



Human Resources Report on Sonoma County Water Agency Classification and Compensation Study of SEIU Represented Positions

During contract negotiations with SEIU in 2016, Human Resources and Sonoma County Water Agency (SCWA) agreed to conduct a classification and compensation study of all SEIU-represented positions at the Agency. The purpose of the study was to determine appropriate job classifications for all SEIU-represented positions allocated to SCWA, and to conduct an analysis regarding salary administration for the positions, including the need to evaluate new classification salaries and equity adjustments, consistent with the County's compensation philosophy.

Koff & Associates, a professional classification and compensation consulting firm experienced in working with other water agencies/districts, was retained to conduct the study. Their preliminary classification recommendations and specifications were provided in a report dated June, 2017 (Exhibit B).

Koff's June 2017 report reflected their initial findings. Subsequent to the release of this report, Human Resources, SCWA management, SEIU, and incumbents engaged in a meet and confer process on the study recommendations. Not all of the incumbents agreed with the classification recommendations. Since the Agency is not governed by the Civil Service Ordinance, the County's standard appeals process for incumbent objections on classification studies is not available to SCWA staff. Therefore, Human Resources let the incumbents submit additional documentation, for consideration by Koff and Associates. This resulted in some additional modifications to the classification recommendations, which have been included in accompanying documents.

Human Resources also prepared and presented salary recommendations for all new classifications and reviewed salaries for all Agency-specific classifications. Consistent with public sector salary administration principles and using the principles of the County's compensation philosophy, Human Resources conducted an analysis and developed salary recommendations. Human Resources, SCWA management, incumbents, and SEIU engaged in an extensive meet and confer process on salary proposals that included 14 meetings between the time the initial salary recommendation was released on December 21, 2018 and September 2019.

During the meet and confer process regarding the original salary recommendation, Human Resources met with incumbents and SEIU to hear counterproposals to the salary recommendation and accepted additional information about how incumbents believe positions at SCWA differ from their County counterparts. Based on information gained in those sessions,

Human Resources conducted further research and analysis, again taking into consideration laws regarding pay, external market data, internal equity analysis, and a review of comparator classifications used by County departments.

Although Human Resources made several adjustments resulting in increases in salary recommendations to the original salary recommendation based on the information provided by SEIU during the meet and confer process, SEIU and the incumbents are not in agreement with the final salary recommendation. The crux of the disagreement is that SEIU and the incumbents believe salaries for their positions should be set against a Water Agency specific external job market, similar to positions represented by WCE and Local 39. And, should that not occur, SEIU requested an additional 12% increase in salary, above what is already being recommended, and above their County counterparts. However, SEIU did not present, nor did Human Resources find, any information that would support increasing the differentials between County and Water Agency classifications beyond those currently being recommended by the County, or an acceptable rationale for using a Water Agency specific external job market.

Human Resources believes the County has:

- provided fair and reasonable classification and compensation proposals;
- has carefully analyzed all the information provide by incumbents and SEIU;
- has used compensation best practices and has used the County's Compensation Philosophy as guidance;
- has fulfilled its obligation to meet and confer in good faith over the study outcomes in accordance with the MMBA, the Memorandum of Understanding between SEIU and the County, and the Side Letter Agreement after having met 14 times between December 2018 through September 2019.

Therefore, the County recommends that the Board approve the classification and salary recommendation detailed in this item and its attachments.

