

**Recommend Approval of a  
Revised Agency  
Classification Plan, Position  
Control and Job Descriptions**



**SCV**  

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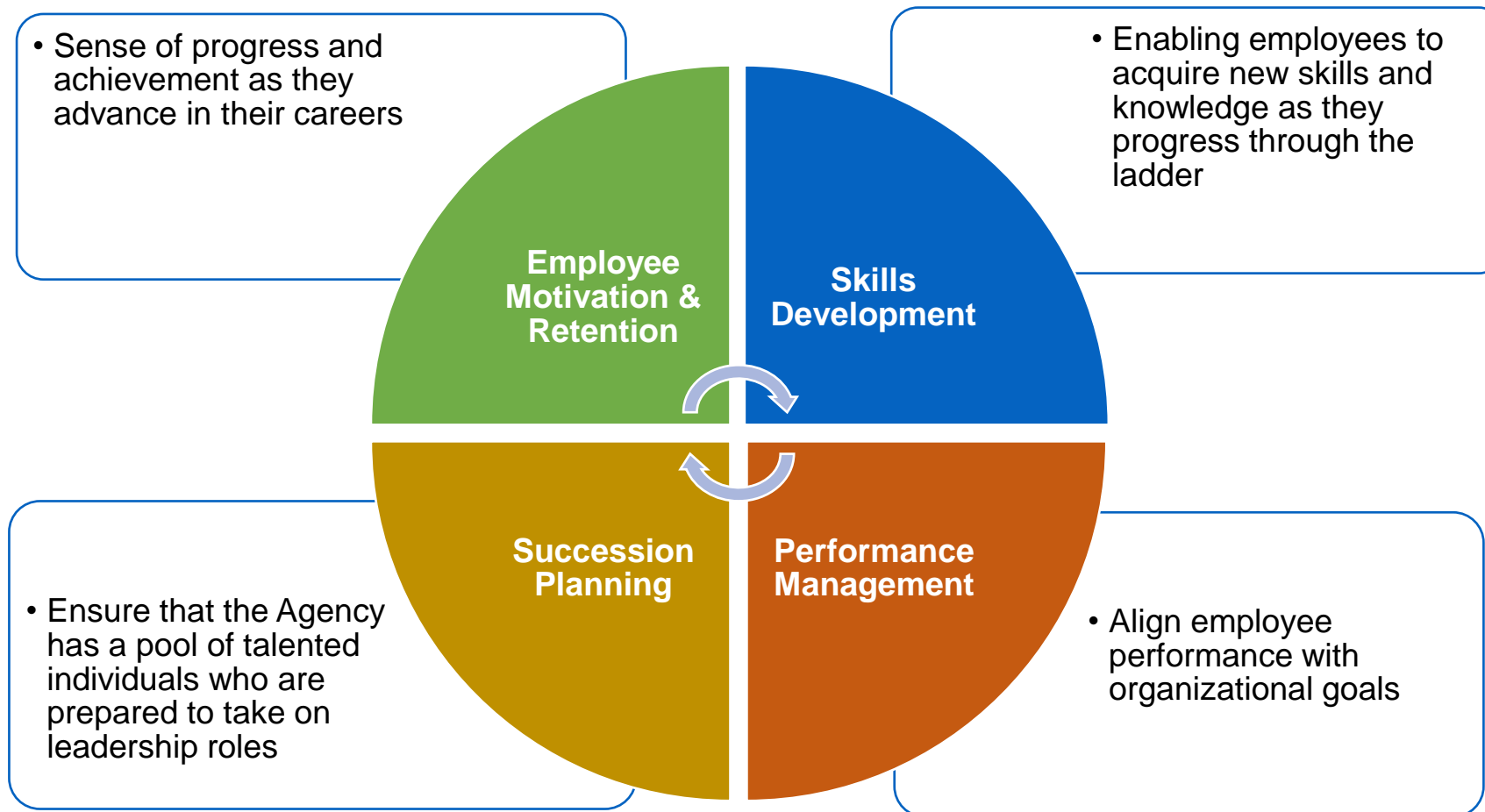
**WATER**

**Finance and Administration Committee Meeting**

**May 15, 2023**

# Career Path Enhancement

*Providing a career ladder for employee growth is crucial for the employee and the Agency*



# Process Overview

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## Board Approved Classification Plan – April 4, 2023

- Finance staff presented an analysis of the proposed positions and presented them to the F&A Committee and Board of Directors and received approval to add the positions to its Classification Plan and incorporate the positions in the Biennial Budget

## Revised classification

- Engaged CPS HR consultant to perform small Classification and Compensation studies in the classification series of SCADA, Utility Operations, and Fleet and Warehousing
- Propose an approval of new job classifications, update the classification plan and position control, and review the budget impact.

