



Staff Reports

File #: 415-2020, **Version:** 1

To: Honorable Mayor and Members of City Council

From: MJ Tueros, Acting Human Resources Director

Prepared By: Gabrielle Petersen, Management Analyst I

TITLE:

Classification Plan and Salary for Utilities Program Compliance Coordinator in the Utilities Department

RECOMMENDED ACTION:

Adopt a resolution approving the Classification Specification and salary range for Utilities Program Compliance Coordinator; and amending the Budget Staffing Plan by deleting one Code Enforcement Officer and adding one Utilities Program Compliance Coordinator to the Utilities Department.

DISCUSSION:

The Utilities Department requested that Human Resources conduct a study to review the classification of one Code Enforcement Officer within the Materials Diversion Division. With the assistance of Bryce Consulting, the role of Code Enforcement Officer was compared to the scope of needs of the Utilities Department, and it was determined that a new classification specification was needed.

Bryce Consulting conducted a review of the duties assigned to the position currently classified as Code Enforcement Officer within the Materials Diversion Division to determine if a change to the classification is warranted. City staff in the Materials Diversion Division documented a variety of program-specific technical and specialized work that is required to be performed by the person filling this position, including assisting with the implementation of various waste reduction programs and ensuring that the City's solid waste requirements are met; coordinating the construction and demolition debris recycling program; coordinating delinquent accounts and mandatory service compliance; working with the NRWS route supervisor and drivers, and the Napa Police department to investigate, deter, and stop theft of recyclables and illegal hauling; coordinating solid waste program compliance matters; assisting with development review including built trash enclosures to ensure they are built to specifications and meet all standards; and responding to water division complaints which includes performing investigations related to meter obstructions, meter tampering, and water theft, as requested by Water Division. Bryce Consulting also conducted an external salary survey which resulted in insufficient data. Given the scope of work identified during this analysis, Bryce Consulting recommends that the position be reallocated and classified within a new class specification of Utilities Program Compliance Coordinator as the Code Enforcement Office class does not adequately describe the tasks required to be performed by the position.

The recommended classification of Utilities Program Compliance Coordinator is a coordinator level class, responsible to plan, organize, coordinate, implement and perform a variety of technical duties related to the support and enforcement of compliance programs within the Utilities Department, including but not limited to, solid waste, waste reduction, backflow and water diversion.

The current salary level and title for the position is as follows:

Classification	Salary Range
Code Enforcement Officer	\$76,030 - \$91,833

As stated, the external market comparison resulted in insufficient data. The salary is currently set internally 5% above Waste Prevention Specialist. While the classification of Code Enforcement Officer is not appropriate given the duties, the internal linkage for salary purposes is appropriate given the scope of responsibility. It is recommended that the City adopt the classification of Utilities Program Compliance Coordinator and maintain a salary of 5% above Waste Prevention Specialist to prevent compaction and ensure internal equity.

The recommended salary level and title for the position is as follows:

Classification	Salary Range
Utilities Program Compliance Coordinator	\$76,030 - \$91,833

FINANCIAL IMPACTS:

No additional funding is required beyond that already allocated and approved in the Utilities Department budget.

CEQA:

The Human Resources Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

DOCUMENTS ATTACHED:

ATCH 1 - Resolution

EX A: Proposed Classification Specification for Utilities Program Compliance Coordinator

ATCH 2 - Salary Survey for Utilities Program Compliance Coordinator

NOTIFICATION:

Department Managers and Bargaining Group