them.

6. Adjournment

Vice President Caruthers:

Being no further business, Vice President Caruthers adjourned the meeting at 9:20 a.m.

** 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.*

ATTACHMENT 1



San Luis Obispo County Employees' Association

1035 Walnut Street, San Luis Obispo, CA 93401
(805) 543-2021 - Fax (805) 543-4039 - Email: info@slocea.org

June 25, 2014

Mr. Arthur Chapman, President
Civil Service Commission
County of San Luis Obispo
1055 Monterey St D250
San Luis Obispo, CA 93408

Reference agenda Items 4a & 4b (6/25/14 agenda)

Dear President Chapman:

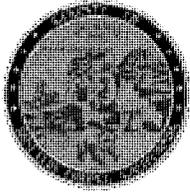
I'm writing to convey our support for the adoption and approval of the proposed job specification changes, which are agenzized on the commission's June 25, 2014 agenda as items 4a & 4b.

SLOCEA provided input on the proposed changes through our representative, Theresa Schultz. Ms. Schultz is under the weather today and regrets that she could not be present to personally address the commission.

Again, we thank you for the opportunity to participate, and urge approval of the proposed changes.

Very truly yours


Pat McNamara
General Manager



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: July 23, 2014

FROM: Jamie Azarvand, Personnel Analyst

SUBJECT: New Class Specification: Chief Waste Water Treatment Plant Operator

RECOMMENDATION:

It is recommended that the Commission approve the new Chief Waste Water Treatment Plant Operator class specification as proposed.

DISCUSSION:

The Public Works Department is overseeing the construction, administration and operation of the Los Osos Water Recycling Facility. In Fiscal Year 2015-16, the Facility will begin serving the community of Los Osos as a Grade IV waste water treatment plant and collection system in accordance with the State Water Resources Control Board. At the request of the Public Works Department, the Human Resources Department is proposing a new Chief Waste Water Treatment Plant Operator classification. The future incumbent in this classification will oversee the Los Osos Water Recycling Facility as well as other waste water collection systems in the County.

Currently, the Public Works Utilities Division employs two incumbents under the Chief Water Treatment Plant Operator classification. These positions act as "Chief Operators" of surface water treatment plants and are responsible for plant operation, maintenance, and water quality compliance at assigned water treatment facilities. These facilities are regulated by the California Department of Health and are subject to requirements under Title 22 of the California Code of Regulations. Additionally, this existing classification requires specific water treatment and water distribution certifications.

The Los Osos Water Recycling Facility requires a similar level position to oversee the facility, however the functions and responsibilities of this position differ significantly than those of the current Chief Water Treatment Plant Operator classification. The Los Osos Water Recycling Facility is regulated by the State Water Resources Control Board (SWRCB) and is subject to requirements under Title 23 of the California Code of Regulations. Additionally, the facility requires a "Chief Plant Operator" with a SWCRB Grade 4 certification. Positions under this classification will act as "Chief Plant Operators" as defined by the SWCRB and will be responsible for the Los Osos Water Recycling Facility plant and collection system operation, maintenance, and water quality compliance at other waste water treatment facilities as assigned.

Construction of the Los Osos Water Recycling Facility began in Spring of 2014. The Facility will begin to operate during Fiscal Year 2015-16. The Department anticipates recruiting for a Chief Waste Water Treatment Plant Operator during the Summer of 2014 to ensure operational readiness, system familiarity, oversight of the infrastructure being constructed, and to ensure that the future incumbent obtains the necessary knowledge of the Facility's design, equipment, and regulatory requirements. The

P:\2_HR_Services\Classification\Specs\ANALYST WORKING DOCUMENTS\A-C\Chief Waste Water Treatment Plant Operator\CHIEF WASTE WATER TREATMENT PLANT OPERATOR_FINAL CSC PACKET\Chief Waste Water Treatment Plant Operator CSC Cover Letter_FINAL.docx

Chief Waste Water Treatment Plant Operator will be required to perform the duties required to ensure regulatory discharge and/or reclaimed water discharge requirements are met.

