

BIG BEAR AREA REGIONAL WASTEWATER AGENCY

Notice of a Special Committee Meeting

March 19, 2020

at

4:30 p.m.

Due to Executive Order N-29-20, there will be no physical location for members of the public to participate. Members of the public may listen and provide public comments telephonically during the Public Forum (Item 4) by calling the following number:

1-646-813-7095

Participant Code 118-749-963-17

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC FORUM RESPONSE** – None
4. **PUBLIC FORUM** – The Public Forum portion of the meeting is an opportunity for members of the public to directly address the Governing Board on matters within the jurisdiction of this Agency. Ordinance No. 57 limits individual public testimony to three minutes or less. The cumulative time that an individual may provide public testimony during a meeting is fifteen minutes, and the public testimony shall be limited to thirty minutes for all speakers. Whenever a group of persons wishes to address the Governing Board on the same item, the Chair or the Governing Board by majority vote may request a spokesperson be chosen for the group or limit the number of such persons addressing the Governing Board. Since the discussion of an item not on the posted agenda is not allowed, these concerns may be addressed in a future meeting under “Public Forum Response.”
5. **OLD BUSINESS**
 - 5.A. Organizational Structure, Position Titles and Job Description
 - i. Change Title and Job Description
 - a. Plant Operator to Plant Operator II
 - ii. Change Job Description
 - a. Plant Supervisor requires Grade IV within 24 months
 - iii. Organizational Chart
 - 5.B. Temporary Pay
 - i. Out-of-Class Pay

5.C. Compensation and Classification Study

- i. Fiscal Year 2020 Adjustments
 - a. Increase Plant Manager Pay Scale to 95% of Market Median
 - b. Decrease Plant OIT Pay Scale to 105% of Market Median
 - c. Freeze HR Coordinator/Accounting Technician Pay Scale – No COLA Adjustment
- ii. Draft Policy
 - a. Adjustments if greater than + or – five percent
 - b. No adjustments greater than 10%

6. NEW BUSINESS – None

7. CLOSED SESSION

7.A. Conference with Labor Negotiators (§54957.6)

Agency Designated Representatives: David Lawrence and Jennifer McCullar
Unrepresented Employees: All Employees

8. ADJOURNMENT

Kimberly Booth

**Kim Booth, Administrative Assistant
Big Bear Area Regional Wastewater Agency**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in an Agency meeting or other services offered by the Agency, please contact Kimberly Booth, Administrative Assistant at (909) 584-4018. **Please address requests under the ADA for reasonable modification and accommodation related to the implementation of Executive Order N-29-20 to Kimberly Booth.** Notification at least 48 hours prior to the meeting or time when services are needed will assist the Agency staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the office of the Big Bear Area Regional Wastewater Agency and are available for public inspection during normal business hours.

Visit www.bbarwa.org to view and/or print the Agenda



DRAFT

5.A.i.

Big Bear Area Regional Wastewater Agency
Job Description

PLANT OPERATOR II

DEFINITION

To operate, inspect, maintain, and troubleshoot wastewater treatment plant equipment, lift stations, and interceptor systems; to adjust, service, and maintain equipment at Agency facilities; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Plant Operator IIs performs the full range of plant operations and maintenance duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision and direction from the Plant ~~Operations Supervisor and/or Plant Maintenance Supervisor.~~

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Independently operate and check the operation of equipment such as pumps, valves, belt presses, and processes involved in the treatment of wastewater, digestion of sludge, and disposal of waste products to ensure maximum efficiency of plant equipment and processes.

Operate and perform maintenance and lubrication work on pumps, blowers, motors, and related piping, valves, and equipment.

Inspect plant equipment daily, weekly, monthly and biannually; report any failures or operating difficulties; initiate work orders and any requests for equipment repair; identify, correct and/or report any safety hazards.

Operate, adjust and maintain chemical feed equipment to ensure compliance with established standards.

Troubleshoot electrical system problems and make repairs and/or modifications.

Perform sampling of wastewater, scum, grit, sludge and other materials at established times.

Perform standardized testing and various process changes; monitor flow and pumping frequencies and observe overall treatment processes

Operate and maintain power generation equipment.

Job Description
Plant Operator

Clean, lubricate, and perform routine maintenance, including making minor adjustments and servicing mechanical and electrical equipment, such as pumps, electrical motors, automatic switches, valves, scrapers, and filter screens.

Prepare chemical solutions using manual and automated mixing devices; utilize complex valving schemes and flow patterns specific to a variety of treatment processes; perform basic troubleshooting on systems as necessary.

Transport equipment and materials throughout the plant.

