



**February 2, 2022**

**To:** MJ Tueros, Human Resources Manager  
**From:** Shellie Anderson, Bryce Consulting  
**Subject:** Classification Review – Utilities Department

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This memo is in response to a request from the City of Napa for Bryce Consulting to review the overall classification structure of the Utilities Department. The Utilities Department provides a broad level of services which includes recycling and solid waste as well as operating and maintaining the City's drinking water system including potable water treatment and distribution. The purpose for the study stemmed from a desire and need to streamline department operations as they relate to the operation and maintenance of water facilities, create flexibility in classifications and job duties, create a classification system that supports recruitment, retention and succession planning efforts, and to ensure that the job descriptions accurately reflect the duties performed and the State certifications required to perform such duties. In addition to reviewing the classification structure, Bryce conducted a compensation study for the classifications and developed salary recommendations based on market data and internal relationships.

#### **CLASSIFICATION STUDY METHODOLOGY**

In conducting the review, the consultant met with the Director of Utilities and Deputy Director of Utilities on multiple occasions to discuss the operational needs and challenges of the Department. In addition, the consultant collected information from agencies that provide similar services including organizational charts, job descriptions, and salary information. The proposed classification structure was reviewed and revised in consultation with the Director of Utilities on numerous occasions. As a result, the consultant revised several job descriptions to ensure they are descriptive of the work being performed, reflect the requirements necessary to perform the duties including certifications, provide a clear distinction between levels, provide career ladders, and are consistent with the format preferred by Human Resources. In some instances, classifications were recommended for consolidation and/or additional classification levels were recommended for succession planning purposes and to further support the operational needs of the department. All the job descriptions were provided to the department for technical review.

## CLASSIFICATION RECOMMENDATIONS

Table 1 provides the current classifications, the recommended classifications, and the action recommended for each. Table 2 provides a summary of current and proposed requirements by classification.

Table 1 Summary of Classification Changes			
<i>Bargaining Unit</i>	<i>Current Classification Title</i>	<i>Recommended Classification Title</i>	<i>Proposed Change</i>
<b>WATER QUALITY DIVISION</b>			
AMP	Water Quality Manager	Water Quality Manager	Job description update
AMP	Water Treatment Manager	Water Treatment Manager	Job description update
NCEA BUT MOVE TO AMP	Plant Maintenance Supervisor	Water Plant Maintenance Superintendent	Title change, job description update
AMP	Control Systems Administrator	Water Control Systems Superintendent	Title change, job description update
AMP	Control Systems Analyst	Water Control Systems Analyst	Title change, job description update
<b>WATER DISTRIBUTION DIVISION</b>			
AMP	Water Distribution Superintendent	Water Distribution Manager	Title change, job description update
<b>ENGINEERING DIVISION</b>			
AMP	-----	Asset Management Systems Coordinator	New classification

Table 2 Qualifications			
Group/Series	Proposed Classification (New in Bold)	Proposed Qualifications (Revised or New in Bold)	Existing Qualifications if Different Than Proposed
<b>Treatment</b>	Water Quality Manager	<b>Bachelors</b> <b>6 yrs. Experience</b> <b>3 yrs. Supervisory</b> <b>T3</b> <b>D3</b> Class C	Upper Division College 4 yrs. Experience 2 yrs. Supervisory T2 D2

**Table 2**  
**Qualifications**

<b>Group/Series</b>	<b>Proposed Classification (New in Bold)</b>	<b>Proposed Qualifications (Revised or New in Bold)</b>	<b>Existing Qualifications if Different Than Proposed</b>
	Water Treatment Manager	12 <sup>th</sup> grade, some college 5 yrs. Experience <b>2 yrs. Supervisory</b> T5 <b>D3</b> Class C	Supervisory/lead desired  D2 Preferred
<b>Plant Maintenance</b>	Water Plant Maintenance Superintendent	12 <sup>th</sup> Grade w/ 2 yr. Tech School or College <b>5 yrs. Experience</b> <b>2 yrs. Supervisory</b> <b>T2 in 12 mo.</b> <b>Ability to Wear Respiratory Equipment if needed</b> Class C	4 yrs. Experience  T3 Desirable
<b>SCADA</b>	Water Control Systems Superintendent	Bachelors <b>5 yrs. Experience</b> <b>2 yrs. Supervisory</b> <b>T2 in 12 mo.</b> Class C	3 yrs. Experience  T2 Desired
	Water Control System Analyst	Associate Degree 2 yrs. Experience <b>T2 in 12 mo.</b> Class C	T2 Desirable
<b>Distribution</b>	Water Distribution Manager	Associate Degree <b>5 yrs. Experience</b> 2 yrs. Supervisory D4 Cross Connection Specialist in 12 mo. Class C	7 yrs. Experience

**SALARY RECOMMENDATIONS**

As stated, the consultant conducted a compensation study and developed salary recommendations based on market data and internal alignment which has been provided under separate cover.