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:

Chief Waste Water Treatment Plant Operator Class Specification – Final Version
Current and Proposed Public Works Organizational Charts – Utilities Division

49
2

1 **HUMAN RESOURCES DEPARTMENT**
2 **San Luis Obispo County**
3
4

5 **CHIEF WASTE WATER TREATMENT PLANT OPERATOR**
6

7 **DEFINITION:**

8 Under general direction, the Chief Waste Water Treatment Plant Operator is "Chief Plant
9 Operator" as defined by the State Water Resources Control Board (SWRCB) (Title 23 of the
10 California Code of Regulations); is responsible for the Los Osos Water Recycling Facility plant
11 operation, maintenance, and water quality compliance; provides operational oversight and
12 systems operations/performance recommendations for waste water treatment plant operations
13 and treated waste water disposal systems per the SWRCB Title 23 of the California Code of
14 Regulations; supervises and evaluates the performance of assigned staff and may perform
15 other related duties as required. Incumbents may work in one or more of the following areas:
16 (a) waste water treatment operations, and/or (b) waste water storage operations, force main,
17 and systems to ensure regulatory discharge and/or reclaimed water discharge requirements are
18 met.
19

20 **REPRESENTATIVE DUTIES:**

21 (Not in order of importance)
22

- 23 • Operates pumps, motors, valves, gates, meters and instrumentation/computer
24 equipment to maintain treatment of waste water in assigned plants and discharged
25 through treated waste water discharge systems in compliance with operating permit
26 requirements and other Federal and State laws and regulations
27
- 28 • Uses a wide variety of hand and power tools and appropriate safety equipment in
29 performing system operation, maintenance and repair work
30
- 31 • Maintains facilities, grounds and equipment
32
- 33 • Records facility operations and waste water treatment and discharge data for operations
34 and reporting

- 35
- 36 • Plans, organizes, and directs the work of subordinate staff in the operation of waste
- 37 water treatment plant, waste water collection system sampling, and discharge system
- 38 control, monitoring, operations and maintenance
- 39
- 40 • Supervises and evaluates the performance of assigned staff; interviews and
- 41 recommends appointments, transfers, reassignments, terminations and disciplinary
- 42 actions; coordinates staff work assignments and reviews work to ensure accuracy,
- 43 completeness, and compliance with established standards, requirements and procedures
- 44
- 45 • Schedules labor, equipment and materials to meet operational needs; reports to
- 46 supervisors on work in progress; seeks advice from, and closely interacts with water
- 47 quality and other Departmental staff
- 48
- 49 • Writes reports, keeps records, establishes maintenance schedules; assists in annual
- 50 budget preparation; provides information, as requested, to various other departmental
- 51 staff
- 52
- 53 • Prepares and submits departmental and local reports; prepares, reviews and submits
- 54 State reports in conformance with State requirements
- 55
- 56 • Collects waste water samples for laboratory and field water quality analysis; performs
- 57 simple physical and chemical water quality analysis and performs jar tests
- 58
- 59 • Maintains timely communication with the Utilities Division Manager; Water Quality
- 60 Manager; Water Systems Superintendent; his/her immediate supervisor and the
- 61 applicable Federal, State and local agencies; maintains professional relationships both in
- 62 supervisory role and in dealing with the public
- 63
- 64 • May attend and present information at citizen's advisory group and commission
- 65 meetings relating to County Utilities Division program
- 66

- 67 • May be subject to formal standby duty or around-the-clock operations as situations
68 warrant

69

70 **EMPLOYMENT STANDARDS:**

71

72 **Knowledge of:**

73

- 74 • Basic mathematics; general mechanical concepts

75

- 76 • Principles, methods, materials, and equipment used in the operation and maintenance of
77 waste water treatment operations and discharge through irrigation and recharge
78 systems

79

- 80 • Basic mechanical and electrical characteristics of pumps, motors, valves, control panels,
81 Supervisory Control and Data Acquisition (SCADA) systems, and other water measuring
82 devices

