

# **CITY OF HAYWARD**

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)



CITY OF  
**HAYWARD**  
HEART OF THE BAY

## **Agenda**

**Thursday, July 13, 2017**

**5:30 PM**

**City Hall, Conference Room 2A**

## **Personnel Commission**

**CALL TO ORDER****PLEDGE OF ALLEGIANCE****ROLL CALL****PUBLIC COMMENTS:**

*The Public Comment section provides an opportunity to address the Oversight Board on items not listed on the agenda. The Board welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the Board or are within the jurisdiction of the Board as the Board is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.*

**MINUTES**

1. [MIN 17-101](#) Approval of Minutes for Special Meeting June 15, 2017

**Attachments:** [Attachment I Minutes](#)

**REPORTS**

2. City Council Liaison (Information)
3. Director of Human Resources (Information)

**ACTION ITEMS**

4. [ACT 17-048](#) Revised Job Descriptions for Firefighter Trainee and Firefighter

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II Revised Job Description for Firefighter Trainee](#)  
[Attachment III Revised Job Description for Firefighter](#)  
[Attachment IV Fire Department Organizational Chart](#)

5. [ACT 17-049](#) Revised Job Description for Water Pollution Control Facility (WPCF) Operations and Maintenance Manager

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II Revised Job Description for WPCF Operations and Maintenance Manager](#)  
[Attachment III UES Organizational Chart](#)

6. [ACT 17-050](#) Revised Job Description for Deputy Director of Public Works

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II Revised Job Description for Deputy Director of Public Works](#)  
[Attachment III Public Works Organizational Chart](#)

7. FY 2018 Scope and Goals (Brainstorm)

8. Recruitment Diversity Report (Oral Report)

9. Recurring Agenda Topics/General Comments

10. Adjournment

**NEXT REGULAR MEETING – September 14, 2017**

*Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Manager at (510) 583-4300 or TDD (510) 247-3340.*



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**File #:** MIN 17-101

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**DATE:** July 13, 2017

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT**

Approval of Minutes for Special Meeting June 15, 2017

**RECOMMENDATION**

That the Personnel Commission reviews and approves the meeting minutes from the special meeting held on June 15, 2017.

**ATTACHMENTS**

Attachment I          Minutes



CITY OF HAYWARD  
PERSONNEL COMMISSION  
DRAFT MINUTES  
Special Meeting  
Thursday, June 15, 2017  
Room 2A

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:32 p.m. on Thursday, June 15, 2017, at Hayward City Hall, Conference Room 2A, followed by the Pledge of Allegiance.

**HUMAN RESOURCES DEPARTMENT STAFF**

Nina Collins, Director of Human Resources

Farbod Pirouzman, Deputy Director of Human Resources

Anthony Phillip, Human Resources Analyst I

**OTHERS PRESENT**

Alex Ameri, Director of Utilities and Environmental Services

Seema Vashi, Assistant City Attorney

Doug McNeeley, Airport Manager

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 06.15.2017 Special Meeting	Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.	Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.
Doris Yates	X	2	0	2	1
Elecia Garrett	X	1	1	2	1
V. Toni Adams	X	1	1	1	2
Jose Guadamuz	X	1	0	3	0
*Rachel Lucas	O	1	0	2	1
Giancarlo Scalise	X	1	0	3	0
Allen Zargar	X	1	0	3	0

X = present    O = absent

\* Chair Person

**PUBLIC COMMENTS**

None.

## APPROVAL OF MINUTES

1. Approval of May 11, 2017 Meeting Minutes (Action)

(M/S/P) (Zargar/Yates) Approved. Adams and Garrett abstained.

## REPORTS

### City Council Liaison (Information)

Absent.

### Director of Human Resources (Information)

Director Collins mentioned that we're currently focused on the budget process and preparing for negotiations. The next Council meeting will include discussion about the Council Appointed Officers' compensation package, followed by the citywide compensation package at the following Council meeting.

## ACTION ITEMS

2. New Job Description for Airport Business Supervisor

Doug McNeeley, Airport Manager gave an overview of the Airport Business Supervisor job specification and answered questions.

(M/S/P) (Adams/Yates) Approved.

3. Revised Job Description for Water Pollution Control Facility (WPCF) Manager

Alex Ameri, Director of Utilities and Environmental Services gave an overview of the Water Pollution Control Facility (WPCF) Manager job specification and answered questions.

(M/S/P) (Adams/Zargar) Approved.

4. Revised City Classification and Salary Plan for Fiscal Year 2018 – Updated June 15, 2017 – Effective June 26, 2017

Director Collins provided an overview of the revised classification and salary plan. She began with an overview of the revised classification plan, which was updated to include the addition of the Airport Business Supervisor, and the deletion of the Assistant City Engineer, Inspector, Streets Maintenance Supervisor, Landscape Maintenance Supervisor, Fleet Management Supervisor, and Facilities Maintenance Supervisor.

Lastly, Director Collins provided an overview of the revised salary plan. The revised salary plan includes the addition of the Airport Business Supervisor; the Cost of Living Adjustments (COLA) adjustments to the classifications represented by the Unrepresented Exempt and Non-Exempt, HAME, Local 21, SEIU Clerical, and SEIU Maintenance employee groups; the equity adjustments of the Deputy Director of Human Resources, Senior Human Resources Analyst, Human Resources Analyst I/II, and fifty-one (51) classifications represented by the HAME employee group; and compaction adjustments to the Fire Services Supervisor, Senior Accountant, Assistant City Engineer, Accounting Manager, and Deputy Director of Finance classifications.