Perform record keeping functions such as logging plant operations, test results, maintenance work performed and unusual operating conditions; prepare and maintain a variety of records.

Ensure that facilities are maintained in a neat, clean, and sanitary condition by cleaning, sweeping, hosing down, and maintaining buildings and grounds, equipment, piping, valves, etc.

Perform maintenance of machinery, structures, equipment, and piping.

Build and maintain positive working relationships with co-workers, other Agency employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Mechanical, electrical and hydraulic principles.

Principles and practices associated with the operation, maintenance and repair of wastewater reclamation plant equipment and facilities.

Tools and equipment needed to make general repairs and adjustments to wastewater plant equipment.

Wastewater standards and regulations.

Proper handling of hazardous materials.

Basic water quality testing procedures.

Basic computer operations.

Principles of customer services.

Job Description
Plant Operator

Arithmetic calculations.

Ability to:

Independently apply basic practices and procedures related to the operation and maintenance of a wastewater treatment plant including solids handling.

On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment, identify and locate equipment, interpret work orders, remember equipment location, and explain jobs to others.

Understand and carry out written and oral directions.

Accurately read and interpret a variety of meters, gauges, and recording charts.

Observe and accurately record operating conditions.

Recognize unusual, inefficient, or dangerous operating conditions.

Apply mathematical principles.

Apply safe working practices.

Keep and maintain basic written records and reports.

Perform manual labor and operate equipment.

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

Communicate clearly and concisely, both orally and in writing.

Intermittently, pull, push, carry or lift material, equipment or parts weighing up to 50 pounds and sufficient stamina to walk six to eight miles per shift; stoop, kneel, crouch, crawl, step and climb; regularly stand, sit, use hands to finger, handle or feel and arms to reach, and to talk and hear; see under close, distance and peripheral vision, depth perception and ability to adjust focus.

EDUCATION, EXPERIENCE AND TRAINING

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

Equivalent to completion of the twelfth grade.

Job Description
Plant Operator

Experience and Training:

One year experience as an Operator-In-Training, and demonstrated ability to perform the essential duties proficiently.

License and/or Certificate:

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and the ability to meet eligibility standards for motor vehicle insurance coverage established by the Agency's insurance carrier.

Possession of a Grade II State of California Wastewater Treatment Plant Operator Certificate as issued by the State Water Resources Control Board, ~~with the ability to obtain a Grade II Wastewater Treatment Plant Operator Certificate within eighteen (18) months of employment as Plant Operator.~~

Special Requirements:

Incumbents must be willing to work on call emergency response, shifts, weekends, holidays on a regular basis, work overtime as needed, and outdoors in a variety of weather conditions; be willing to work around chemicals used in a wastewater treatment facility; be willing to work in dirty conditions.

Employee is required to be clean shaven to allow wearing respiratory protection equipment, as needed.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, work at elevations of 6,700+ feet, be regularly exposed to fumes or airborne particles in addition to outside weather conditions involving wind, rain, heat, and humidity, and extreme cold and snow during the winter months, wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, risk of electrical shock and vibrations. The noise level in the work environment is usually moderate and can be severe at times.

THIS IS A SAFETY-SENSITIVE POSITION REQUIRING A PRE-EMPLOYMENT PHYSICAL EXAMINATION INCLUDING A DRUG and ALCOHOL SCREEN AND BACKGROUND CHECK.



DRAFT

5.A.ii.

Big Bear Area Regional Wastewater Agency
Job Description

PLANT SUPERVISOR

DEFINITION

To plan, organize, direct and supervise the operations and maintenance of the wastewater treatment plant, interceptor system, disposal site, power generation system, and related facilities for the Big Bear Area Regional Wastewater Agency; to ensure compliance with all regulatory requirements; and to perform a variety of technical tasks relative to assigned area of responsibility, including operations and maintenance duties.

DISTINGUISHING CHARACTERISTICS

The Plant Supervisor performs full supervisory responsibilities including planning, assigning and evaluating the work of subordinates.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision and direction from the Plant Manager.

Exercises direct supervision over assigned personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for wastewater treatment operations and maintenance, and implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in the operation and maintenance of the wastewater treatment plant and related facilities.

Coordinate daily operations and maintenance activities, including but not limited to emergency response activities and repairs. Supervise use of specialized equipment involved in wastewater treatment plant operations and maintenance.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and maintenance activities.

Participate in the preparation and monitoring of the budget for assigned wastewater treatment plant operations and maintenance; prepare cost estimates for budget recommendations; submit justifications for various wastewater treatment plant activities and monitor and control related expenditures.