Exhibit:

- A. Table of Final Classification Recommendations
- B. Table of Final Salary Recommendations
- C. Koff & Associates' Initial Classification Study Report, including Additional Memoranda and Classification Specifications
- D. Human Resources' Initial Salary Recommendation and Responses to SEIU's Counterproposal

County of Sonoma Human Resources Department
Sonoma County Water Agency - SEIU Classification Study
Final Classification Recommendations - November 19, 2019

Incumbent	Current Classification	Action	Recommended Classification
William Dixon	Engineering Technician I	Reclassification to New Class	Water Agency Engineering Technician I
Billy Patrick	Engineering Technician II	Reclassification to New Class	Water Agency Engineering Technician II
Elyse Will	Engineering Technician II	Reclassification to New Class	Water Agency Engineering Technician II
Noah Roach	Engineering Technician II	Reclassification to New Class	Water Agency Engineering Technician II
Vacant	Engineering Technician III	Reclassification to New Class	Water Agency Engineering Technician III
Brian Aikin	Engineering Technician III	Reclassification to New Class	Water Agency Engineering Technician III
Eric Mogel	Engineering Technician III	Reclassification to New Class	Water Agency Engineering Technician III
James Smith	Engineering Technician III	Reclassification to New Class	Water Agency Engineering Technician III
Jarod Smith	Engineering Technician III	Reclassification to New Class	Water Agency Engineering Technician III
Tim Gahagan	Department Information Systems Specialist II	Reclassification to New Class	Water Agency Geographic Information Systems Analyst
Vacant	GIS Technician II	Reclassification to New Class	Water Agency Geographic Information Systems Analyst
Kristia Furukawa	Senior GIS Technician	Reclassification to New Class	Water Agency Geographic Information Systems Analyst
Mark Maithonis	Senior Programmer Analyst	Reclassification to New Class	Water Agency SCADA Technology Analyst
Christian Buettner	Water Agency Senior Network Analyst	Reclassification to New Class	Water Agency SCADA Technology Analyst
Randy Anderson	Water Agency Senior Network Analyst	Reclassification to New Class	Water Agency SCADA Technology Analyst

**County of Sonoma Human Resources Department
Sonoma County Water Agency - SEIU Classification Study
Final Salary Recommendations - November 19, 2019**

Classification Title	Action	County's Final Recommendation		
		Max. Mo. Salary	Administration	% Change v. Current Salary or Original Proposal
Water Agency (WA) Engineering Technician Series				
WA Engineering Technician I	New Classification - Establish Salary and Ongoing Administration	\$5,275	16% Below WA Engineering Technician II	+ 4%
WA Engineering Technician II	New Classification - Establish Salary and Ongoing Administration	\$6,119	4% Above (County) Engineering Technician II	+ 4%
WA Engineering Technician III	New Classification - Establish Salary and Ongoing Administration	\$7,098	16% Above WA Engineering Technician II	+ 4%
Water Agency (WA) Technical Writing Specialist Series				
WA Technical Writing Specialist (Currently Technical Writing Specialist)	Existing Classification - Salary Adjustment and Update to Ongoing Administration	\$7,595	Tied to WA Environmental Specialist II	+ 1%
WA Senior Technical Writing Specialist	Existing Classification - Salary Adjustment and Update to Ongoing Administration	\$8,357	10% above WA Technical Writing Specialist	+ 2%
Water Agency (WA) IT Classes				
WA Geographic Information Systems (GIS) Analyst	New Classification - Establish Salary and Ongoing Administration	\$7,741	2% above APOSD GIS Analyst	+ 2%
WA SCADA Technology Analyst	New Classification - Establish Salary and Ongoing Administration	\$9,573	Tied to Systems Software Analyst	None
WA Network Analyst	Existing Classification - Salary Adjustment and Update to Ongoing Administration	\$8,855	5% Below (County) Network Analyst	+ 4%
Water Agency (WA) Resource Programs Technician Series				
WA Resource Programs Technician I	Existing Classification - Update to Ongoing Administration	\$4,995	23% Below WA Resource Programs Technician II	None
WA Resource Programs Technician II	Existing Classification - Salary Adjustment and Update to Ongoing Administration	\$6,143	12% Below WA Environmental Specialist I	+ 12%
Water Agency (WA) Programs Specialist Series				
WA Programs Specialist I	Existing Classification - No Change to Salary or Ongoing Administration	\$6,595	10% Below WA Programs Specialist II	None
WA Programs Specialist II	Existing Classification - No Change to Salary or Ongoing Administration	\$7,253	5% Below WA Environmental Specialist II	None
WA Senior Programs Specialist	Existing Classification - Salary Adjustment and Update to Ongoing Administration	\$7,981	10% Above WA Programs Specialist II	+ 2%
Water Agency (WA) Environmental Specialist Series				
WA Environmental Specialist I	Existing Classification - No Change to Salary or Ongoing Administration	\$6,881	10% Below WA Environmental Specialist II	None
WA Environmental Specialist II	Existing Classification - No Change to Salary or Ongoing Administration	\$7,595	4% Above (County) Environmental Specialist	None
WA Senior Environmental Specialist	Existing Classification - Salary Adjustment and Update to Ongoing Administration	\$8,357	10% Above WA Environmental Specialist II	+ 2%
Water Agency (WA) Maintenance Worker Series				
WA Maintenance Worker I	Existing Classification - No Change to Salary or Ongoing Administration	\$4,312	24% Below WA Maintenance Worker II	None
WA Maintenance Worker II	Existing Classification - No Change to Salary or Ongoing Administration	\$5,364	7% Above (County) Maintenance Worker	None
WA Senior Maintenance Worker (Currently WA Maintenance Worker III)	Existing Classification - Salary Adjustment and Update to Ongoing Administration	\$6,383	19% Above WA Maintenance Worker II	+ 3%
WA Lead Maintenance Worker	Existing Classification - Salary Adjustment and Update to Ongoing Administration	\$7,214	13% Above WA Senior Maintenance Worker	+ 6%