83

- 84 • Applicable Federal and State laws, regulations, County codes, ordinances, departmental
85 policies pertinent to waste water treatment plant operations, waste water collection
86 systems, and waste water irrigation and recharge systems

87

- 88 • Applicable safety rules of waste water treatment plant

89

- 90 • State and Federal regulations for confined space

91

- 92 • Chemical processes which occur in waste water collection system operations, treatment
93 operations, and discharge through waste water irrigation and recharge systems

94

- 95 • Physical, chemical and bacteriological tests as related to waste water treatment plant
96 and collection system operations and waste water discharge systems

97

- 98
- 99 • Principles and practices of supervision and training
- 100
- 101 • County and departmental purchasing and budgeting procedures
- 102
- 103 • Current computer applications and office equipment
- 104
- 105 **Ability to:**
- 106
- 107 • Independently operate and maintain one or more waste water treatment plants; provide
- 108 recommendations for optimal effective and efficient collection, waste water irrigation and
- 109 recharge system operations
- 110
- 111 • Understand and comply with all applicable Federal and State regulations, County codes and
- 112 ordinances and departmental policies pertinent to the operation of a waste water treatment
- 113 plant and waste water collection, waste water irrigation and recharge systems and
- 114 appropriately interact with Federal and State agencies when required
- 115
- 116 • Perform tasks which may involve moderate to heavy physical labor or exertion and/or
- 117 hazardous working conditions
- 118
- 119 • Operate and maintain a wide variety of hand power tools used in waste water treatment
- 120 plant operations and waste water irrigation and recharge systems
- 121
- 122 • Perform routine and specialized laboratory tests and sampling, analyze results and take
- 123 effective corrective action when necessary
- 124
- 125 • Keep logs, records and charts
- 126
- 127 • Operate standard office equipment including a computer and assigned software
- 128
- 129 • Follow oral and written instructions

- 130
- 131 • Write reports; communicate effectively both orally and in writing with County staff and
- 132 members of the public, community organizations and elected officials
- 133
- 134 • Establish and maintain effective working relationships; work cooperatively with others;
- 135 cultivate and maintain positive working relationships with members of the public and
- 136 community organizations, business and environmental leaders, County staff and
- 137 representatives of other governmental agencies
- 138
- 139 • Supervise and evaluate the performance of assigned staff
- 140
- 141 • Perform assigned tasks in a safe manner
- 142
- 143 • Maintain a safe working environment
- 144

145 **EDUCATION AND EXPERIENCE:**

146 Graduation from high school or General Educational Development certificate (GED) AND: Three

147 years of progressively responsible experience in the operation of a waste water treatment plant.

148

149 **LICENSES AND CERTIFICATES:**

150 NOTE: This position is the "Chief Plant Operator" of record and supervises "Operators" as

151 defined by the SWRCB (Title 23 of the California Code of Regulations) and is responsible for the

152 efficient operations and maintenance of assigned waste water treatment plants and other

153 related facilities that require a SWRCB Grade 4 certification. This position requires incumbent to

154 provide operational oversight and perform control activities affecting the quality and quantity of

155 discharged waste water for discharge systems.

156

157 Possession of a valid SWRCB Grade 4 certification or higher at time of application is required.

158 Sustained certification, including any required continuing education units, is mandatory for

159 continued employment. Failure to maintain the required certification will result in removal from

160 the position.

161

162 A valid Class "C" driver's license is required at the time of application. A valid Class "C"
163 CALIFORNA Driver's License is required at the time of appointment and must be maintained
164 throughout employment.