Participate in the selection of staff; provide or coordinate staff training; conduct performance evaluations of assigned staff; work with employees to correct deficiencies; implement discipline procedures as directed.

Job Description
Plant Supervisor

Monitor the operating efficiency of the treatment processes via laboratory testing which may include preliminary, oxidation, secondary and tertiary treatments, and solids handling processes to meet established discharge requirements; make or direct plant adjustments.

Maintain accurate operational records and assist in preparation of reports required by regulatory agencies.

Prepare and submit a variety of technical reports related to wastewater treatment plant operations and maintenance; maintain files and records of maintenance activities.

Develop, implement and oversee a comprehensive preventative/predictive maintenance program; assist with resolving the more complex and difficult maintenance activities; schedule preventive maintenance at treatment plant, pumping stations and related facilities.

Gather and prepare cost estimates and scope of work for contractors and vendors for the repair and upgrade of wastewater treatment facilities; serve as contact with contractors and consultants.

Participate in future needs analysis and capital improvement project design, implementation and commissioning.

Implement and enforce Agency safety program ensuring safety procedures are adhered to. Ensure staff is properly trained on safe work practices and plant operations and maintenance procedures.

Perform Underground Service Alert (USA) duties, properly checking, locating and marking collection system.

Serve as backup and perform all duties outlined for a Wastewater Treatment Plant Operator II.

Serve as the designated operator-in-charge (DOIC) in the absence of the Plant Manager.

Assist in investigating complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other Agency employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of wastewater collections, treatment, and disposal.

Treatment plant operations which may include treatment processes such as bio-filtration, activated sludge, chemical, biological and mechanical processes.

Job Description
Plant Supervisor

Safety hazards of volatile solvents, noxious gases and prevention of physical injuries and body infections.

Standard laboratory testing procedures, calculations, and chemicals used in the treatment of wastewater.

Equipment, tools and materials used in wastewater treatment operations and the maintenance of a wastewater treatment plant.

Use of SCADA systems.

Power production and maintenance of associated equipment.

Principles of supervision, training and performance evaluations.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules, including Air Quality standards.

Modern office procedures and computer equipment.

Principles of customer service.

Ability to:

Organize, implement and direct wastewater treatment operations and maintenance activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Operate a wastewater treatment facility utilizing such processes as primary, secondary, tertiary, and disinfecting treatment methods.

Diagnose operating problems and take effective course of action.

Effectively make decisions regarding the methods and procedures best suited toward the most efficient operation and maintenance of wastewater facilities.

Resolve difficult maintenance issues.

Interpret and explain pertinent Agency and department policies and procedures.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.

Job Description
Plant Supervisor

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

Communicate clearly and concisely, both orally and in writing.

In an emergency, respond to and deploy personnel and equipment as may be necessary.

Intermittently, pull, push, carry or lift material, equipment or parts weighing up to 50 pounds and sufficient stamina to walk six to eight miles per shift; stoop, kneel, crouch, crawl, step and climb; regularly stand, sit, use hands to finger, handle or feel and arms to reach, and to talk and hear; see under close, distance and peripheral vision, depth perception and ability to adjust focus.

EDUCATION, EXPERIENCE AND TRAINING

Any combination of education, experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education:

Equivalent to completion of the twelfth grade.

Experience and Training:

Five years of increasingly responsible experience in wastewater treatment plant operations and maintenance, including one year in a supervisory capacity.

LICENSE AND/OR CERTIFICATE:

Possession of a valid California Class C driver's license, including possession and maintenance of a satisfactory driving record and the ability to meet eligibility standards for motor vehicle insurance coverage established by the Agency's insurance carrier.

Possession of a Grade IV# State of California Wastewater Treatment Plant Operator Certificate as issued by the State Water Resources Control Board, or possession of a Grade III with the ability to obtain a Grade IV within 24 months of appointment as Plant Supervisor.

Possession of a Grade II Collection System Maintenance Certificate and a Grade I Plant Maintenance Certificate as issued by the California Water Environment Association, or the ability to obtain within two (2) years of employment.

SPECIAL REQUIREMENTS:

Incumbents must be willing to work on call emergency response, shifts, weekends, holidays on a regular basis, work overtime as needed, and outdoors in a variety of weather conditions; be willing to work around chemicals used in a wastewater treatment facility; be willing to work in dirty conditions.

