

RESOLUTION 2018-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING CERTAIN CLASS SPECIFICATIONS TO THE PERSONNEL MANAGEMENT SYSTEM AND AMENDING APPENDIX A OF RESOLUTION 2016-23 (FULLERTON MANAGEMENT ASSOCIATION) AND THE APPENDIX OF RESOLUTION 2018-50 (DESIGNATED CITY OF FULLERTON EMPLOYEES REQUIRED TO FILE A CONFLICT OF INTEREST DISCLOSURE STATEMENT)

THE CITY COUNCIL OF THE CITY FULLERTON HEREBY RESOLVES AS A FOLLOWS:

Section 1: The following new classifications are hereby established and placed in the appropriate appendix (attached hereto) of the Memorandum of Agreement between the City of Fullerton and the Fullerton Management Association, Resolution No. 2016-23 and added to the classification plan:

<u>Title</u>	<u>Range</u>	<u>Bottom</u>	<u>Top</u>	<u>Effective Date</u>
Water Engineering and Systems Manager	674	9,651	11,731	November 2018
Water Systems Manager	665	8,889	10,805	November 2018

Section 2: The following new class specifications (attached hereto) are hereby adopted:

<u>Title</u>	<u>Effective Date</u>
Water Engineering and Systems Manager	November 2018
Water Systems Manager	November 2018

Section 3: Appendix – Designated Positions of Resolution 2018-50 (Designated City of Fullerton Employees Required to File Conflict of Interest Disclosure Statement) is hereby amended by adding thereto the following classifications:

<u>Title</u>
Water Engineering and Systems Manager
Water Systems Manager

Section 4: This resolution shall be effective November 20, 2018.

ADOPTED BY THE FULLERTON CITY COUNCIL ON November 20, 2018

Douglas B. Chaffee
Mayor

ATTEST:

Lucinda Williams, City Clerk

Date

WATER DIVISION MANAGEMENT SERIES

Definition:

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to all programs and activities of the City's water utilities, including development of long- and short-term project planning, overseeing the design, construction, maintenance, and operations of all water utility infrastructure, water quality inspection services, and other programs; coordinates assigned activities with other City departments and outside agencies; provides complex and responsible support to the Public Works executive leadership, and others in areas of expertise; and performs related work as required.

Class Titles

**Water Engineer and Systems Manager
Water Systems Manager**

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Manages, directs and participates in the preparation of engineering design, construction and planning work for the City's water system.

Plans and administers the City's water quality control, water conservation and water procurement programs.

Manages and plans the production, storage, disinfection, transmission and distribution of water.

Reviews bid specifications and cost estimates.

Reviews and interprets water project plans and specifications.

Coordinates with the Orange County Water District and the Metropolitan Water District for the procurement of water and associated rate structures.

Administers the cross-connection program.

Administers the Water Fund budget.

Manages discharge activities to ensure compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements.

Manages and coordinates water operation functions with other City departments.

Works with other governmental agencies and water companies on water issues.

Provides public information.

Manages customer service standards and complaint resolution processes.

Prepares technical and financial reports, correspondence, resolutions, contracts and ordinances.

Initiates field inspections of work areas and inspects work areas as needed.

Analyzes legislation, makes recommendations and manages compliance with said legislation.

Manages professional contract services.

Prepares comprehensive analyses of water revenues, expenditures and fund balances, as well as the water fund budget.

Makes recommendations on general water rates and rate structures.

Administers and oversees the Water Capital Improvement Program.

Trains, supervises, evaluates and participates in the selection of staff.

Attends conferences, seminars and a variety of meetings and makes oral presentations.

Provides staff support to committees or commissions and organizes and conducts a variety of meetings.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Physically inspects water distribution facilities and infrastructure as well as water related construction sites.

Class Characteristics:

Water Division Management Series is a single incumbent division head class in the Public Works Department responsible for the management of the City water system including the safe, efficient and cost-effective administration of division activities. Assigned duties require substantial independent judgment and initiative.

