



**DATE:** March 14, 2024

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT:** Review Revisions to the Job Descriptions for Public Works and Utilities Including Seven (7) Classification Revisions with Six (6) Classification Retitles and Four (4) New Classifications

### **RECOMMENDATION**

That the Personnel Commission review and approve the revisions and retitles to the Laboratory Supervisor, Utilities Field Services Supervisor, Wastewater Collections Systems Supervisor, Water Pollution Control Facility Maintenance Supervisor, Water Pollution Control Facility Operations Supervisor, and Utilities Operations & Maintenance Supervisor; review and approve the proposed revision to the Development Review Specialist classification, and review and approve the proposed new classifications of Senior Development Review Specialist, Water Resources Planner, Principal Transportation Engineer, and Principal Utilities Engineer. In addition, staff recommends that the Personnel Commission adopt each revised, retitled, and new classification to the City's Classification Plan.

### **SUMMARY**

The revisions, retitles, and new classifications are intended to address the evolving business needs and complexity of operations in the Public Works and Utilities Department while balancing the City's need to foster an internal talent bench and create promotional opportunities to aid in the retention of employees. All changes have been reviewed by subject matter experts in both the operating department and Human Resources and agreed to by the respective unions.

### **BACKGROUND/DISCUSSION**

In addition to adopting and approving the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department reviews all job descriptions with the respective operating departments, updates each to align with the City's Classification Plan, and ensures the department's needs are included before recruitment.

The Department of Public Works & Utilities plays a key role in addressing City priorities, primarily related to the development of housing and implementation of infrastructure improvements, including multimodal transportation initiatives and improvements to water supply, wastewater collection and treatment, and storm sewer facilities.

Overall, the revisions to the existing classifications in the Water Pollution Control Facility and Utilities Operations and Maintenance sections are listed in the table below. The changes bring the job duties in alignment with current standards and capture the evolution of the respective jobs performed over time. In reorganizing the supervisor and management structure of these department sections, the job specifications listed in the table are also being retitled and elevated from supervisor to manager and reflect the level of responsibility and oversight of work for subordinates, and involvement with high-level administrative work. For positions revised and retitled in the Water Pollution Control Facility, these positions also require extensive coordination with the Utilities Engineering team and support and advice to the Water Pollution Control Facility Manager.

<b>Current Classification</b>	<b>Proposed Retitle/Revision</b>
Laboratory Supervisor (H850)	Laboratory Manager (H850)
Utilities Field Services Supervisor (H825)	Utilities Field Services Manager (H825)
Wastewater Collections Systems Supervisor (H823)	Wastewater Collections Systems Manager (H823)
Water Pollution Control Facility Maintenance Supervisor (H860)	Water Pollution Control Facility Maintenance Manager (H860)
Water Pollution Control Facility Operations Supervisor (H855)	Water Pollution Control Facility Operations Manager (H855)
Utilities Operations & Maintenance Supervisor (H830)	Utilities Electrical & Mechanical Operations & Maintenance Manager (H830)

As part of the Public Works and Utilities classification updates and in addition to the revisions and retitles mentioned above, the following classification revision and creation of new classifications helps align the work of the Public Works and Utilities Department in addressing the City’s ongoing and continuous business needs through specialized roles and services.

***Revision to Existing Classification: Development Review Specialist (T320)***

Revisions to this classification are related to the creation of the Senior Development Review Specialist classification described below. Revisions paired with the new classification create a flexibly-staffed classification series which opens an additional path to promotion for qualified incumbents in the journey-level classification; and opens additional employment opportunities at an advanced level for anyone who qualifies – internal or external.

***New Classification: Senior Development Review Specialist (T322)***

The addition of this classification will create a flexibly-staffed classification series which includes the existing Development Review Specialist classification. Creating a flexibly staffed classification series opens an additional path to promotion for qualified incumbents in the journey-level classification; and opens additional employment opportunities at an advanced level for anyone who qualifies – internal or external.

**New Classification: Water Resources Planner (T870)**

This new classification will be housed in the Water Resources Planning Section of the Utilities Division as a journey-level classification reporting to the Water Resources Manager or other assigned management staff. This position will manage non-engineering functions of projects such as Phase II Recycled Water and groundwater sustainability, as well as assist with water conservation and water use efficiency efforts.

**New Classification: Principal Transportation Engineer (H217)**

This new classification will be housed in the Transportation Division as a mid-management level position to support the Director and Deputy Director in representing and advocating for the City of Hayward at the regional level and providing day-to-day direction to lower-level staff. This position is intended to create a deeper career ladder and provide additional promotional opportunities for staff in the Transportation Engineer series.

**New Classification: Principal Utilities Engineer (H812)**

This new classification will be housed in the Utilities Engineering Section of the Utilities Division as a mid-management level position to support the Utilities Engineering Manager by providing day-to-day supervision of lower-level staff and working closely with consultants and contractors. This position is intended to create a deeper career ladder and provide additional promotional opportunities for Utilities Engineering staff.

**FISCAL IMPACT**

<b>Revised/Retitled/New Classification</b>	<b>Fiscal Impact</b>
Laboratory Manager (H850)	Approximately \$3,373 to Enterprise Funds
Utilities Field Services Manager (H825)	Approximately \$3,212 to the Enterprise Funds
Wastewater Collections Systems Manager (H823)	Approximately \$5,161 to the Enterprise Funds
Water Pollution Control Facility Maintenance Manager (H860)	Approximately \$5,858 to the Enterprise Funds
Water Pollution Control Facility Operations Manager (H855)	Approximately \$7,057 to the Enterprise Funds
Utilities Electrical & Mechanical Operations & Maintenance Manager (H830)	Approximately \$3,212 to the Enterprise Funds
Development Review Specialist (T320)	No additional fiscal impact.
Senior Development Review Specialist (T322)	Included in the FY 2024 Adopted Budget. No additional fiscal impact.
Water Resources Planner (T870)	Included in the FY 2024 Adopted Budget. No additional fiscal impact
Principal Transportation Engineer (H217)	Included in the FY 2024 Adopted Budget. No additional fiscal impact
Principal Utilities Engineer (H812)	Included in the FY 2024 Adopted Budget. No additional fiscal impact

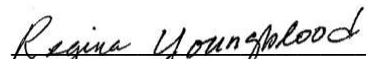
## **STRATEGIC ROADMAP**

This agenda item supports the City Council's Strategic Roadmap initiative of Strengthening Organizational Health by allowing for strategic repositioning and structure of the City's Classification Plan to address operational needs.

*Prepared by:* Ian Tecson, Deputy Director of Human Resources

*Recommended by:* Brittney Frye, Director of Human Resources

Approved by:

  
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Regina Youngblood, Assistant City Manager