



DATE: October 29, 2020

TO: Personnel Commission

FROM: Assistant City Manager/Interim Director of Human Resources

SUBJECT: Review the Revised Job Description for Utility Leader - Sewer

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Utility Leader - Sewer classification to ensure that the employment standards are job-related.

SUMMARY

The job description for Utility Leader - Sewer has been updated to reflect the current duties and responsibilities of a Utility Leader in the Sewer Unit of the Utilities Division. Revisions to the minimum qualifications have been made to include possession of a California Water Environment Association Collections Systems Maintenance Grade II certificate to be obtained within 12 months of hire.

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 review 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.

Prior to these proposed changes, the Utility Leader was a general classification with incumbents in both the Water and Sewer Units within the Utilities Division of the Public Works Department. The Utility Leader – Sewer job description now incorporates key functions of the Utility Leader in the Sewer Unit by the distinction of duties. Amongst these distinguishing functions are the use of Closed Caption Television (CCTV) and the repair and maintenance of sewer pipes. The CWEA Collections Systems Management Grade II certification was added to align with industry standards.

FISCAL IMPACT

There are no fiscal impacts associated with the review of the revised job description.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not relate to any of the six priorities outlined in the Council's Strategic Roadmap.

Prepared by: Janice Cahee, Human Resources Analyst I

Recommended by: Vanessa Lopez, Senior Human Resources Analyst
Maria A. Hurtado, Assistant City Manager/Interim Director of Human Resources

Approved by:

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

Kelly McAadoo, City Manager