

Date: May 21, 2024

To: Grant Davis, General Manager; Pam Jeane, Assistant General Manager; Susanne Oliver, Administrative Services Officer II; Rebecca DeSart, Department Analyst

CC: Janell Crane, Director of Human Resources; Spencer Keywood, Deputy Director Human Resources; Colleen Goetz, Principal Human Resources Analyst; Jennifer Tamayo, Human Resources Analyst; Jeremia Mills, Employee Relations Manager; Ashley Nolan, Principal Employee Relations Analyst; Angelina Grab, Employee Relations Analyst

From: Jennifer Lelouarn, Extra Help Classification Analyst

Re: Specification Update to the Water Agency Senior Electrician/Instrumentation Technician Job Classification

This memorandum is a summary of the job class specification update conducted by Human Resources (HR) for the Water Agency (WA) Senior Electrician/Instrumentation Technician.

HR received a request from the WA to update the above referenced specification stating that, while desirable, requiring incumbents in this job classification to obtain California Water Treatment Plant Operator T2, California Water Distribution Operator Grade D1 within two years of employment, and to maintain these certifications as a condition of employment, created an artificial barrier to obtain and retain employment.

Upon review, HR determined that there are no legal requirements for these certifications to be mandated. In consultation with WA subject matter experts, it was further determined that there are no operational reasons to mandate the obtaining and maintenance of the California Water Treatment Plant Operator T2, California Water Distribution Operator Grade D1 certifications. Therefore, HR is in agreement that a specification update is appropriate and has proposed the following change to the "Certificates" section of the Water Agency Senior Electrician/Instrumentation Technician job classification.

The original language states: California Water Treatment Plant Operator T2 and California Water Distribution Operator Grade D1 certificates are required within two years of employment in this classification and, once obtained, must be maintained as a condition of employment in this classification. A California Water Environmental Association Electrical Instrumentation Grade 2 certification is highly desirable.

The revised language states: California Water Treatment Plant Operator T2, California Water Distribution Operator Grade D1, and California Water Environmental Association Electrical Instrumentation Grade 2 certifications are highly desirable.