(M/S/P) (Adams/Zargar) Adopted revised classification plan.

(M/S/P) (Adams/Yates) Recommended salary plan for Council approval.

#### RECURRING AGENDA TOPICS/GENERAL COMMENTS

1. One of the bigger projects for the Commission is the rewriting of the Personnel Rules. Director Collins stated that Deputy Director Pirouzmand has started this project with the recruitment section.

Lastly, Director Collins mentioned that a Job Fair, in partnership with the Personnel Commission, is coming soon. If not this year, then next year.

#### ADJOURNMENT

Meeting was adjourned at 6:08 p.m.

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Nina S. Collins, Director of Human Resources



# CITY OF HAYWARD

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**File #:** ACT 17-048

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**DATE:** July 13, 2017

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT**

Revised Job Descriptions for Firefighter Trainee and Firefighter

**RECOMMENDATION**

That the Personnel Commission reviews and comments on the revised job descriptions for the positions of Firefighter Trainee and Firefighter to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Revised Job Description for Firefighter Trainee
Attachment III	Revised Job Description for Firefighter
Attachment IV	Fire Department Organizational Chart





DATE: July 13, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Descriptions for Firefighter Trainee and Firefighter

#### RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Firefighter Trainee and Firefighter to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

#### BACKGROUND/DISCUSSION

In addition to adoption and approval of 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. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

The Hayward Fire Department (HFD) operates nine engines and two aerial ladder truck companies from nine strategically located fire stations serving both the residents of Hayward and the Fairview Fire Protection District. Each fire engine and truck company has at least one certified Paramedic assigned to it. Our all-risk fire department responds to all 911 emergency and non-emergency requests including structure fires, medical emergencies providing advanced life support, wildland fires, hazardous materials, aircraft rescue and firefighting, and open water rescue.

In order to effectively respond to the daily medical emergencies, HFD seeks candidates who have or are in the processing of getting the specialized training to become Paramedics and requires recruits to have life support certifications.

During a recent recruitment effort, the department and Human Resources staff discovered that the life support certifications in the Firefighter and Firefighter Trainee job descriptions do not match. In this staff report, the Firefighter and Firefighter Trainee job descriptions

have been revised to have the same license (certifications) requirements, and to align the format to the current City standards.

The City has met its meet and confer obligations with the bargaining representative for this classification, International Association of Fire Fighters, Local 1909, regarding the proposed changes. The changes to the job description are as follows:

**Firefighter Trainee:**

Added: "Experience and Education"

License:

Added:

- "...International Trauma Life Support (ITLS)..."

**Firefighter:**

Added: "Experience and Education"

License:

Added:

- "...International Trauma Life Support (ITLS), or a Basic Trauma Life Support (BTLS) Certificate."
- "Possession of a Pediatric Advanced Life Support (PALS) Certificate within two (2) years of receipt of Alameda County Paramedic Certification.

**FISCAL IMPACT**

There is no fiscal impact to the budget as a result of the above proposed changes to this job description.

Prepared by: Farbod Pirouzmand, Deputy Director of Human Resources

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



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Kelly McAdoo, City Manager

## FIREFIGHTER TRAINEE

### DEFINITION

To attend Basic Recruit Academy and receive the academic and physical training required for appointment to the classification of Firefighter.

### DISTINGUISHING CHARACTERISTICS

This is a trainee level classification which provides transition into the position of Firefighter. Firefighter Trainees are hired into this civilian position for the period during the time they are assigned to the academy. Upon successful completion of training at the academy Trainees will then fill a sworn Firefighter position, Firefighter Trainees are sworn in and appointed to the classification of Firefighter. Firefighter Trainee benefits are limited to those of a civilian employee.

### SUPERVISION RECEIVED AND EXERCISED

Receives close supervision and evaluation on a daily basis.

### ESSENTIAL DUTIES

Duties may include but are not limited to:

Attends a basic recruit academy designed to provide an overview of the Hayward Fire Department including knowledge of laws, firefighting procedures and physical fitness.

Receives training to develop an awareness of the overall Fire Department functions, responsibilities of Firefighters and how they relate to field operations.

### JOB RELATED AND ESSENTIAL QUALIFICATIONS

#### Ability to:

Successfully complete academy requirements.

Think and act quickly in emergencies.

Understand and interpret laws and regulations.

Follow oral and written instructions.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Display the use and manipulation of tools, medical equipment and instruments, and apparatus.

Perform the work in the expedient manner required.

Have good agility for performing tasks involving balance and coordination.

Establish and maintain effective working relationships with co-workers, supervisors and other fire service officials.

Observe and evaluate patient status and conditions and determine appropriate basic and advanced life support procedures.

Make sound independent paramedical decisions.

Learn and apply Alameda County Radio Format in order to transmit medical information.

Learn fire radio communications format, language, and dispatching techniques.

Prepare accurate technical reports and records.

Understand how and why mechanical things work.

Read and understand technical material, reports, laws, codes and departmental regulations.

EXPERIENCE AND EDUCATION

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Equivalent to completion of the twelfth grade.