June 13, 2017

Classification Study- SEIU Classifications

Sonoma County Water Agency

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Final Report – Classification and Total Compensation Study

Sonoma County Water Agency – SEIU Classifications

June 13, 2017

County of Sonoma Human Resources Department

Koff & Associates is pleased to present the classification report for the SEIU positions within the Water Agency. This report documents the classification study process, findings, and recommendations. This report also incorporates a summary of the study's multi-step process which includes results of written Position Description Questionnaires (PDQs), and interviews with employees, as well as their supervisors and managers.

We would like to thank the staff for their cooperation and participation in study activities to ensure the success of the study.

Once you have had a chance to review this report, we will be glad to answer any questions or clarify any points. After acceptance of the report, we will proceed with developing and/or revising classification specifications and proceed with phase II of the project.

Kind regards,



Tameka Usher
Senior Project Manager



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Appendix I: Recommended Position Allocations



OVERVIEW

The County of Sonoma (County) and SEIU contracted with Koff & Associates (K&A) to conduct a comprehensive classification study (phase I) and compensation study (phase II) for all Sonoma County Water Agency (Water Agency) SEIU-represented classifications. All classification findings and recommendations pertaining to phase I are contained within this report.

CLASSIFICATION STUDY GOALS

This classification study was precipitated by:

- A Side Letter in the 2016-2018 MOU between the County and the SEIU-represented Water Agency employees specified that “County will hire an outside consultant to conduct a classification study. The intent of the classification study will be to determine appropriate job classes for SEIU-represented positions allocated to the Water Agency.”
- The desire to ensure employees are classified into the correct classifications based on the current duties performed.
- The desire to have a classification plan that meets the needs of the Water Agency’s growth.

The goals and objectives of the classification portion of the study were to:

- Obtain detailed information regarding each position through written Position Description Questionnaires (PDQs) and interviews with employees, supervisors, and management.
- Provide recommendations that recognize changes in duties, scope, and level of responsibility of each position.
- Prepare an updated classification plan, including recommended class descriptions and position allocations that recognize the scope and level of the various classes and positions.
- Provide sufficient documentation to allow the Water Agency and County to integrate the recommendations within the current classification system.