Contacts and Relationships:

The incumbent in the Water Division Management Series has continuing interaction with other public utilities, water districts and other public agencies as well as the general public and City staff on issues concerning operations and maintenance of the City water utility. Additional contact will occur with State of California Department of Health Services (DOHS), Southern California Regional Water Quality Control Board (SCRWQCB) Division of Drinking Water and other compliance agencies.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Municipal water system planning, design and administration.

Civil engineering principles and practices as applied to a municipal water system.

Chemical and physical treatment processes involved in water purification.

Water system and cross-connection principles.

Water system financial planning techniques including utility rate structures and capital improvement programming.

Legal aspects of water system administration.

Principles, practices, methods, materials and equipment used in water production, storage, transmission and distribution systems.

Public relations and customer service techniques.

Applicable laws and regulations as they relate to water issues and legal issues related to areas of responsibility.

Safety regulations, practices and procedures.

Contract administration as it relates to area assigned.

Effective management and supervisory techniques.

Budgeting methods and procedures.

Computer applications as they relate to area assigned.

Advanced methods of research and analysis techniques.

Methods of making effective oral and written presentations.

Negotiation and conflict resolution techniques.

AND

Ability to:

Plan, manage, and oversee the daily functions, operations, and maintenance of the City's water utility systems, including water disinfection, distribution, water quality inspection services, and regulatory compliance.

Lead, direct, coordinate, and review the work plan for Water Division staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; review performance.

Participate in the development and implementation of goals, objectives, policies, and priorities for assigned areas; recommend within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Participate in the development and administration of and oversee division budget.

Develop and standardize procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify and recommend opportunities for improvement.

Recommend and administer policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.

Oversee the development of consultant requests for proposals for professional and/or construction services and the advertising and bid processes; evaluate proposals and recommend project award; administer contracts after award.

Meet and confer with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating water system operations and maintenance matters; provide information regarding City development requirements.

Prepare, review and complete various reports, including City Council agenda reports and division-related documentation and correspondence.

Provide highly complex staff assistance to the Public Works executive leadership; develop and review staff reports related to assigned activities and services; present information to the City Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to water system maintenance and operations programs, policies, and procedures.

Attend and participate in professional group meetings; stays abreast of new trends and innovations in the field of water system maintenance and operations; research emerging products and enhancements and their applicability to City needs.

Monitor changes in regulations and technology that may affect operations; implement policy and procedural changes after approval.

Receive, investigate, and respond to difficult and sensitive problems and complaints in a professional manner; identify and report findings and takes necessary corrective action.

Review contracts, agreements, plans and work specifications.

Select, supervise, train and evaluate assigned staff.

Interpret and apply applicable laws and City and division/departments rules and regulations.

Adhere to multiple deadlines and handle multiple projects.

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Communicate effectively orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

Interact effectively with others in the workplace.

Meet and serve the public with professionalism, courtesy and tact.

Handle job stress and maintain composure in public settings.

Organize and conduct independent, professional research and collect, analyze and interpret statistical data.

Physically inspect water distribution facilities and infrastructure as well as water related construction sites.

Operate a personal computer and applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

A Bachelors Degree from an accredited college or university in civil engineering, water science, or a closely related field.

AND

Experience:

Five years of recent, progressively responsible experience in water engineering, water distribution or in a similar position to include three years of supervisory experience.

Special Requirements – All Classes in Series:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to respond to emergency calls as needed and work extended hours to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Water System Manager file financial disclosure statements in accordance with state and local laws.