Age

Must be at least 18 years old at the time of the initial oral interview.

EXPERIENCE AND EDUCATION (continued):

License

- Possession of a Class "C" California Driver's License.
- Possession of and ability to maintain a valid certification from Alameda County as a paramedic.
- Possession of and the ability to maintain a valid Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS) Certification.
- Possession of and the ability to maintain a valid Pre-Hospital Trauma Life Support (PHTLS), International Trauma Life Support (ITLS), or a Basic Trauma Life Support (BTLS) Certificate .
- Possession of a Pediatric Advanced Life Support (PALS) Certificate within 2 years of receipt of Alameda County Paramedic Certification.

Guidelines for Vision Screening

Vision must be at least 20/70 uncorrected, testing each eye separately; and must be correctable to at least 20/30, testing both eyes simultaneously.

PROBATIONARY PERIOD: Until successful completion of the basic academy and assumes the position of Firefighter. Time spent by Firefighter Trainees as trainees, will be counted toward their probationary period as Firefighters.

F100January 1999

EEO CODE:	None
FPPC STATUS:	Non-Designated
FLSA STATUS:	Non-Exempt

## FIREFIGHTER

### DEFINITION

Under general supervision, extinguishes fires and protects life and property endangered by fire; provides Advanced Life Support first responder pre-hospital emergency medical care and emergency medical assistance to victims of accidents, injuries or illness; assumes primary responsibility for patient care at the scene; maintains equipment and quarters, and does other related work as required.

### ESSENTIAL DUTIES

Responds to alarms, lays lines of hose, directs streams of water and other extinguishers. Carries and sets up ladders, ventilates buildings, rescues persons and animals.

Attends to victims in emergency situations using prescribed paramedic techniques; provides medical aid; administers drugs; gives injections; starts intravenous solutions; takes and monitors vital signs; takes appropriate action to preserve life as prescribed by Alameda County protocols, the Base Hospital, a doctor, or registered nurse via direct radio or telephone contact.

May be required to drive department ambulance and transport emergency patients.

Mops, sweeps and cleans after fires to prevent water damage.

Drives vehicles, operates valves and pumps, tests and performs maintenance and painting of hydrants and alarm equipment.

Washes, polishes and services fire apparatus and tests, washes and dries hose.

Maintains fire station buildings and grounds.

Drills and attends instruction in firefighting techniques.

Participates in company inspections and other fire prevention activities.

Performs related duties as required.

### JOB RELATED AND ESSENTIAL QUALIFICATIONS

#### Knowledge of:

Advanced Life Support pre-hospital emergency medical care methods, techniques, principles and practices; of human anatomy and physiology; of medical terminology, techniques and established

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

analytical processes used in the description and assessment of patient status; of categories, applications, contraindications and appropriate dosage levels of a variety of medications used in emergency advanced life medical treatment; of procedures and equipment used in cardiac and other vital sign monitoring; of signs and symptoms of impaired cardiac and respiratory functioning, altered states of consciousness, various types of toxicity and poisoning, shock, common diseases and other commonly encountered medical problems; and of applicable laws, codes and ordinances.

Basic arithmetic.

Skills:

Skill and dexterity in the use and manipulation of tools, medical equipment and instruments, and apparatus.

Ability to:

Physically perform the work in the expedient manner required. Includes good agility for performing tasks involving balance and coordination; strength and proper muscle tone with no muscular-skeletal deficiencies; and endurance for sustaining effort to perform tasks. Also includes good eye-hand foot coordination; weight in proportion to height; and good hearing. Vision must be at least 20/70 uncorrected, testing each eye separately; and must be correctable to at least 20/30, testing both eyes simultaneously.

Establish and maintain effective working relationships with co-workers, supervisors and other fire service officials (by sharing information and working cooperatively with others, complying with departmental regulations, taking and following orders, accepting advice and constructive criticism).

Observe and evaluate patient status and conditions at the scene and determine appropriate basic and advanced life support procedures; to make sound independent paramedical decisions rapidly and under stressful conditions; to perform basic and advanced life support procedures including cardiac and pulmonary resuscitation, cardiac monitoring and defibrillation, trauma response and administration of medications; to operate basic and advanced life support equipment; to communicate technical information effectively with those encountered in the course of the work.

Learn and apply Alameda County radio format in order to transmit medical information; to learn fire radio communications format, language and dispatching techniques; to prepare accurate technical reports and records.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Understand how and why mechanical things work. Includes the ability to learn the interrelationship of moving parts in mechanical apparatus and to apply what has been learned to the job.

Assess a situation, draw valid conclusions and take appropriate action.

Read and understand technical material, reports, laws, codes and departmental regulations. Includes the ability to recall this information in performing one's duties.

EXPERIENCE AND EDUCATION

Any experience that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade.

Age:

Must be at least 18 years old at the time of the initial oral interview.

License:

- Possession of a Class C California Driver's License.
- Possession of and the ability to maintain a valid certification from Alameda County as a paramedic.
- Possession of and the ability to maintain a valid Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS) certification.
- Possession of and the ability to maintain a valid Pre-Hospital Trauma Life Support (PHTLS) certificate, International Trauma Life Support (ITLS), or a Basic Trauma Life Support (BTLS) Certificate.
- Possession of a Pediatric Advanced Life Support (PALS) Certificate within two (2) years of receipt of Alameda County Paramedic Certification.