CLASSIFICATION STUDY PROCESS

The classification study procedures were as follows:

- An initial meeting was held with the project team, which included Water Agency management, SEIU representatives, and County Human Resources (HR) personnel to clarify the study scope, objectives, processes, and deliverables.
- An orientation meeting was held to which all SEIU employees were invited to meet K&A consultant staff involved with the project, clarify study objectives and procedures, answer questions, discuss the timeline, and distribute the PDQs.
- After the PDQs were completed by employees and reviewed by supervisors and K&A consultant staff, interviews were conducted with all employees and management.



- Comparator interviews were conducted with management from County departments that utilize cross-departmental classifications (such as the Engineering Technician, Department Analyst, and Accountant) or perform similar functional responsibilities as the Water Agency.
- Following the analysis of gathered information, draft class concepts, specifications, and position allocations were developed for County HR personnel review.

In order to understand K&A's classification recommendations, it is important to understand titling conventions, classification concepts, and how the class descriptions are structured within the County's classification system.

CLASSIFICATION CONCEPTS

The Difference Between Positions and Classifications

“Position” and **“Classification”** are two terms that are often used interchangeably, but have very different meanings. K&A recognizes that the County also uses the word **“allocation”** synonymously with **“position”**. These terms may be used interchangeably throughout this report. As used in this report:

A position (or allocation) is an assigned group of duties and responsibilities performed by one person and can be full-time, part-time, regular or temporary, and filled or vacant. Often, the word “job” is used in place of the word “position”.

A classification or class may contain only one position or may consist of several positions. When several positions are assigned to one class, it means that the same title is appropriate for each position; that the scope, level, duties, and responsibilities of each position assigned to the class are sufficiently similar (but not identical); that the same core knowledge, skills, abilities, and other requirements are appropriate for all positions; and that the same salary range is equitable for all positions in the class.

When positions are classified, the focus is on assigned job duties and the job-related requirements for successful performance, not on individual employee capabilities or amount of work performed.

The Purpose of Having a Classification Plan

A position classification plan provides an appropriate basis for making a variety of human resources decisions such as the:

- Development of job-related recruitment and selection procedures.
- Clear and objective appraisals of employee performance.
- Development of training plans and succession planning.
- Design of an equitable and competitive salary structure.
- Organizational development and the management of change.
- Provision of an equitable basis for discipline and other employee actions.

Positions were evaluated and classified based on such factors as knowledge and skill required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others, contact with others (both inside and outside of the organization), the organizational impact of the position, and working conditions.



Broad Versus Narrow Classifications

Within a position classification plan, job classifications can either be broad (containing any number of positions) or narrow (emphasizing individual job characteristics). The County uses a broad classification structure. It is easy to see that several positions belong to the same class when the duties are identical. In practical application, however, the duties and responsibilities of positions need not be identical to be placed in a common classification. Classification plans generally establish classifications based on a determination of “sufficient similarity”. However, within an individual organization, sufficient similarity can be interpreted to coincide with the goals and philosophy of the organization. For example, a broad interpretation recognizes positions that share a core set of classification factors, but accepts substantial variation between positions, resulting in varied assignments within each broad classification. In contrast, a narrow interpretation might create separate narrow classifications to address such variations.

Most classification plans are a combination of these two sets of factors, and K&A has chosen the middle ground in this study as being most practicable in the Water Agency’s changing environment and service delivery expectations, as well as being in line with the County’s classification structure.

Allocation Factors

Allocation factors are standards that are used to measure job requirements of individual positions. These factors can be compared to measure the similarities and differences among positions. The common allocation factors used to evaluate study positions were:

- Decision Making - consists of [a] the decision-making responsibility and degree of independence or latitude that is inherent in the position, and [b] the impact of the decisions.
- Scope and Complexity - defines the breadth and difficulty of the assigned function or program responsibility inherent in the classification.
- Contact with Others Required by the Job - measures [a] the types of contacts, and [b] the purpose of the contacts.
- Supervision Received and Exercised - describes the level of supervision received from others and the nature of supervision provided to other workers. It relates to the independence of action inherent in a position.
- Knowledge, Skills, and Abilities - defines the knowledge, skills, and abilities necessary to perform assigned responsibilities.