Per California Government Code §§3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Special Requirements – Water Engineer and Systems Manager

Registration as a professional civil engineer with authorization to practice in California

Other:

Valid and appropriate Water Treatment and/or Distribution Operator Certificates at time of appointment and throughout employment in this position are preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors in an office environment and outdoors when inspecting water related facilities and infrastructure and construction sites. Indoor office work requires sitting at a desk or table for periods of time and the use of a computer and screen. When work is performed outdoors there may be exposure to the elements. The incumbent stands and walks on level, uneven and/or slippery surfaces, kneels, crouches, climbs stairs and inclines, bends, reaches and grasps. When inspecting water related sites the incumbent drives a vehicle on City business and may be exposed to construction hazards, equipment and materials to include grease, fumes, dust, machinery and chemicals used in the water industry to include chlorine, ozone and ammonia. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Established November 2018

FULLERTON MANAGEMENT ASSOCIATION
SCHEDULE OF BASE SALARY RATES AND
ALLOCATION OF CLASSES TO SALARY RANGES

Effective July 17, 2018

RANGE NO.	CLASS TITLE	<u>STEPS</u>					
		1	2	3	4	5	6
500	Inactive						
515	Inactive						
525	Inactive						
530	Parks and Recreation Supervisor I						
	Approx. Annual	56,151	58,959	61,907	65,002	68,252	N/A
	Approx. Monthly	4,679	4,913	5,159	5,417	5,688	
	Approx. Bi-Weekly	2,160	2,268	2,381	2,500	2,625	
	Hourly	26.996	28.345	29.763	31.251	32.813	
532	Building Permit Supervisor						
	Approx. Annual	57,526	60,402	63,422	66,594	69,923	N/A
	Approx. Monthly	4,794	5,034	5,285	5,549	5,827	
	Approx. Bi-Weekly	2,213	2,323	2,439	2,561	2,689	
	Hourly	27.657	29.040	30.492	32.016	33.617	
534	Library Circulation Manager						
	Approx. Annual	58,798	61,738	64,824	68,066	71,469	N/A
	Approx. Monthly	4,900	5,145	5,402	5,672	5,956	
	Approx. Bi-Weekly	2,261	2,375	2,493	2,618	2,749	
	Hourly	28.268	29.682	31.166	32.724	34.360	
535	Approx. Annual	60,049	63,051	66,204	69,514	72,990	N/A
	Approx. Monthly	5,004	5,254	5,517	5,793	6,082	
	Approx. Bi-Weekly	2,310	2,425	2,546	2,674	2,807	
	Hourly	28.870	30.313	31.829	33.420	35.091	

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
540	Jail Supervisor						
	Approx. Annual	62,452	65,575	68,853	72,296	75,911	N/A
	Approx. Monthly	5,204	5,465	5,738	6,025	6,326	
	Approx. Bi-Weekly	2,402	2,522	2,648	2,781	2,920	
	Hourly	30.025	31.526	33.103	34.758	36.496	
545	Utility Services Supervisor						
	Approx. Annual	65,236	68,498	71,923	75,519	79,295	N/A
	Approx. Monthly	5,436	5,708	5,994	6,293	6,608	
	Approx. Bi-Weekly	2,509	2,635	2,766	2,905	3,050	
	Hourly	31.364	32.932	34.578	36.307	38.123	
550	Building and Facilities Supervisor Equipment Supervisor			Landscape Supervisor Street Supervisor			
	Approx. Annual	66,487	69,812	73,302	76,968	80,816	N/A
	Approx. Monthly	5,541	5,818	6,109	6,414	6,735	
	Approx. Bi-Weekly	2,557	2,685	2,819	2,960	3,108	
	Hourly	31.965	33.563	35.242	37.004	38.854	
580	Approx. Annual	68,168	71,576	75,155	78,913	82,858	N/A
	Approx. Monthly	5,681	5,965	6,263	6,576	6,905	
	Approx. Bi-Weekly	2,622	2,753	2,891	3,035	3,187	
	Hourly	32.773	34.412	36.132	37.939	39.836	
583	Senior Librarian						
	Annual	69,926	73,422	77,093	80,948	84,995	N/A
	Approx. Monthly	5,827	6,119	6,424	6,746	7,083	
	Approx. Bi-Weekly	2,689	2,824	2,965	3,113	3,269	
	Hourly	33.618	35.299	37.064	38.917	40.863	
585	Code Enforcement Supervisor Forensic Supervisor Parks and Recreation Supervisor II Police Communications Supervisor			Sewer Supervisor Water Distribution Supervisor Water Production Supervisor			
	Approx. Annual	71,687	75,271	79,034	82,986	87,136	N/A
	Approx. Monthly	5,974	6,273	6,586	6,916	7,261	
	Approx. Bi-Weekly	2,757	2,895	3,040	3,192	3,351	
	Hourly	34.465	36.188	37.997	39.897	41.892	

