



**DATE:** March 12, 2020

**TO:** Personnel Commission

**FROM:** Assistant City Manager/Interim Director of Human Resources

**SUBJECT:** Review the Revised Job Descriptions for Water Pollution Source Control Inspector

### **RECOMMENDATION**

That the Personnel Commission reviews and comments on the revised job description for the Water Pollution Source Control Inspector classification to ensure that the employment standards are job-related.

### **SUMMARY**

The job description for Water Pollution Source Control Inspector has been updated to reflect evolved industry standards and terminology to include an accurate classification specification for an equity study. Revisions to the definition, distinguishing characteristics, supervision received/exercised, essential duties, knowledge and abilities, and minimum qualifications have been made to reflect industry standards.

### **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. The Human Resources Department 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 make necessary adjustments to job requirements to ensure that the needs of the department are met.

The Department of Public Works and Utilities requested revisions to the Water Pollution Source Control Inspector job description in order to bring it up to date with industry standards, terminology, and the specialized nature of the Environmental Services Division responsibilities as it was last updated in 1990. The Environmental Services Division's activities include, but are not limited to, water pollution control at the point of discharge (source control) and minimizing stormwater pollutant discharge into the San Francisco Bay. The Water Pollution Source Control Inspector is the journey-level classification in the Water

Pollution Source Control Inspector Series. The incumbents in this classification: perform inspections of businesses and evaluate commercial and industrial facilities for compliance with pretreatment, urban runoff and pollution prevention requirements, and report findings; initiate and participate in enforcement actions; actively observe business activities related to wastewater generation, treatment, and disposal activities; and perform stormwater pollution detection and trouble-shooting source control solutions for water quality pollution prevention.

The proposed changes address evolved industry and organizational standards associated with the specialized nature of the responsibilities performed. The revisions to the Water Pollution Source Control Inspector job descriptions were shared with and accepted by representatives of the International Federation of Professional and Technical Engineers – Local 21 (IFPTE – Local 21).

The City of Hayward and IFPTE – Local 21 negotiated and agreed to a salary survey on classifications in this labor organization, with the goal of identifying any classifications that meet the criteria for salary equity adjustments and implementing those adjustments during the pay period that includes January 1, 2020. Additional time, beyond the original timeline, was needed to establish criteria for the salary equity adjustments, select the consultant for the survey, and discuss the details with the selected consultant. The equity study was recently completed and the Human Resources Department staff will present salary findings and implementation details to the Personnel Commission at the next regular or special Personnel Commission meeting.

A redlined version of the job description showing all proposed tracked changes as well as a final clean version are attached for the Commission's review.

## **FISCAL IMPACT**

There are no fiscal impacts associated with the review of the revised job description. Any necessary budget adjustments resulting from the review will be included in the FY 2021 Operating Budget.

## **STRATEGIC ROADMAP**

This agenda item supports the Council's Strategic Roadmap as these classifications assist in the accomplishment of several items on the project lists. 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.

Priority: Improve Infrastructure – Water Supply, Sanitation and Storm Sewers

Project Item 17: Meet regulatory requirements for zero trash in stormwater by installing trash capture devices.

17a. Install trash capture devices.

17b. Perform related trash reduction activities.

*Prepared by:* Lisette Del Pino, Human Resources Analyst II

*Recommended by:* Robin Young, Deputy Director of Human Resources  
Maria A. Hurtado, Assistant City Manager/Interim Director of Human Resources

*Approved by:*

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

Kelly McAdoo, City Manager