City of Hayward  
Firefighter  
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PROBATIONARY PERIOD: One (1) year.

F200(56 HR); F205(40 HR)September 1983

Revised June 2017

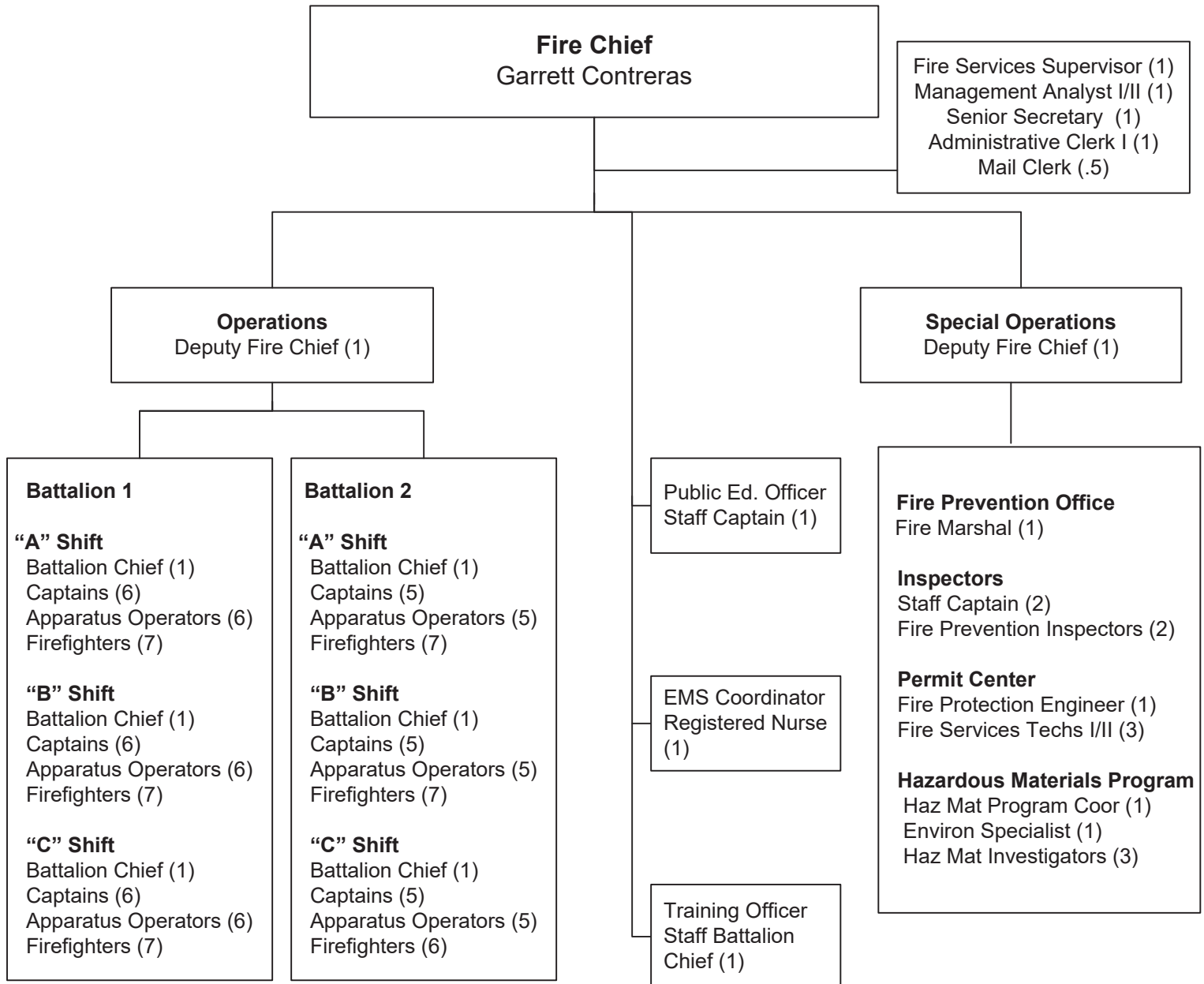
EEO CODE: 3740

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt

## FY 2018 STAFFING 137.5 FTE

### Fire Department





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**File #:** ACT 17-049

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**DATE:** July 13, 2017

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT**

Revised Job Description for Water Pollution Control Facility (WPCF) Operations and Maintenance Manager

**RECOMMENDATION**

That the Personnel Commission reviews and comments on the revised job description for the position of WPCF Operations and Maintenance Manager to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Revised Job Description for WPCF Operations and Maintenance Manager
Attachment III	Utilities and Environmental Services Organizational Chart



DATE: July 13, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Water Pollution Control Facility (WPCF) Operations and Maintenance Manager

#### RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of WPCF Operations and Maintenance Manager to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

#### BACKGROUND/DISCUSSION

In addition to adoption and approval of 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. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

The WPCF Operations and Maintenance Manager oversees the implementation of the recycled water project, which is currently in the design phase, and continues WPCF's leadership in the City's sustainability efforts. The position is directly responsible for operations and maintenance of the East Bay Dischargers Authority's treated effluent pump station facilities, both on and offsite.