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
620	Project Manager I						
	Approx. Annual	76,307	80,123	84,129	88,335	92,752	N/A
	Approx. Monthly	6,359	6,677	7,011	7,361	7,729	
	Approx. Bi-Weekly	2,935	3,082	3,236	3,398	3,567	
	Hourly	36.686	38.521	40.447	42.469	44.592	
621	Library Division Manager - Adult Services Library Division Manager - Children's Services			Library Division Manager - Technical Services Parks Project Manager			
	Annual	76,844	80,687	84,721	88,957	93,405	N/A
	Approx. Monthly	6,404	6,724	7,060	7,413	7,784	
	Approx. Bi-Weekly	2,956	3,103	3,259	3,421	3,592	
	Hourly	36.944	38.792	40.731	42.768	44.906	
630	Approx. Annual	79,154	83,111	87,267	91,630	96,212	N/A
	Approx. Monthly	6,596	6,926	7,272	7,636	8,018	
	Approx. Bi-Weekly	3,044	3,197	3,356	3,524	3,700	
	Hourly	38.055	39.957	41.955	44.053	46.256	
632	Accounting Supervisor			Senior Planner			
	Approx. Annual	81,713	85,799	90,089	94,593	99,323	N/A
	Approx. Monthly	6,809	7,150	7,507	7,883	8,277	
	Approx. Bi-Weekly	3,143	3,300	3,465	3,638	3,820	
	Hourly	39.285	41.249	43.312	45.477	47.751	
635	Building and Facilities Superintendent Equipment Superintendent Housing and Neighborhood Services Manager Landscape Superintendent Maintenance Services Manager			Police Technical Services Manager Project Manager II Purchasing Manager Sewer Superintendent Street Superintendent			
	Approx. Annual	83,937	88,134	92,541	97,168	102,026	N/A
	Approx. Monthly	6,995	7,345	7,712	8,097	8,502	
	Approx. Bi-Weekly	3,228	3,390	3,559	3,737	3,924	
	Hourly	40.355	42.372	44.491	46.715	49.051	
640	Parks and Recreation Manager						
	Approx. Annual	88,136	92,543	97,170	102,028	107,130	N/A
	Approx. Monthly	7,345	7,712	8,097	8,502	8,927	
	Approx. Bi-Weekly	3,390	3,559	3,737	3,924	4,120	
	Hourly	42.373	44.492	46.716	49.052	51.505	

