



DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Sustainability Specialist

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Sustainability Specialist 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.

In FY 2014, a Sustainability Technician position was created to replace an administrative position to assist with the implementation of sustainability programs, such as residential and commercial energy conservation, development of alternative energy sources in the community and in City facilities, pursuit of grant funding, and implementation of the Climate Action Plan. Among other specific tasks, the position also supports the solid waste management and recycling efforts within the City by reviewing development applications for conformance with applicable waste and recycling policies. The Sustainability Technician implements specific community programs, such as the annual Earth Day Poster and Writing Contest and Environmental Awards; and prepare reports and presentation materials to inform the City Council and community members about environmental programs.

At the time the position was created, the sustainability field was relatively new to the Utilities & Environmental Services Department. Over the past three years, the Department has been able to monitor the position's duties and responsibilities and assess minimum requirements for a position to effectively carry out evolving and expanding position requirements. The duties initially envisioned for the position have begun to expand to suit the needs of the Department, which directly support the City Council's stated priorities to be "clean" and

“green.” Staff has surveyed neighboring jurisdictions with similar positions and found it is uncommon for a position with comparable responsibilities to be classified as a “technician.” Unfortunately, the incumbent has decided to pursue another opportunity and has submitted her intent to separate from the City, effective at the end of May and will not be vying for the new position. Given the impending need to recruit for the position, it is critical to evaluate the job title and specification to ensure a successful recruitment.

The Sustainability Specialist is a technical level position, represented by International Federation of Professional and Technical Engineers (IFPTE), Local 21. The new position will remain responsible for assisting the Environmental Services Division staff with implementation of sustainability programs, such as residential and commercial energy conservation, development of alternative energy sources in the community and in City facilities, participation in solid waste source reduction and recycling programs, pursuit of grant funding and low interest loans, and implementation of the Climate Action Plan.

Candidates for the Sustainability Specialist position will typically be college graduates and have strong skills in program coordination, data analysis, and customer service. Because the overall field of sustainability is relatively new, the City will consider candidates who possess the necessary skills and experience from work in a closely related area, such as water conservation or energy efficiency, recycling and the like.

The Sustainability Technician job description has been revised to update the title, definition, supervision exercised, essential duties, job related and essential qualifications, experience and education, and to align the format to the current City standards. Furthermore, the additions and changes clarify the definition, essential duties, job related and essential qualifications, and education and experience requirements for the Sustainability Specialist. The changes to the job description are as follows:

Revised title “Technician” to “Specialist”

Definition

Replaced: “technical level administrative duties in support of a City department or program” with “...a variety of tasks in support of the City’s sustainability and climate action programs...”

Added: “...to develop and implement community outreach activities; ...”

Distinguishing Characteristics

Replaced: “It is distinguished from the secretarial classifications in that the latter provides routine support functions for the department while this position provides technical and non-routine operational functions.” With “This position is distinguished from similar City-wide classifications in that it has responsibility for a specialized program.

Essential Duties

Added:

- “...supervisory and other...”
- “..., some of which may occur simultaneously.”
- “Draft and process authorized consultant and service agreements.”

- “Assist in seeking and writing grant applications.”
- “Keep notes and provide summaries of meetings attended.”
- “Implement a wide range of long and short-term sustainability projects to help implement the Climate Action Plan (CAP).”
- “Create and maintain databases and complex spreadsheets for tracking various project data; greenhouse gas emissions inventory data; and Climate Action Plan progress.”
- “Represent the City at countywide public education and outreach meetings, review collaborative projects and provide comments that support City standards, professionalism, goals and initiatives.”
- “Write electronic newsletter articles on assigned topics.”
- “Create web pages, flyers, brochures, and assist with the development of educational and training videos as needed.”
- “Represent the City at local and regional events and festivals.”
- “Assist with volunteer recruitment.”

Removed:

- “Perform technical and paraprofessional duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed.”

Replaced:

- “...budget; as assigned, prepare...” with “budget, and as assigned, preparation of...”
- “...e-mail and general correspondence...” with “...e-mail, general correspondence, and drop-in visitors from the public...”
- “Coordinate, compile and draft City Council, Council committees, boards and commissions communication, as assigned, including reports, presentation materials, agendas and meeting minutes.” with “Coordinate and prepare reports and presentation materials for City staff, community groups, and appointed or elected bodies. Make presentations to City staff, community groups, and appointed or elected bodies.”

Job Related and Essential Qualifications

Added: “Work with county and regional level entities and understand and apply their rules and regulations.”

Removed: “On a continuous basis, sit at a desk. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 35 pounds or less.”

Replaced: “Supervise, train and evaluate...” with “Assist with supervision, training and evaluation of...”

Experience and Education

Added:

- “...progressively...”

Replaced:

- “Associate’s” with “Bachelor’s”
- “...accounting...” with “...sustainability, environmental science, ...”

FISCAL IMPACT

All costs associated with the creation of this new classification will be borne by the Recycling, Water, and Wastewater Funds, and there will be no impact on the General Fund. The annual cost of salary and benefits for the Sustainability Specialist is under review and will be proposed in the FY 2018 Adopted Budget.

Prepared by: Lisette Del Pino, Human Resources Analyst II

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

Approved by:



Kelly McAdoo, City Manager