



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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Staff Report

To: Board of Directors
From: Paul Karp, Interim District Manager
Date: July 3, 2013 Meeting

Subject: Amendments to the Personnel Policies Manual

Recommendation:

Staff recommends that the Board adopt Resolution 2013-309, which makes modifications to the Personnel Policies Manual to properly reflect the recent staffing changes adopted by the Board at its June 5, 2013 meeting.

Funding:

The staffing changes that precipitated the need for modifications to the Personnel Policies Manual were approved by the Board at its June 5, 2013 meeting. The staffing changes are funded within the FY2013-14 budget.

Discussion:

The Board approved the modifications to the Personnel Policies Manual at its June 19, 2013 meeting. Resolution 2013-309 contains those approved modifications.

SOUTH LUIS OBISPO COUNTY SANITATION DISTRICT
RESOLUTION NO. 2013 -309

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
ADOPTION OF REVISED PERSONNEL POLICIES

WHEREAS, the Board of Directors of the South San Luis Obispo County Sanitation District previously adopted the Personnel Policy to cover all personnel policies of the District; and

WHEREAS, the Board of Directors desires to ensure that said Personnel Policy accurately reflects the practices of the District; and

WHEREAS, District staff has prepared changes to the present District Personnel Policy; and

WHEREAS, the Board of Directors desires to adopt said changes to the Personnel Policy which reflect up-to-date District job descriptions; and

WHEREAS, the job descriptions attached as Exhibit "A" to this Resolution and associated modification have been reviewed by the Board of Directors and the staff of the South San Luis Obispo County Sanitation District.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of the South San Luis Obispo County Sanitation District as follows:

1. The job descriptions attached hereto as Exhibit "A" are hereby incorporated into the Personnel Policy of the South San Luis Obispo County Sanitation District; and
2. The language under Chapter 2, Definitions, of the Personnel Policies Manual should read as such (added language underlined):
 4. Probationary Employees: An introductory period regarded as part of the examination process, which provides the District Administrator the opportunity to observe and evaluate an employee's competence and ability to perform assigned duties. New and returning employees shall be regarded as an introductory employee for the first 6 months of employment, except for the Operator-in-Training Intern, whose introductory period shall be one year. In addition, ~~this~~ introductory periods may be extended an additional 6 months at the discretion of the District Administrator. Introductory employees serve entirely at the will and pleasure of the District Administrator and may be terminated by the District Administrator without cause and without right of appeal or hearing at any time.

Upon motion of Board Member _____, seconded by Board Member

_____, and on the following roll call to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing resolution is hereby passed, approved and adopted by the Board of Directors of the South San Luis Obispo County Sanitation District on this _____ day of July 2013.

MATTHEW GUERRERO, Chair

ATTEST:

PAUL J. KARP, Secretary to the Board

APPROVED AS TO FORM:

MICHAEL W. SEITZ, District Legal Counsel

South San Luis Obispo County Sanitation District

Resolution No. 2013-309

Exhibit "A"

Laboratory Technician/Operator

Employment Standards

Under direction of the Plant Superintendent, collects samples and performs a variety of routine analyses of water, wastewater, reclaimed water and sludge in support of treatment plant operations and to meet regulatory requirements. Supports the operations staff by performing basic plant operational activities.

Education and Experience:

Graduation from high school or G.E.D. Bachelor's degree in chemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science is desirable. Minimum of six months' experience with water or wastewater laboratory equipment, or possession of a Grade I or higher certification from the California Water Environmental Agency (CWEA) or California-Nevada American Water Works Association (CA-NV/AWWA) certification as a Lab Analyst/Water Quality Analyst; or any combination of education and/or experience to satisfy the job requirements. Wastewater treatment plant operator certification preferred, but not required.

Possession of:

A valid California Class "C" driver's license. CWEA certification within one year of hire. State Water Resources Control Board Operator-in-Training within three months of hire. Grade 1 Operator Certification within two years of hire.

Knowledge of:

- Principles, methods, and techniques of wastewater sampling, analyses, and treatment processes.
- Fundamentals of laboratory chemistry and mathematics.
- Laboratory safety and equipment care.

Ability to:

- Perform accurate chemical, physical, and biological analyses of water, wastewater, and sludge.
- Operate, maintain, and calibrate analytical instrumentation and equipment.
- Utilize proper sampling collection and handling techniques.

- Meet the physical requirements necessary to safely and effectively perform required duties.
- Learn practices and techniques of wastewater pumping, disinfection, and collection activities.
- Learn the operation and maintenance of a variety of wastewater treatment equipment.
- Read meters and gauges correctly.
- Learn to make routine adjustments and minor repairs to motors, pumps, and other equipment.
- Establish and maintain a cooperative working relationship with others.
- Learn to perform and interpret tests and adjust chemical feed equipment accordingly.
- Operate a variety of equipment ranging from small tools to heavy equipment.
- Lift 50 pounds in the normal course of work.
- Understand and follow verbal and written instructions.
- Use computer and spreadsheets.
- Keep accurate and legible records.