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
645	Information Systems Project/Programmer Manager Plan Check Engineer						
	Approx. Annual	92,036	96,637	101,469	106,543	111,870	N/A
	Approx. Monthly	7,670	8,053	8,456	8,879	9,322	
	Approx. Bi-Weekly	3,540	3,717	3,903	4,098	4,303	
	Hourly	44.248	46.460	48.783	51.222	53.784	
650	Approx. Annual	93,739	98,426	103,347	108,514	113,940	N/A
	Approx. Monthly	7,812	8,202	8,612	9,043	9,495	
	Approx. Bi-Weekly	3,605	3,786	3,975	4,174	4,382	
	Hourly	45.067	47.320	49.686	52.170	54.779	
652	Approx. Annual	96,509	101,335	106,402	111,722	117,308	N/A
	Approx. Monthly	8,042	8,445	8,867	9,310	9,776	
	Approx. Bi-Weekly	3,712	3,897	4,092	4,297	4,512	
	Hourly	46.399	48.719	51.155	53.712	56.398	
655	Airport Manager						
	Approx. Annual	99,239	104,201	109,411	114,881	120,625	N/A
	Approx. Monthly	8,270	8,683	9,118	9,573	10,052	
	Approx. Bi-Weekly	3,817	4,008	4,208	4,419	4,639	
	Hourly	47.711	50.096	52.601	55.231	57.993	
656	Building Official/Plan Check Engineer Water Superintendent			Senior Civil Engineer			
	Approx. Annual	100,983	106,032	111,334	116,901	122,746	N/A
	Approx. Monthly	8,415	8,836	9,278	9,742	10,229	
	Approx. Bi-Weekly	3,884	4,078	4,282	4,496	4,721	
	Hourly	48.550	50.977	53.526	56.202	59.012	
660	Approx. Annual	103,520	108,696	114,131	119,837	125,829	N/A
	Approx. Monthly	8,627	9,058	9,511	9,986	10,486	
	Approx. Bi-Weekly	3,982	4,181	4,390	4,609	4,840	
	Hourly	49.769	52.258	54.870	57.614	60.495	

RANGE NO.	CLASS TITLE	STEPS					
		1	2	3	4	5	6
662	Approx. Annual	105,342	110,609	116,140	121,947	128,044	N/A
	Approx. Monthly	8,779	9,217	9,678	10,162	10,670	
	Approx. Bi-Weekly	4,052	4,254	4,467	4,690	4,925	
	Hourly	50.645	53.178	55.837	58.628	61.560	
	Water Systems Manager						
665	Approx. Annual	106,674	112,007	117,608	123,488	129,663	N/A
	Approx. Monthly	8,889	9,334	9,801	10,291	10,805	
	Approx. Bi-Weekly	4,103	4,308	4,523	4,750	4,987	
	Hourly	51.285	53.850	56.542	59.369	62.338	
667	Annual	108,207	113,617	119,298	125,263	131,526	N/A
	Approx. Monthly	9,017	9,468	9,942	10,439	10,961	
	Approx. Bi-Weekly	4,162	4,370	4,588	4,818	5,059	
	Hourly	52.023	54.624	57.355	60.223	63.234	
670	Principal Civil Engineer						
	Approx. Annual	109,734	115,220	120,981	127,030	133,382	N/A
	Approx. Monthly	9,144	9,602	10,082	10,586	11,115	
	Approx. Bi-Weekly	4,221	4,432	4,653	4,886	5,130	
	Hourly	52.756	55.394	58.164	61.072	64.126	
673	Approx. Annual	112,977	118,626	124,557	130,785	137,324	N/A
	Approx. Monthly	9,415	9,885	10,380	10,899	11,444	
	Approx. Bi-Weekly	4,345	4,563	4,791	5,030	5,282	
	Hourly	54.316	57.032	59.883	62.877	66.021	
674	Building and Safety Manager			Planning Manager			
	Water Engineer and Systems Manager						
	Annual	115,812	121,602	127,683	134,067	140,770	N/A
	Approx. Monthly	9,651	10,134	10,640	11,172	11,731	
	Approx. Bi-Weekly	4,454	4,677	4,911	5,156	5,414	
	Hourly	55.679	58.463	61.386	64.455	67.678	
675	Water System Manager/Assistant City Engineer						
	Annual	118,633	124,565	130,793	137,332	144,199	N/A
	Approx. Monthly	9,886	10,380	10,899	11,444	12,017	
	Approx. Bi-Weekly	4,563	4,791	5,030	5,282	5,546	
	Hourly	57.035	59.887	62.881	66.025	69.326	