165

166 **OTHER CONDITIONS OF EMPLOYMENT:**

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

170

171 May be subject to formal standby or around-the-clock operations as situations warrant.

172

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

175

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

183

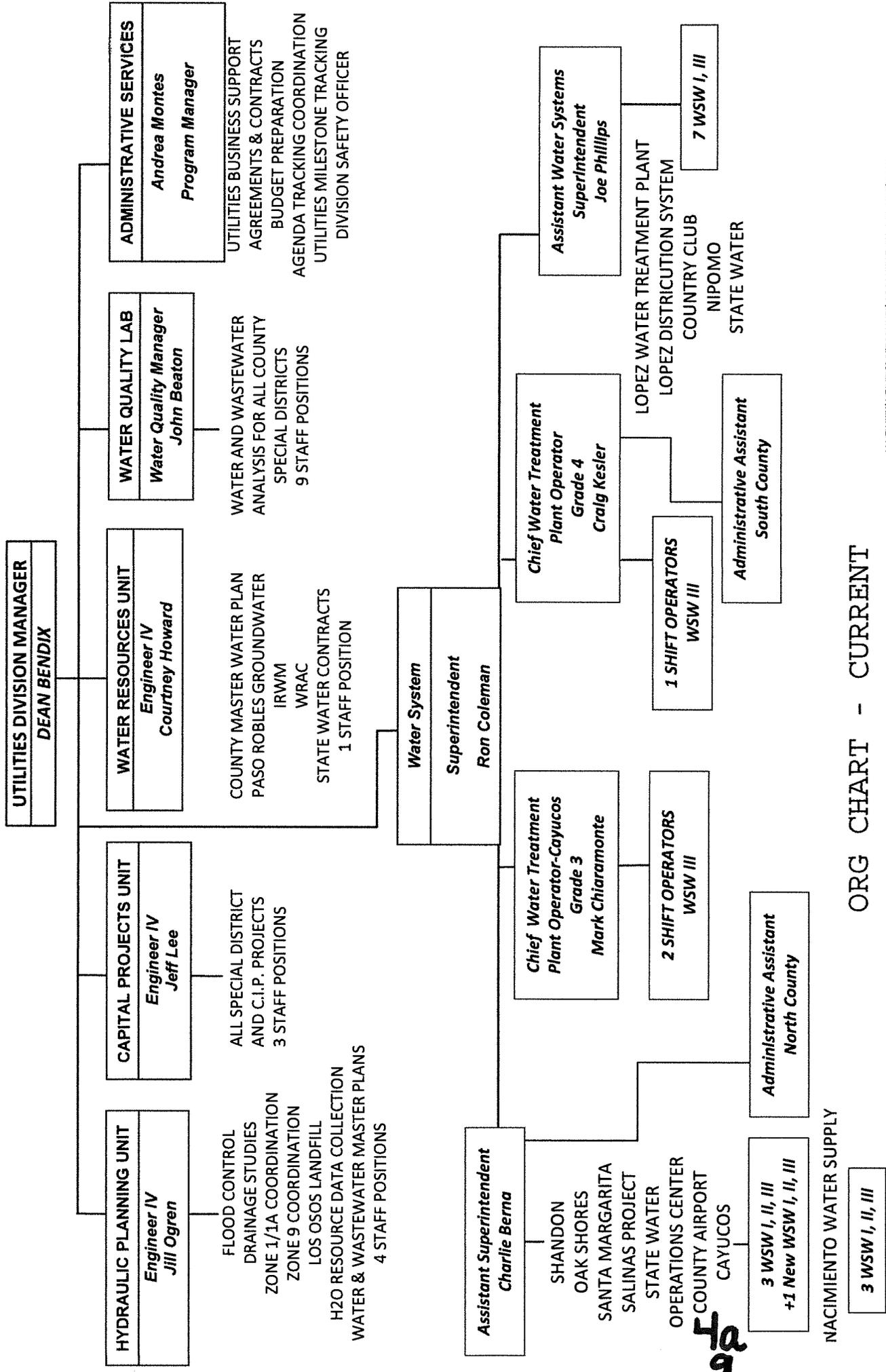
184 Adopted: July 23, 2014

