



**DATE:** June 20, 2019

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT** New Job Description for Assistant Director of Public Works - Utilities

### **RECOMMENDATION**

That the Personnel Commission reviews and comments on the job description for the position of Assistant Director of Public Works - Utilities 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.

### **SUMMARY**

The Assistant Director of Public Works - Utilities is a new classification approved in the FY 2020 adopted Operating Budget to provide senior level management of the Utilities Division of the Department of Public Works & Utilities. With the recent combining of the Public Works and Utilities Departments, it is critical to have a single point of leadership within the Utilities Division to oversee functions related to water distribution, wastewater collection and treatment, recycled water and groundwater.

### **BACKGROUND/DISCUSSION**

In addition to adoption 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, Human Resources staff makes necessary adjustments to job requirements to ensure that the needs of the department will be met prior to initiating a recruitment process.

The Assistant Director of Public Works is a new classification approved in the FY 2020 adopted Operating Budget to provide senior level management of the Utilities Division of the Department of Public Works & Utilities. This department is the result of the recent combining of the Departments of Public Works and Utilities & Environmental Services. The position will report to the Director of Public Works and will be part of the Unrepresented Management employees.

The Utilities Division is the largest and most varied division within the Department of Public Works & Utilities, with a total of nearly 100 employees, including several managers and supervisors. The new position will have responsibility for operations and maintenance of the City's major utilities, including water distribution, wastewater collection and treatment, recycled water and groundwater, and is distinguished from the Deputy Director of Public Works position by the wider range of responsibilities and higher level of complexity. Examples of responsibilities that will be assigned to the Assistant Director of Public Works - Utilities include:

- Managing all activities within the Utilities Division
- Overseeing the operation and maintenance of the City's water and wastewater facilities
- Ensuring that the City remains in compliance with all federal, state and local regulations pertaining to areas of responsibility
- Developing the capital and operating budgets for the Utilities Division
- Identifying and implementing capital improvement projects
- Working collaboratively with other agencies to negotiate complex agreements and implement mutually beneficial projects
- Managing human resource activities within the Division, including selecting, training and evaluating employees, as well as mentoring staff and assisting them in achieving their career goals

Incumbents in the position of Assistant Director of Public Works - Utilities will have proven senior-level engineering experience and management skills in the field of water resources, water distribution or wastewater collection and treatment. Possession of a Professional Engineer registration will be required. The salary range for this position is \$77.08 per hour at Step A and \$93.71 per hour at Step E. This salary range is competitive and is 10% over that of the Water Resources Manager which is among the positions that report to the Assistant Director.

The job description for the Assistant Director of Public Works-Utilities was shared with representatives of HAME and there are no objections to the creation of this new job classification or the job description. The job description is attached for your reference.

## **FISCAL IMPACT**

The FY 2020 budget includes funding for the newly created Assistant Director of Public Works-Utilities. Funding for this position is largely offset by the elimination of the Senior Water Resources Engineer position, which was created to support the Water Resources Manager with various water resources development efforts. The City has been unable to fill this position. With support from the Assistant Director and prudent use of specialized consultants, staff believes that the needed tasks can be accomplished.

## **STRATEGIC INITIATIVES**

This agenda item is a routine operational item and does not relate to any of the City Council's Strategic Initiatives.

## **NEXT STEPS**

The additional position will be implemented by the Human Resources and Finance departments effective June 24, 2019.

*Prepared by:* Anthony Phillip, Human Resources Analyst II

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

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is written over a horizontal line.

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Kelly McAdoo, City Manager