# The scope of the studies

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Reviewed the Agency's background materials including classification specifications, salary schedules, prior survey information collected by the client, and the Agency's organization chart.

Reviewed position description questionnaires (PDQ's) completed by the incumbents (if one) and supervisors to compare duties and requirements within the studies classification series.

An examination of job classifications and employee allocations to determine whether current job classifications are appropriate to the type and level of work performed.

Researched salary data from the respective labor market agencies, including salary schedules, classification specifications, budgets, and position control documents where available.

# SCADA Series



Current Classification	New Classification	Current Range	New Range	FY 2023/24 Budget Impact
N/A	SCADA Analyst	N/A	34	N/A
SCADA Supervisor	SCADA Supervisor	35	36	\$8,469

GOAL: Complete Operational Technology Department classification series

## Example of Scope of Work:

- Monitors and Maintains the agency's Supervisory Control and Data Acquisition (SCADA) systems and human machine interfaces (HMI).
- Performs technical duties involved security, troubleshooting, hardware and software maintenance.
- Conducts work under the appropriate applicable provisions of the National Electric Code, approved plans, specifications, and standard industry practices.

# Utility Worker Series

Current Classification	New Classification	Current Range	New Range	FY 2023/24 Budget Impact
Utility Worker I	Utility Operations Technician I	22	22	N/A
Utility Worker II	Utility Operations Technician II	25	25	N/A
N/A	Utility Operations Technician III	N/A	28	N/A (no current incumbents)
Senior Utility Worker	Senior Operations Technician (8)	28	31	\$54,068
Lead Utility Worker	Lead Operations Technician (2)	31	33	\$4,103

GOAL: Provide additional advancement and align ranges with similar positions, with similar responsibilities

## Example of Scope of Work:

- Proactive maintenance and repair of potable water distribution, recycled water, and sanitary sewer lines, infrastructure, equipment, and facilities.
- Locates and marks agency facilities, troubleshoots various operational problems, reports customer complaints.
- Responds to alarms, equipment failures, customer service calls and emergencies, taking necessary actions to maintain a reliable water supply.

# Fleet Mechanic Series

Current Classification	New Classification	Current Range	New Range	FY 2023/24 Budget Impact
N/A	Fleet Mechanic I	N/A	23	N/A
N/A	Fleet Mechanic II	N/A	26	N/A
Fleet Mechanic	Senior Fleet Mechanic	30	29	N/A*

GOAL: Establish a new classification series

## Example of Scope of Work:

- Maintenance of the Agency Fleet Vehicles and small equipment (small generators, compressors, chain saws, etc.)
- Will enable the Agency to be more prepared in the event of an emergency, outsourcing cost savings, and shorter repair times.
- In FY 2023/24, the mechanic position will have no budgetary impact

# Purchasing and Warehouse Technician Series



Current Classification	New Classification	Current Range	New Range	FY 2023/24 Budget Impact
N/A	Purchasing and Warehouse Technician I	N/A	21	N/A
Purchasing and Warehouse Technician	Purchasing and Warehouse Technician II (2)	23	24	\$10,633
Senior Purchasing and Warehouse Technician	Senior Purchasing and Warehouse Technician	25	27	N/A

GOAL: Establish a career ladder for employee growth in this classification series

## Example of Scope of Work:

- Utilizes an inventory management system to procure, receive, and issue parts, and process invoices, purchase orders, and agreements into the Agency's financial system.
- Coordinates shipping, receiving, and warehousing activities for an assigned division or facility.
- Assists field staff and supervisors in pricing, ordering, receiving, and preparing materials for capital improvement projects.



# Financial Considerations

The FY 2023/24 Budget impacts are as follows:

- SCADA Supervisor - \$8,469 | Increases Range from 35 to 36
- Sr. Operations Technician - \$54,068 | Increases Range from 28 to 31 (8-positions)
- Lead Operations Technician – \$4,103 | Increases Range from 31 to 33 (2-positions)
- Purchasing and Warehouse Technician II - \$10,633 | Increases Range from 23 to 24 (2-positions)
- Senior Purchasing and Warehouse Technician – N/A | Increases Range from 25 to 27

Net impact to FY 2023/24 Budget: **\$77,273**

That the Finance and Administration Committee recommend that the Board of Directors approve:

- (1) Changes to the Agency's Classification Plan, and
- (2) Changes to Agency's Position Control, and
- (3) Approve job descriptions for SCADA Analyst, SCADA Supervisor, Utility Operations Technician I – III, Senior Utility Operations Technician, Lead Utility Operations Technician, Purchasing and Warehouse Technician I – II, Senior Purchasing and Warehouse Technician, Fleet Mechanic I – II and Senior Fleet Mechanic