Currently, the WPCF Operations and Maintenance Manager job description does not require a bachelor's degree or associate's degree. However, technological advancements in the treatment of wastewater have made this field more complex and therefore, it is critical for the position to be very familiar with emerging technologies in this field and interpret technical reports to leverage that knowledge towards more efficient wastewater treatment.

Human Resources staff has surveyed comparable jurisdictions in size and capacity with similar positions and found comparable agencies with equivalent positions required

incumbents to have an associate's degree or two years of college as a minimum educational requirement. Please see the results of the survey in the table below:

Jurisdiction	Minimum Qualifications
Castro Valley Sanitary District	No Equivalent Position
City of San Leandro	Associate of Arts degree from a community college with major course work related to sewage treatment operations
Delta Diablo	Bachelor's Degree in Civil or Environmental Engineering, Chemistry, Biology, or a closely related field
Dublin/San Ramon Services District	No Equivalent Position
East Bay Discharge Authority	Possession of a baccalaureate degree in Civil or Mechanical Engineering or closely related field; additional qualifying experience can be substituted for the required education on a year for year basis; a minimum of two years of college is required
Oro Loma Sanitary District	No Equivalent Position
Union Sanitary District	No Equivalent Position

Three of the seven jurisdictions surveyed have an education requirement for an equivalent position that is higher than the WPCF Operations and Maintenance Manager. The current requirement is a twelfth-grade education. Given the technical knowledge this position requires, Human Resources recommends raising the education requirement to Associate of Arts' degree from a community college with major course work related to sewage treatment operations with a bachelor's degree being highly desirable.

The WPCF Operations and Maintenance Manager job description has been revised to update the definition, distinguishing characteristics, supervision received, supervision exercised, essential duties, job related and essential qualifications, experience and education, special requirements, and to align the format to the current City standards.

The City has met its meet and confer obligations with the bargaining representative for this classification, Hayward Association of Management Employees, regarding the proposed changes.

The changes to the job description are as follows:

#### Water Pollution Control Facility Operations and Maintenance Manager

## Definition

### Added:

- “...general...management...City’s...(WPCF)...Utilities & Environmental Services...”

### Removed:

- “supervisory”
- “Public Works”

## Distinguishing Characteristics:

Added: “This position has primary responsibility for the operation and maintenance of wastewater facilities. This class is distinguished from WPCF Maintenance Supervisor and related positions by its overall responsibility for the efficient and effective operation of the entire system the requirement to be available to monitor the system and respond to emergencies that can occur at any time.”

Replaced: “Supervision Received and Exercised” with “Supervision Received”

Added: “Supervision Exercised”

Replaced: “water pollution control facility” with “WPCF”

Replaced: “Example of Duties” with “Essential Duties”

### Added:

- “WPCF”
- “WPCF”
- “...WPCF...WPCF Division...operations and maintenance.”
- “...implements...laws, regulations, and permits...to...”
- “WPCF”
- “...discharge permit...”
- “...working on WPCF projects...”
- “...Cal/...”
- “...resident and business...”
- “WPCF”
- “Monitors WPCF operations and maintenance budget throughout the year to ensure compliance.”
- “WPCF”
- “WPCF”
- “Leads tours of WPCF to residents, businesses, and other interested parties.”
- “Applies for and nominates WPCF and staff for regional, state, and national recognition and awards.”
- “Actively participates in regional and state organizations in wastewater field.”

### Removed:

- “...Water Pollution Control Facility...”
- “...Water Pollution Control Facility...”
- “...Water Pollution Control Facility...Water Pollution Control Facility...plant processing...”

- “...directs...”
- “...plant...”
- “...citizen...”
- “...Water Pollution Control Facility.”
- “...plant...”
- “...Water Pollution Control Facility...”

## Job Related and Essential Qualifications

### Knowledge of:

#### Replaced:

- “...sewage...” with “...wastewater...”
- “...sewage...” with “...wastewater...”
- “...sewage...” with “...wastewater...”

Added: “Sustainable practices and technologies in wastewater treatment field.”

### Ability to:

#### Added:

- “...and use...management system(CMMS)...”
- “Make presentation to staff, appointed and elected bodies, and the public.”
- “Ensure all WPCF operations and maintenance staff are certified and licensed at the levels required for their respective positions.”

#### Replaced:

- “...plant...” with “...WPCF...”
- “...a personal computer...” with “...of technology related to work, e.g., computers, software packages, CMMS, and Supervisory Control Data Acquisition (SCADA) Systems.”

## Experience and Education

#### Replaced:

- “Equivalent to completion of twelfth grade supplemented by college coursework related to water pollution control operations or supervision.” with “Associate of Arts degree from a community college with major course work related to sewage treatment operations; bachelor’s degree from an accredited college or university in business administration, biological science, engineering or a closely-related field is highly desired.”

#### Added:

- “Additional qualifying experience can be substituted for the required education on a year to year basis; a minimum of two years of college is required.”
- “...of California...”
- “Possession and maintenance of a valid Class C California Driver’s License.”

Removed:

- "Completion of twelfth grade or possession of GED."

**Added: Special Requirements**

Added: "Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, crouch, stoop, squat, walk, reach, bend and safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation."

**FISCAL IMPACT**

There is no fiscal impact to the budget as a result of the above proposed changes to the WPCF Operations and Maintenance Manager job description.