Job Description
Plant Supervisor

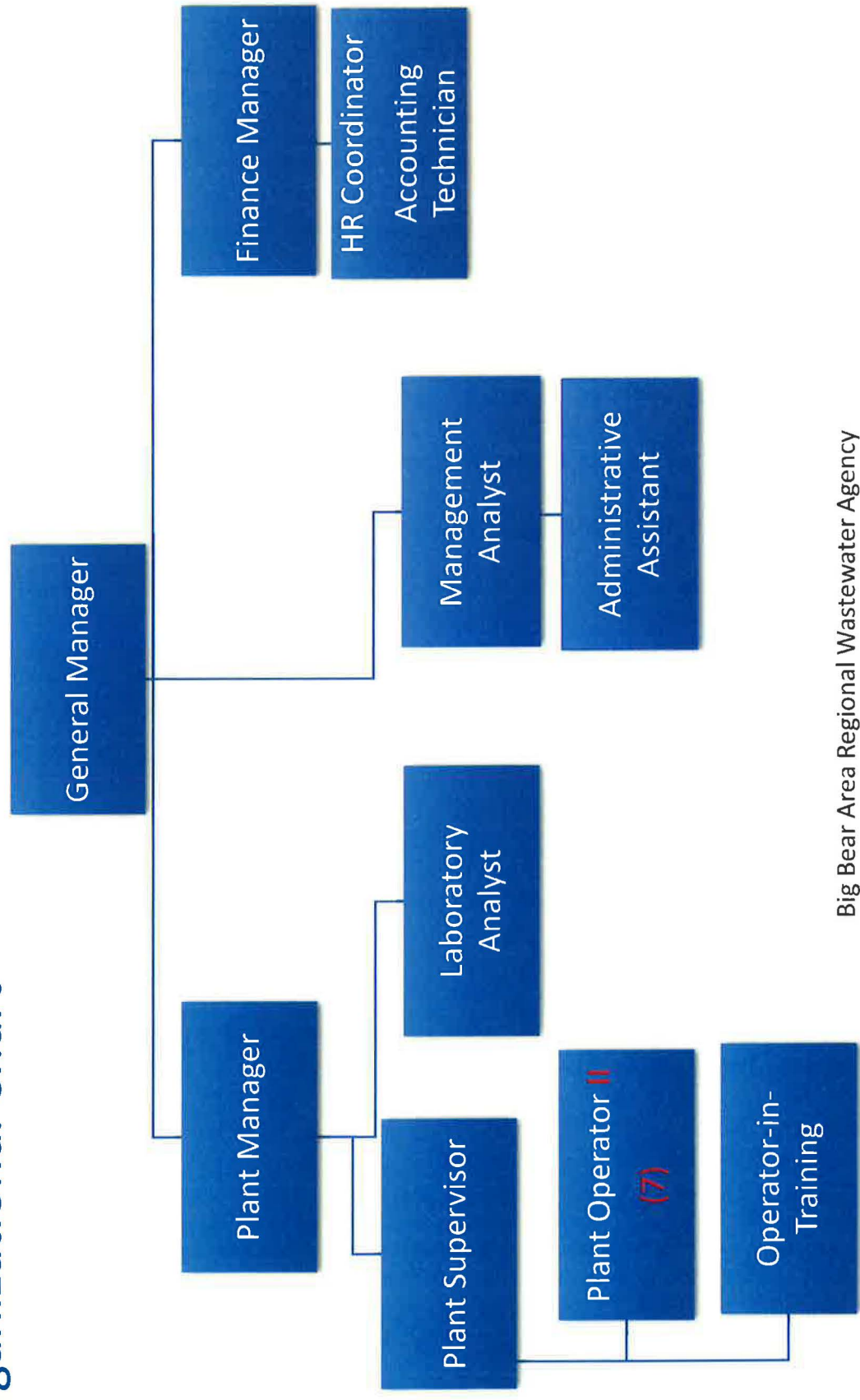
Employee is required to be clean shaven to allow wearing respiratory protection equipment, as needed.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, work at elevations of 6,700+ feet, be regularly exposed to fumes and airborne particles in addition to outside weather conditions involving wind, rain, heat, and humidity, and extreme cold and snow during the winter months, wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, risk of electrical shock, and vibrations. The noise level in the work environment is usually moderate and can be severe at times.

THIS IS A SAFETY-SENSITIVE POSITION REQUIRING A PRE-EMPLOYMENT PHYSICAL EXAMINATION INCLUDING A DRUG and ALCOHOL SCREEN AND BACKGROUND CHECK.