GENERAL DISCUSSION

The Water Agency is unique because it is a special district (as are many water agencies within California), but also functions as a department within the County. The Water Agency relies on County infrastructures, and the Board of Supervisors serves as the Board of Directors for the Water Agency.

In addition, based on discussions with HR staff, the County HR Department provides services consistent with the County’s classification and compensation policies to the Water Agency as they do to other County departments. It is important to note that the Water Agency’s status within the County is not a factor when analyzing the classification and compensation phases of the project. However, after discussions



with various stakeholders within the Water Agency, is it clearly a factor in terms of their perspective regarding their classification and compensation systems.

CLASSIFICATION ANALYSIS

A detailed classification analysis is provided for all positions included in the study.

Account Clerk Series

Account Clerk

The Water Agency has three positions allocated to the Account Clerk classification series, encumbered by Michelle Riebli, Kyrsten Johnston, and Elizabeth Kline. Based on the PDQs and interview, the incumbents perform the maintenance and review of financial and statistical records, which include accounts receivable, accounts payable, invoicing, and water billing duties.

Based on the PDQs and interviews, Ms. Johnston, Ms. Riebli, and Ms. Kline are performing journey level clerical accounting duties and responsibilities consistent with the Account Clerk II classification.

Senior Account Clerk

The Water Agency has two positions allocated to the Senior Account Clerk classification series, encumbered by Jeff Mrowka and Peggy Drake. Based on the PDQs and interviews, both incumbents perform complex clerical accounting and statistical recordkeeping activities; confer with representatives within the Water Agency regarding financial procedures and recordkeeping activities, which include assisting with expenditure adjustments and financial reporting, reviewing and processing invoices for payments against blanket purchase orders, preparing journal entries and processing purchase requisitions, and maintaining spreadsheets to track, review, and reconcile costs. Although neither incumbent functions in a formal lead capacity over staff, both positions are performing specialized accounting clerical duties that require the review, process, and maintenance of financial and statistical records. In addition, based on the PDQs, both incumbents function as a resource for certain specialized functions to the Account Clerk II staff.

Based on the PDQs and interviews, Mr. Mrowka and Ms. Drake are performing advanced journey level clerical accounting duties and responsibilities consistent with the Senior Account Clerk classification.

Accounting Technician

The Water Agency has one position allocated to the Accounting Technician classification, encumbered by Susan Bookmyer. Based on the PDQ and interview, Ms. Bookmyer's primary duties include approving invoices in the EFS systems to verify that the invoices meet the contract terms; reviewing contracts and agenda items to confirm the condition and verify that the supporting documents are submitted prior to creating the purchase order; assisting with the creation of the Water Transmission budget; coordinating with the Accountant II regarding contract problems, etc.

Based on the PDQ and interview, Ms. Bookmyer is performing specialized technical accounting duties and responsibilities consistent with the Accounting Technician classification.



Accountant II

The Water Agency has one position allocated to the Accountant II classification, encumbered by Justin Adalio. Based on the PDQ and interview, Mr. Adalio's primary duties include the examination, analysis, maintenance, reconciliation, and verification of financial records. It should be noted that the duties listed in Mr. Adalio's PDQ only reflect 96% of time.

- Approximately 63% of time is spent assisting with the billing for the sale of water, approving journals entries and the payment of invoices, reviewing and preparing invoices per agreements, approving accounts, receiving deposits, and reviewing grants against funded project invoices.
- Approximately 7% of time is spent functioning as a supervisor over four clerical accounting positions (two Account Clerk IIs and two Senior Account Clerks).
- The remaining percentage of time is spent performing miscellaneous duties such as the water billing software system, assisting with the distribution of paychecks, etc.