Prepared by: Farbod Pirouzmand, Deputy Human Resources Director

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



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Kelly McAadoo, City Manager



CITY OF HAYWARD

WATER POLLUTION CONTROL FACILITY  
OPERATIONS AND MAINTENANCE MANAGER

DEFINITION

Under general direction, the Water Pollution Control Facility Operations and Maintenance Manager performs administrative and management duties related to the operation and maintenance of the City's Water Pollution Control Facility (WPCF). This position is allocated to the WPCF Division of the Utilities & Environmental Services Department.

DISTINGUISHING CHARACTERISTICS

This position has primary responsibility for the operation and maintenance of wastewater facilities. This class is distinguished from WPCF Maintenance Supervisor and related positions by its overall responsibility for the efficient and effective operation of the entire system the requirement to be available to monitor the system and respond to emergencies that can occur at any time.

SUPERVISION RECEIVED

General direction is provided by the Water Pollution Control Facility Manager.

SUPERVISION EXERCISED

Responsibilities include supervision of WPCF operation and maintenance staff.

ESSENTIAL DUTIES

Assists the WPCF Manager in the establishment and implementation of goals, policies, procedures, schedules, and methods for operations and maintenance of the WPCF.

Assists the WPCF Manager in the planning, organizing and directing of the WPCF Division for efficient operations and maintenance.

Reviews plant and laboratory reports and implements the adjustment of operational control parameters to ensure compliance laws, regulations, and permits, and to improve efficiency.

Plans and recommends improvement of WPCF facilities through equipment acquisition; prepares or provides guidance in development of specifications.

Prepares and reviews the requisition of supplies, materials and equipment required to maintain an efficient operation.

ESSENTIAL DUTIES (continued):

Prepares, reviews and submits periodic NPDES discharge permit reports regarding wastewater treatment and disposal.

Provides technical assistance to consulting engineers working on WPCF projects; reviews plans and specifications for wastewater treatment and disposal construction projects.

Ensures compliance with all Cal/OSHA safety regulations and requirements by monitoring, providing training and keeping abreast of any local, state or federal changes.

Makes critical decisions to resolve emergency conditions resulting from wastewater treatment and disposal system malfunctions, and provides direction to plant staff accordingly.

Responds to and resolves resident and businesses complaints and concerns.

Provides input in the preparation and administration of the budget for the WPCF.

Monitors WPCF operations and maintenance budget throughout the year to ensure compliance.

Coordinates special activities with other City staff and with outside agencies.

Supervises, trains and evaluates subordinates; reviews recommendation of subordinates and/or recommends disciplinary action of facility staff.

Participates in the selection of new WPCF staff members.

Serves as acting WPCF Manager as assigned.

Leads tours of WPCF to residents, businesses, and other interested parties.

Applies for and nominates WPCF and staff for regional, state, and national recognitions and awards.

Actively participates in regional and state organizations in wastewater field.

Performs related duties as assigned.

JOB RELATED ESSENTIAL OUALIFICATIONS

Knowledge of:

Theory and practice of modern wastewater treatment and of machines, equipment, and material used in such treatment.

Chemical and physical processes involved in advanced methods of wastewater treatment.

Laboratory analyses and tests applicable to wastewater treatment processes.

Occupational hazards and safety precautions necessary to safely perform work.

Applicable federal, state and regional laws and regulations.

Principles of organization, administration, budget and personnel management.

Sustainable practices and technologies in wastewater treatment field.

Ability to:

Plan, organize, layout, assign and schedule a varied and complex technical and maintenance program.

Supervise collection and use of computerized maintenance management system (CMMS) records and reports.

Communicate clearly and concisely, orally and in writing.

Effectively supervise, train and evaluate subordinates.

Participate in the selection of new WPCF personnel.

Use of technology related to work, e.g., computers, software packages, CMMS, and Supervisory Control Data Acquisition (SCADA) Systems.

Read, comprehend and communicate complex technical documents and information.

Make presentations to staff, appointed and elected bodies, and the public.

Establish and maintain effective working relationships.

JOB RELATED ESSENTIAL OUALIFICATIONS (continued):

Ability to (continued):

Ensure all WPCF operations and maintenance staff are certified and licensed at the levels required for their respective positions.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of progressively responsible experience in wastewater treatment operations, including two years supervisory experience.

Education: Associate of Arts degree from a community college with major course work related to sewage treatment operations; bachelor's degree from an accredited college or university in business administration, biological science, engineering or a closely-related field is highly desired.

Additional qualifying experience can be substituted for the required education on a year to year basis; a minimum of two years of college is required.

