



DATE: May 6, 2021
TO: Personnel Commission
FROM: Director of Finance/Interim Director of Human Resources
SUBJECT: Abolish the WPCF Lead Operator Employment Register (Eligible List)

RECOMMENDATION

That the Personnel Commission reviews and approves the abolishment of the employment register (eligible list) for the Water Pollution Control Facility (WPCF) Lead Operator.

SUMMARY

The City has exhausted the current WPCF Lead Operator eligible list and would like to abolish the current list to commence a recruitment and establish a new WPCF Lead Operator eligible list.

BACKGROUND AND DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews the abolishment of employment registers (eligible lists). The City administers competitive examinations for positions in the classified service. Candidates successful in the competitive examination process are placed on their respective eligible lists. The lists remain in effect for one (1) year and may be extended for additional periods of time but shall not exceed two (2) years total. Human Resources staff develops and maintains the eligible lists consisting of names arranged in order of final ratings received.

The WPCF Lead Operator recruitment was initiated due to a staff resignation on July 31, 2020. Human Resources administered a competitive recruitment on September 14, 2020 and seventeen (17) candidates applied. Of those, twelve (12) met the minimum qualifications and were advanced to the following examination steps: a blind review and rating of the Supplemental Questionnaire (SQ) and an external oral examination interview. Three (3) candidates did not pass the SQ review and an additional three (3) did not schedule and/or attend the external interview, resulting in an established eligible list of six (6) candidates for the WPCF Lead Operator on November 2, 2020. The Public Work and Utilities Division conducted in-depth selection interviews and plant tours and hired two (2) candidates to fill the (1) resignation from 2020 and (2) a service retirement that took place on May 1, 2021. In addition, a WPCF Lead Operator transitioned to a Laboratory Technician position at the Water

Pollution Plant on May 3, 2021 creating an additional vacancy. The City has considered all candidates and has exhausted the current WPCF Lead Operator eligible list prior to the scheduled expiration of November 1, 2022.

There is substantial training for a new employee to operate independently at the plant and delaying a recruitment for six (6) months could open up the City to risk and possible fines due to inadequate staffing and/or training. At this time, only three (3) of the five (5) WPCF Lead Operators are working at full capacity while the new hires are trained. Staff requests to abolish the current WPCF Lead Operator eligible list in order to commence a new recruitment to support the 24/7 essential plant operations.

FISCAL IMPACT

There is no fiscal impact associated with the review of the exhaustion of the eligible list.

STRATEGIC ROADMAP

The Strategic Roadmap outlines the City of Hayward's highest priorities over the next three years and a roadmap of specific actions to get there. This agenda item supports the Council's Strategic Roadmap as this classification will assist in the accomplishment of several items on the project lists.

Priority: Improve Infrastructure – Investigate outside funding opportunities: Look for outside funding from state, federal, and regional sources for new infrastructure projects like the recycled water facility, the corp yard, and a new police station.

Water Supply, Sanitation & Storm Sewers:

Project Item 14: Update Water Pollution Control Facility Phase II Plan.

14a. Design the upgrade.

14b. Construct the upgrade.

Project Item 2: Expand recycled water facilities.

18a. Complete RW project construction (initial phase).

18b. Develop a Recycled Water Master Plan.

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Approved by:



Kelly McAdoo, City Manager