Organizational Chart



TEMPORARY PAY FOR OUT-OF-CLASS ASSIGNMENT

At their February 11, 2020 meeting, the committee asked to review the Agency's current provisions for interim out-of-class pay. Below is the section from the Agency Personnel Policies and Procedures manual:

3.08 Acting In Higher Classification

An employee designated to act in a higher classification shall receive the *starting pay rate of the acting position* or an extra five percent (5%) of Base Pay, *whichever is greater*, as additional compensation for time spent in the acting position. (03/27/2019)

Employees appointed to an "acting" position shall not acquire probationary or regular status or rights, and time spent in an "acting" position shall not contribute to the probationary period if the employee is subsequently appointed to the position.

Acting in a higher classification is defined as an employee who has been appointed to a position in the absence of available eligibles, or on an interim basis pending later appointment of an eligible person.

Such an appointment is not pensionable as special compensation for PEPRA members and is pensionable for Classic members if the appointment is of limited duration and to a vacant position during recruitment for a permanent appointment.

5.C.i. FY 2020 Adjustments

Position	% above or below Median	Change	% above or below After Change	\$ Change Hourly Rate
Plant Manager	-5.19	+.19	-5.00	\$.07
General Manager	-1.97	-	-1.97	
Admin Assistant	-1.13	-	-1.13	
Finance Manager	0.50	-	0.50	
Lab Analyst	1.36	-	1.36	
Average	2.52	-	2.52	
Management Analyst	4.55	-	4.55	
Plant Operator	4.79	-	4.79	
Plant Operator in Training	5.28	-.28	5.00	(\$.14)
HR Coordinator/Accting Tech	14.50		FREEZE	

COMPENSATION STUDIES

I. PURPOSE

To establish uniform practices for periodic compensation studies. All compensation studies are for informational purposes only and do not commit the Agency to salary adjustments. Compensation studies can help to determine the appropriate level and validity of salary ranges and overall compensation structures and can contribute to financial and rate stability over time.

II. POLICY

- A. **Compensation Study Update.** The Agency currently utilizes a consulting firm to update its compensation study on an annual basis. The study compares each of the Agency's job positions (referred to as classifications within the study) with comparable positions among a comparable agency group (the Comparable Group). The Comparable Group currently consists of nine agencies. Not all agencies in the Comparable Group have positions that are comparable to the Agency's.
- B. **Compensation Study Labor Market Data.** The study compares Maximum Salary, Total Cash and Total Compensation by job position. The Agency uses Total Cash as the measure for comparison. Total Cash currently includes maximum salary, employer paid member contributions, deferred compensation, longevity pay, and certification pay. The Agency has determined that it wants to remain competitive with the market based on total cash compensation for each position, not just maximum salary. Total Compensation includes health premiums among other items of comparison. The geographic disparity of health premiums reduces the reliability of Total Compensation as a true market indicator of compensation.
- C. **Assessing the Labor Market Data.** The labor market median for each position is used as the basis for the comparison (to the Agency's comparable position).
- i. If Total Cash for the comparable position is plus or minus five percent from the labor market median, no adjustment to the pay range is indicated.
 - ii. If Total Cash for the comparable position is more than five percent below the market median, an adjustment to the pay range to five percent below the labor market median is indicated.
 - iii. If Total Cash for the comparable position is more than five percent above the labor market median, an adjustment of the pay range to five percent above the labor market median is indicated, provided that the position is currently vacant. If the position is filled, the current pay range will be frozen, and inflationary, cost-of-living adjustments to the pay scale will not be granted until after the next study update or until determined otherwise. Using this method, the higher-than-market pay scale will correct downward over time.
- D. **Making Market Adjustments.** If an adjustment is indicated, the following calculations will be made to determine the recommended pay range to be included in the Agency's publicly available pay schedule.

5.C. ii. Draft Policy

- i. For any position in which an adjustment is indicated, the Maximum Salary will be adjusted to the point at which Maximum Salary when combined with the other items of Total Cash is equal to the adjusted labor market median. The adjusted labor market median is plus or minus 5% of the labor market median pursuant to Section II. C. ii. or iii.
 - ii. Maximum Salary will be used to determine the top of the Agency's pay scale for the position. The beginning of the pay scale is determined by applying the percentage range from starting salary to maximum salary – 45% range for management positions and 35% range for all other positions.
- E. **Market Adjustment Limitations and Considerations.** When making market adjustments the following will apply.
- i. No market adjustment will exceed 10%.
 - ii. If an Agency position has four or less comparable positions in the market (less than 50% of the market), discretion should be exercised prior to any adjustments. If an adjustment is indicated, reasons for the market adjustment should be understood and validated. With such a small comparable group, movements in the labor market median can be volatile and invalid. A market adjustment may be limited to an inflationary adjustment based on an Agency cost-of-living adjustment until the next study update.