License or Certificate: Possession of an active Grade IV Certificate issued by the State of California Water Resources Control Board. Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, crouch, stoop, squat, walk, reach, bend and safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

H865

July 2003

Revised: June 2017

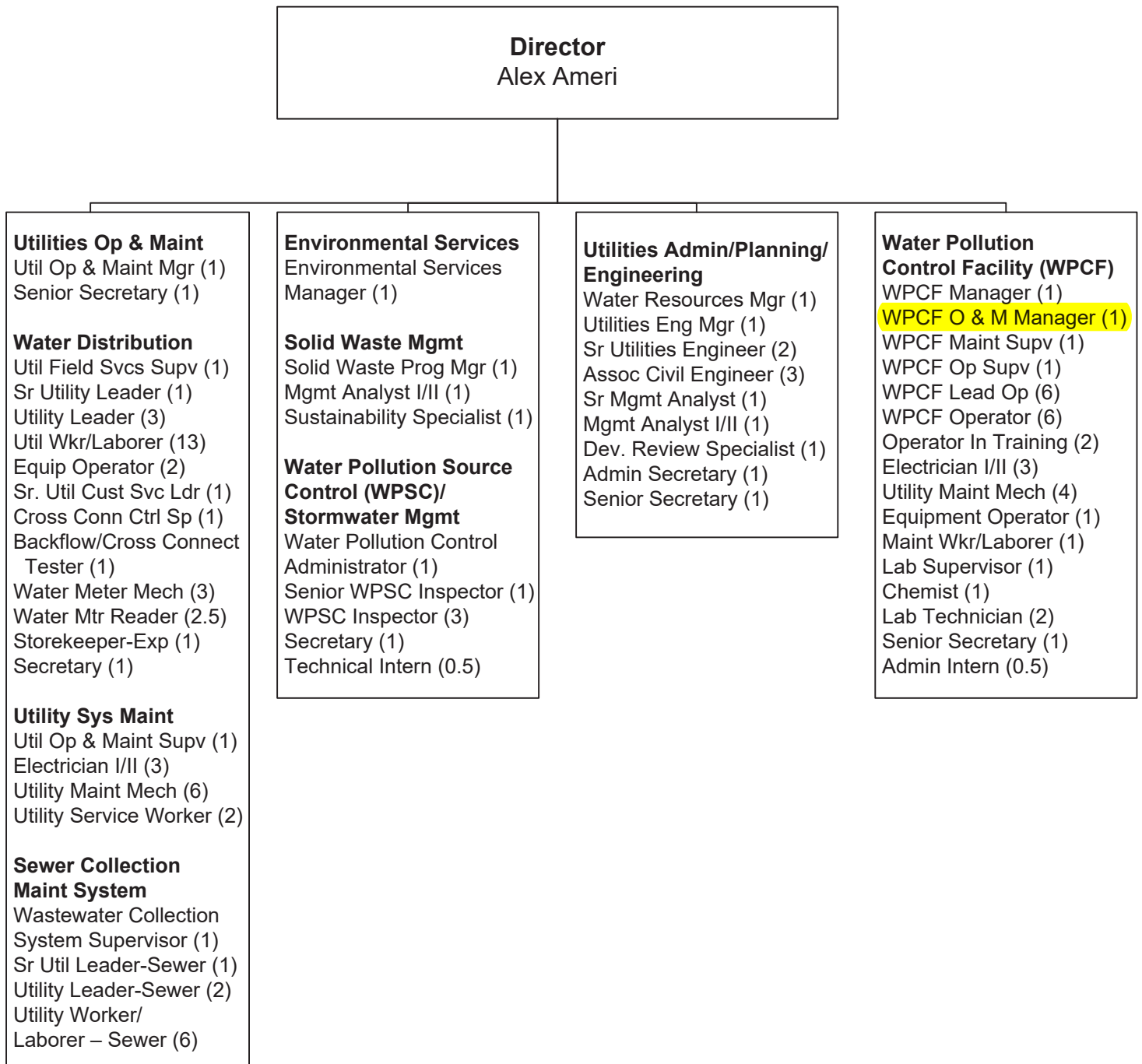
EEO CODE: 1

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt

## FY 2018 STAFFING 110.5 FTE

### Utilities & Environmental Services Department





# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

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**File #:** ACT 17-050

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**DATE:** July 13, 2017

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT**

Revised Job Description for Deputy Director of Public Works

**RECOMMENDATION**

That the Personnel Commission reviews and comments on the revised job description for the position of Deputy Director of Public Works to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Revised Job Description for Deputy Director of Public Works
Attachment III	Public Works Organizational Chart



DATE: July 13, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Deputy Director of Public Works

#### RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Deputy Director of Public Works to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

#### BACKGROUND/DISCUSSION

In addition to adoption and approval of 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. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

The City of Hayward's Department of Public Works develops, builds and maintains the City's infrastructure, including City streets and roadways, streetlights, traffic signals and more. It has two major divisions: Design (Engineering) and Transportation. The Design Division is responsible for design, construction and maintenance of city streets, traffic signals, streetlights and city infrastructure. The Transportation Division is responsible for traffic engineering and transportation planning. The City Also has an approximately \$500 million 10-year Capital Improvement Program, which the Department administers.

Given the purview and breadth of responsibilities for this Department, the Human Resources Department was tasked with updating the job description and recruiting for the Deputy Director of Public Works. The Deputy Director of Public Works' job description has been revised to update the distinguishing characteristics, supervision received and exercised, essential duties, job related and essential qualifications, and to align the format to the current City standards. The changes to the job description are as follows:



## Deputy Director of Public Works:

### Added: Distinguishing Characteristics

"Under the direction of the Director of Public Works, the Deputy Public Works Director plans, organizes and directs engineering, transportation, and other related activities; coordinates assigned activities with other divisions and departments; and provides highly complex staff assistance to the Public Works Director."