K&A compared the following classifications when analyzing this position:

- Accountant II
 - This is the journey level class in the professional accounting series. Incumbents perform difficult professional accounting work including the examination, analysis, maintenance, reconciliation, and verification of financial records; and develops and installs new accounting and cost systems.
- Accountant III
 - This is the advanced journey level in the professional accounting series. Incumbents supervise and participate in the work of an accounting division in a small to medium-sized department or perform the more difficult and complex accounting duties in a large department; prepare, coordinate, and review a variety of fiscal activities related to departmental accounting and financial systems; and develop internal controls and data processing procedures for the computerization of fiscal records. Duties emphasize the supervision of three or more accounting clerical positions or the responsibility for the indirect supervision and auditing of subcontractors' fiscal operations.

The primary difference between the Accountant II and III is the level of professional accounting duties and the supervision of accounting clerical positions. In fact, the job description specifically notes that at the III level incumbents supervise and participate in the professional accounting duties, and emphasizes the supervision of three or more clerical accounting positions or the responsibility for the indirect supervision and auditing of subcontractors' fiscal operations.

Based on the PDQ, interview, and review of the two job descriptions, Mr. Adalio's position should be reclassified to an Accountant III classification.

Engineering Technician

The majority of the Engineering Technician allocations are at the III level which, based on the job description, is described as the advanced journey/lead level series. Most of the incumbents are not



functioning in a lead capacity over Engineering Technician Is or IIs, but are performing duties and responsibilities consistent with the Engineering Technician III level and the County's alternate class concept.

The Engineering Technician classification series is written as a broad classification, which includes various functional assignment areas. Since this is a County-wide classification, there are assignment areas noted within the Engineering Technician job description that are not relevant to the services provided by the Water Agency. Although some Water Agency management staff would prefer a specialized (narrow) classification structure versus a broad structure (e.g., a separate Surveying Technician or Drafter classification series), K&A is not recommending such change, since the broad Engineering Technician series seems to be working for the County and the Water Agency. In addition, the current job description sufficiently captures a common body of sub-professional work with some inherent similarities in the duties and responsibilities, decision making, and independence. As noted in the Classification Concepts section, having a broad versus a narrow classification system is a policy decision that is consistent with the County's classification plan. Therefore, K&A recommends the continued use of the broad Engineering Technician classification series.

Based on the PDQs and interviews with multiple incumbents within this classification series, all positions (with the exception of TiLiAnne Tanner's), are performing sub-professional duties in various technical areas in support of professional level staff consistent with the Engineering Technician job description.

In regards to the reclassification/new class of the Water Agency Engineering Technician series, for the most part (based on the PDQs, interviews with staff, and comparator interviews) the Engineering Technicians within the Water Agency are performing duties comparable to Engineering Technicians within other County departments. Within the Water Agency, the professional classifications (engineers and surveyors), which the Engineering Technicians support, have been changed to Water Agency specific titling. Although the reason for the Water Agency specific titling is unclear to K&A, the majority of positions allocated to the Engineering Technician classification series are providing technical sub-professional support to higher level professional classifications (engineers, surveyors, etc.) that are performing duties in support of the same areas. Therefore, to facilitate continuity within the occupational group, the County should consider creating a new classification to better align the sub-professional and professional positions. Based on the spreadsheet provided by the County, the Water Agency has eleven (11) positions allocated to the II or III level and K&A received PDQs from nine (9) incumbents.

- One position is extra help, so a PDQ was not necessary.
- Another position was vacant during the study and has since been filled by James Griggs. Since Mr. Griggs is new to the position, K&A interviewed the manager to understand the duties and responsibilities assigned.

K&A recommends the County create a new classification series of Water Agency Engineering Technician I, II, and III.

➤ **TiLiAnne Tanner**

Ms. Tanner is currently classified as an Engineering Technician III; however, her duties and responsibilities are not consistent with the job description, nor other positions currently allocated to the Engineering Technician classification series. Based on the PDQ, Ms. Tanner's duties include:

- Approximately 15% of time functioning as a project manager for the Computerized Maintenance Management System (CMMS) called Maximo; duties include administering



contracts with outside consultants, writing and issuing requests for qualifications, reviewing and evaluating proposals, maintaining the budget, etc.

