



# City of Sunnyvale

## Agenda Item-No Attachments (PDF)

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### REPORT TO COUNCIL

#### **SUBJECT**

Amend the Classification Plan to Add the Newly Established Classifications of Principal Water Pollution Control Operator, Water Pollution Control Plant Mechanic in Training, and Cross Connection Control Specialist and to Change the Classification Title for the Director of Information Technology to Chief Information Officer, and Amend Corresponding Provisions of the Salary Table of the City's Salary Resolution to Reflect the Classification Updates

#### **BACKGROUND**

As part of the adoption of the FY 2016/17 budget, the Council authorized the addition of several positions at the Water Pollution Control Plant (WPCP) to reflect upcoming operational changes. Further, in August the City filled the position of Director of Information Technology advertised as Chief Information Officer. This report recommends aligning the City's Salary Table and Salary Resolution with previous Council action and changes in the information technology profession.

#### **EXISTING POLICY**

Section 1103, Classification, of the City Charter states that additions or changes to the classification plan may be adopted from time to time by the City Council upon the recommendation of the City Manager.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 (b) (5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### **DISCUSSION**

##### **Addition of New Classifications**

As part of the adoption of the FY 2016/17 Budget, Council approved the addition of two new classifications, Principal Water Pollution Control Operator and Cross Connection Control Specialist. In addition, the Water Pollution Control Plant Mechanic in Training classification is recommended to be established allowing for an entry level opportunity into the maintenance function at the Water Pollution Control Plant.

##### **Principal Water Pollution Control Operator**

The Principal Water Pollution Control Operator position is being created to establish a Supervisory level position within the City's Wastewater Treatment Plant's Operations ranks and in recognition of the additional responsibilities that are being created due to the ongoing rebuild of the Water Pollution Control Plant (WPCP) and the continuous training needs related to the operation of the WPCP. This position is distinguished from the Senior Water Pollution Control Operator level in that the Principal

Water Pollution Control Operator oversees the more complex day time operations and training programs at the WPCP. The Principal Water Pollution Control Operator is responsible for the ongoing coordination efforts between the Operations and Maintenance sections of the Stormwater Pollution Control Plan, administering the operations portion of the Computerized Maintenance Management System (CMMS), and ensuring preventive maintenance is performed as required. Creation of this classification also provides for more growth opportunities within the operations ranks and allows for succession planning.

The Principal Water Pollution Control Operator classification has been benchmarked to the Principal Design and Construction Operator classification in the Department of Environmental Services and will be represented by the Sunnyvale Employees Association (SEA).

#### Cross Connection Control Specialist

The City is required under the California Code of Regulations, Title 17, Section 7584, to have established rules and ordinances, which protect the public water system from cross-connections, including trained personnel in cross-connection control who manage and implement cross-connection control policies and regulations. The Cross Connection Control Specialist classification will have the primary role and responsibility of managing and enforcing the City's Cross Connection Control Program and Sunnyvale Municipal Code. This classification is technical in nature and requires a clear and thorough understanding of state and local regulatory requirements, which are implemented and enforced upon both potable and recycled water users.

The Cross Connection Control Specialist classification has been benchmarked to the Water Systems Operator classification in the Department of Environmental Services and will be represented by the Sunnyvale Employees Association (SEA).

#### Water Pollution Control Plant Mechanic in Training

The Water Pollution Control Plant Mechanic in Training, (PMIT) is to be created to establish an entry level opportunity into the maintenance function at the WPCP. In conformance with the City's Succession Planning Program the creation of the PMIT will provide a classification where the City can hire entry level talent and train them on the specialized WPCP equipment. Having a PMIT will benefit the WPCP Maintenance unit by having a Mechanic available who already is in the process or has completed training on WPCP equipment when there is a WPC Plant Mechanic vacancy. The primary responsibilities of the PMIT will be to perform a variety of semi-skilled or skilled mechanical, electrical, electro-mechanical and/or instrumentation tasks at the WPCP and pump stations under direct supervision.

The Water Pollution Control Plant Mechanic in Training classification has been benchmarked to the percentage spread for the Equipment Mechanic in Training and Equipment Mechanic classifications in the Department of Public Works and would be represented by the Sunnyvale Employees Association (SEA).

#### Classification Title Changes

Staff recommends to change the title of the Director of Information Technology to Chief Information Officer to reflect the duties performed and trends in the information technology profession.

#### **FISCAL IMPACT**

The recommended changes and additions to classifications have no fiscal impact. The funding for the

classifications of Principal Water Pollution Control Operator and Cross Connection Control Specialist are included in FY 2016/17 Budget. Water Pollution Control Plant Mechanic in Training will be used to bring in new employees in an underfill role of an existing WPCP Mechanic position. The change in title for the Director of Information Technology to Chief Information Officer has no fiscal impact.

#### Funding Source

The Principal Water Pollution Control Operator and the Water Pollution Control Plant Mechanic in Training are funded by the Wastewater Management Fund. The Cross Connection Control Specialist is funded by the Water Supply and Distribution Fund. The Chief Information Officer is funded in the General Services Fund - Technology and Communications Services Sub-Fund.

#### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

#### **ALTERNATIVES**

1. Adopt Resolution amending the Classification Plan to Add Three New Classifications and to Change the Title of One Classification, and Resolution No. 190-05, the City's Salary Resolution, to Update the Schedule of Pay to Include Those Classifications.
2. Do not adopt the Resolution.

#### **STAFF RECOMMENDATION**

Alternative 1: Adopt Resolution Amending the Classification Plan to Add Three New Classifications and to Change the Title of One Classification, and Resolution No. 190-05, the City's Salary Resolution, to Update the Schedule of Pay to Include Those Classifications.

Prepared by: Delanie LoFranco, Human Resources Manager

Reviewed by: Teri Silva, Director, Human Resources

Reviewed by: Walter C. Rossmann, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

#### **ATTACHMENT**

1. Resolution Amending the Classification Plan and Salary Resolution to Reflect Classification Updates