Replaced: "Supervision Received and Exercised" with "Supervision Received"

### Added: "Supervision Exercised"

Added: "Exercises direct and indirect supervision over management, supervisory, professional, technical, and administrative personnel."

Replaced: "Example of Duties" with "Essential Duties"

Added:

- "including identification of new projects and preparation of the Capital Improvement Program budget."
- "...those...projects to high..."

Removed:

- "...Division..."

Added: "Job Related and Essential" to "Qualifications"

Knowledge of:

Added:

- "...public roadways and/or..."

Ability to:

Added:

- "...documents...CEQA studies, RFQ, professional services agreements, contracts plans and specifications, grant applications and other budget documents, and Council agenda reports."
- "Oversee property acquisition and disposition."
- "Supervise private development plan review, including plan check, conditions of approval and development agreements."
- "Respond to emergencies in the event of a natural disaster or major incidents."
- "Understand transportation planning and management concepts."

Removed:

- "...records and prepare..."

### Added: Special Requirements

Added: "Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand

movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, crouch, stoop, squat, walk, reach, bend and safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public, elected officials, government agencies, and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.”

#### FISCAL IMPACT

The Deputy Director of Public Works position is approved in the FY 2018 Operating Budget. There is no fiscal impact to the budget as a result of the above proposed changes to the Deputy Director of Public Works job description.

Prepared by: Farbod Pirouzmand, Deputy Director of Human Resources

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



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Kelly McAdoo, City Manager

CITY OF HAYWARD

DEPUTY DIRECTOR OF PUBLIC WORKS

DEFINITION

To plan, direct, supervise and review the activities of a variety of projects and programs throughout the Public Works Department, including engineering and/or utility functions, and to provide professional and technical staff assistance.

DISTINGUISHING CHARACTERISTICS

Under the direction of the Director of Public Works, the Deputy Public Works Director plans, organizes and directs engineering, transportation, and other related activities; coordinates assigned activities with other divisions and departments; and provides highly complex staff assistance to the Public Works Director.

SUPERVISION RECEIVED

General direction is provided by the director of Public Works.

Responsibilities include the direct and indirect supervision of professional, technical, field maintenance, and clerical personnel especially in the functional areas of engineering and/or utilities.

SUPERVISION EXERCISED

Exercises direct and indirect supervision over management, supervisory, professional, technical, and administrative personnel.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Establish overall objectives, operating principles, and work practices of engineering and/or utilities staff.

Organize work, evaluate employee performance and take corrective action as necessary to ensure maximum efficiency and productivity.

Train and motivate employees to ensure reasonable professional growth and effective work attitudes.

ESSENTIAL DUTIES (continued):

Assist department head in explaining and interpreting division policies, problems and proposals to City officials, other agencies and the general public.

Supervise and participate in the preparation and administration of assigned budgets including identification of new projects and preparation of the Capital Improvement Program budget.

If assigned functional responsibility for Engineering, emphasis is on the following:

Establish and monitor capital project implementation to ensure design and inspection of those same projects to high professional quality standards, yet within industry cost indices and time schedules.

Measure and manage the performance of the Engineering Division staff and take corrective action as necessary, to ensure the efficient accomplishment of assigned tasks.

Act as a technical advisor to City Council, city manager, and department heads on engineering problems.

If assigned functional responsibility for Utilities, emphasis is on the following:

Establish and review water distribution and sewage collection system operations and rate setting criteria.

Supervise, coordinate and review the construction, operation and maintenance of the domestic water and sewage systems and wastewater treatment plant.

Coordinate water and sewer utility activities with other City departments, divisions, and sections and with outside agencies.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering including mapping, hydrology, hydraulics, soils mechanics, and water, sewer, and traffic engineering.

Methods, materials, techniques and equipment used in the construction, operation and maintenance of public roadways and/or a water and sewer system.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Applicable laws and regulatory codes related to development and construction of public works.

Recent developments, current literature and sources of information regarding water and sewer utilities and civil engineering practices.

Principles and practices of organization, administration, budget, and personnel management.

Ability to:

Supervise the preparation of engineering documents, comprehensive technical reports CEQA studies, RFPs, professional services agreements, contract plans and specifications, grant applications and other budget documents, and Council agenda reports.

Oversee property acquisition and disposition.

Supervise private development plan review, including plan check, conditions of approval and development agreements.

Respond to emergencies in the event of a natural disaster or major incidents.

Understand transportation planning and management concepts.

Analyze organization and operational issues and select proper courses of action.

Communicate clearly and concisely, both orally and in writing.

Select, supervise, train, and evaluate professional, technical and clerical subordinates.

Organize assigned work functions in an effective and efficient manner.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of progressively responsible supervisory and administrative experience in the operation of a large water distribution and/or wastewater treatment system and/or engineering organization.

EXPERIENCE AND EDUCATION (continued):

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering.

License or Certificate: Possession of a Certificate of Registration as a professional civil engineer in the State of California.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend, and safely lift and move equipment and materials weighing up to 35 pounds; withstand exposure to noise, vibration, chemicals, mechanical and electrical hazards; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public, elected officials, government agencies, and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

U510

May 1981

Revised May 2017

EEO Code: 1

FPPC STATUS: Designated

FLSA STATUS: Exempt

**FY 2018 STAFFING**  
**47.0 FTE**

**Public Works**  
**Engineering & Transportation Department**