Typical Duties:

Duties may include, but are not limited to:

- Perform a variety of laboratory chemical, physical, and biological tests to characterize plant and industrial waste streams, and to determine plant compliance with State and federal regulatory agencies and process control parameters
- Analyze and interpret routine test results.
- Collect water, wastewater, sludge, and receiving water samples from a variety of sources including creeks, spill sites, manholes, sewer lines and storm drains, and maintain automatic samplers in proper condition.
- Prepare chemical reagents, lab supplies, and glassware for use in analysis.
- Follow established Chemical Hygiene Plan, Laboratory Quality Assurance program, and chain of custody procedures.
- Monitor system by reading gauges, graphs, meters, and control panels.
- Operate a variety of wastewater equipment.
- Maintain logs and worksheets of operation.
- Compile equipment readings and test results.
- Wear personal protective equipment as appropriate for job assignments.
- Maintain wastewater treatment plant facilities, including grounds, buildings, and structures.
- Perform related duties as assigned.

Working Conditions

Work in wastewater treatment plant and wastewater collections system environments, exposure to the environment, water, wastewater, chemicals, hazardous materials, noise, and traffic; heavy lifting, moving, standing, climbing. May work at heights, in confined spaces, and in inclement weather.

Physical Demands

Must possess strength, stamina, and mobility to work in a wastewater treatment plant, collections system, and laboratory setting, to lift and carry materials weighing up to 50 pounds, and to use specialized test equipment, hand and power tools, and instrumentation; stamina to work in confined spaces around machines, and to climb and descend ladders; vision to read printed materials, charts, gauges and a computer screen; hearing and speech to converse in person and over the telephone or radio.

Operator-in-Training Intern

Employment Standards

Performs a variety of unskilled and semi-skilled duties in the operation, maintenance, and repair of the District's wastewater treatment plant and associated facilities. Employment in this position will last for a maximum of one year for the purposes of learning the skills and knowledge base necessary to pass the State Water Resources Control Board Grade 1 exam and to earn one year of qualifying experience under the California State Operator Certification regulations. Persons holding this title must work a minimum of 1,800 hours of qualifying experience in the one-year time period to receive sign-off by District management for one year of qualifying experience, per State regulations. Note: Probationary period for this position is twelve (12) months from date of hire.

Education and Experience:

Graduation from high school or G.E.D. Experience performing basic construction and maintenance of pipes, valves, mechanical electrical equipment and fittings, or general mechanical/electrical knowledge preferred, but not required.

Possession of:

A valid California Class "C" driver's license.

Knowledge of:

- Basic math skills, including unit conversion and application of formulas to solve basic mathematical problems.

- Basic computer functions, including file maintenance and basic MS Office program operation.
- Basic materials and equipment used in construction, general mechanical and electrical operations, maintenance, and repair.
- Safe work practices including chemical storage and handling.
- Basic report preparation techniques.

Ability to:

- Meet the physical requirements necessary to safely and effectively perform required duties.
- Learn practices and techniques of wastewater pumping, disinfection, and collection activities.
- Learn the operation and maintenance of a variety of water and wastewater treatment equipment.
- Read meters and gauges correctly.
- Learn to make routine adjustments and minor repairs to motors, pumps, and other equipment.
- Establish and maintain a cooperative working relationship with those contacted in the course of work.
- Learn to perform and interpret tests and adjust chemical feed equipment accordingly.
- Operate a variety of equipment ranging from small tools to heavy equipment.
- Lift 50 pounds in the normal course of work.
- Understand and follow verbal and written instructions.
- Keep accurate and legible records.

Typical Duties:

Duties may include, but are not limited to:

- Monitor system by reading gauges, graphs, meters, and control panels.
- Operate a variety of wastewater equipment.
- Maintain logs and worksheets of operation.
- Compile equipment readings and test results.
- Collect and analyze wastewater samples.
- Work closely with the wastewater treatment plant staff.
- Wear personal protective equipment as appropriate for job assignments.
- Maintain wastewater treatment plant facilities, including grounds, buildings, and structures.
- Perform related duties as assigned.

Working Conditions

Work in wastewater treatment plant and wastewater collections system environments, exposure to the environment, water, wastewater, chemicals, hazardous materials, noise, and traffic; heavy lifting,

moving, standing, climbing. May work at heights, in confined spaces, and in inclement weather conditions.

Physical Demands

Must possess strength, stamina, and mobility to work in a wastewater treatment plant, collections system, and laboratory setting, to lift and carry materials weighing up to 50 pounds, and to use specialized test equipment, hand and power tools, and instrumentation; stamina to work in confined spaces around machines, and to climb and descend ladders; vision to read printed materials, charts, gauges and a computer screen; hearing and speech to converse in person and over the telephone or radio.