185 BOS Approved:

186

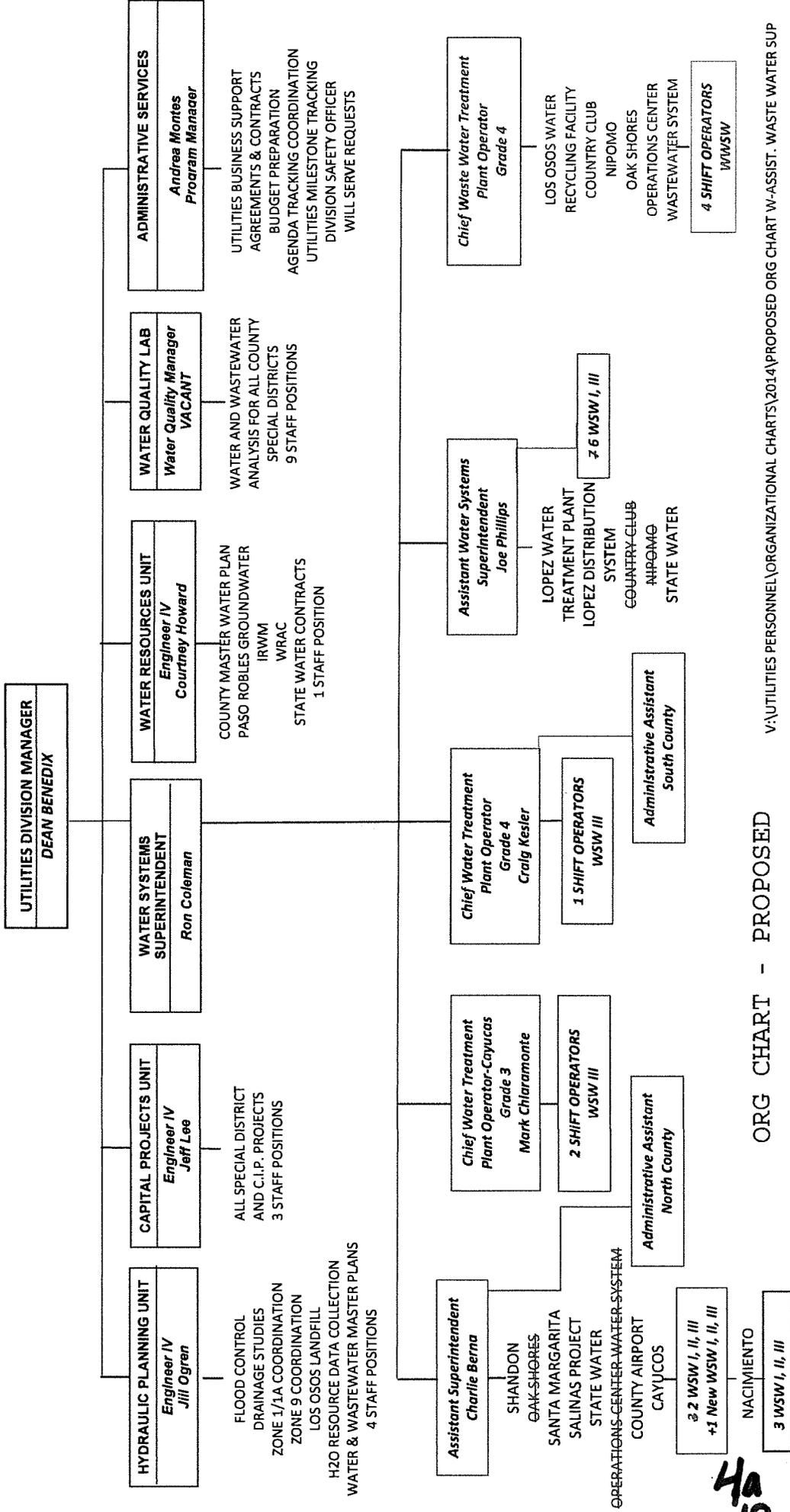
SAN LUIS OBISPO COUNTY PUBLIC WORKS DEPARTMENT UTILITIES DIVISION

NOVEMBER 2013



ORG CHART - CURRENT

SAN LUIS OBISPO COUNTY PUBLIC WORKS DEPARTMENT
 UTILITIES DIVISION
 JUNE 2014--DRAFT



V:\UTILITIES PERSONNEL\ORGANIZATIONAL CHARTS\2014\PROPOSED ORG CHART W-ASSIST. WASTE WATER SUP

ORG CHART - PROPOSED

4/10