- Approximately 25% of time is spent functioning as a systems administrator for Maximo, which includes defining and administering systems securities for user access; setting up new users and resetting passwords; creating standards for data input; designing, developing, and testing ad hoc reports; running and distributing weekly, monthly, and annual reports, etc.
- Approximately 30% of time is spent training staff, writing standard operating procedures, supporting Maximo users by implementing request changes to modules within the systems, and working with leads to observe and develop work procedures.
- Approximately 30% of remaining time is spent on various duties which include supporting supervisors on engineering, operations, and maintenance projects; specific tasks include coordinating the hiring process and supervising temps, interns, and extra help staff; overseeing the SMART Train orientation training records; generating and distributing work orders; participating in various internal Water Agency group meetings; and representing the Water Agency at meetings with outside agencies.

The predominant purpose that this position exists is to provide system support and to function as the primary resource person for the Water Agency's enterprise Maximo system. The incumbent is performing a combination of professional and technical duties in support of the Maximo system.

To compare the duties performed by Ms. Tanner, K&A reviewed the County's Public Assistance Systems Technician, Public Assistance Systems Specialist, and Department Information Systems Specialist I/II classifications. In addition, a comparator interview was conducted with an Information Systems Project Manager in the HR Department to understand the different ways the Department Information Systems Specialist I/II classifications are used.

- The Public Assistance Systems Technician and Public Assistance Systems Specialist classifications both have similar functional responsibilities as compared to Ms. Tanner's position. However, both are specialized classifications that support public assistance programs using CalWIN and other automated systems. Therefore, the classifications are specialized positions written for the Human Service Department, which are not viable options for consideration.
- Department Information Systems Specialist II classification - As noted above, this is a journey level classification that performs professional and technical analysis, modification, development, implementation, and support of departmental systems and applications. This classification is written broadly to cover a variety of IT functional areas; one of which is the business systems administrator performed by Ms. Tanner as noted above. Conversation with the Information Systems Project Manager confirmed that the County, specifically the HR Department, has multiple positions assigned to the Department Information Systems Specialist II which are responsible for coordinating the implementation and use of various department specific automated systems, which includes and are consistent with Department Information Systems Specialist I/II duties:
 - Conducts business systems analysis appropriate to the department's specific needs; recommends automation solutions to increase productivity and efficiency;



evaluates and/or participates in the evaluation of technology products and solutions; consults with clients, users, vendors, and other providers of systems on the design and feasibility of proposed systems and modifications; estimates cost and timing of systems modifications and new systems development; and presents recommendations to management or higher-level technical staff.

- Customizes vendor database software to meet department requirements; provides technical design and development of databases; maintains departmental databases and dictionaries; ensures data integration from disparate data sources; works with customers to develop complex data reports and data related applications that meet the needs of the department's business processes and operational procedures; and uses reporting tools to generate and compile reports from various sources of digital data.
- Develops and provides user training for applications or systems utilized in the department, including procedures for accessing internal technology resources.

At least three of the four duties performed by Ms. Tanner are comparable to that of a Department Information Systems Specialist II. Therefore, K&A recommends reclassifying Ms. Tanner's classification to a Department Information Systems Specialist II.

Geographic Information Systems (GIS)

Two positions are performing professional level GIS duties, which not only include creating maps, but also includes the analysis, interpretation, and projections of data and trends. The primary difference between the two positions is the time spent building databases and web-based applications (Mr. Gahagan) versus the time spent extracting and analyzing information (Ms. Kelley). However, despite the slightly different focus, both are performing professional analytical duties that require an in-depth knowledge of the GIS system and how to use the data.

➤ Tim Gahagan

- Spends approximately 40% of time developing databases and servers (independently or in consultation with internal IS staff and outside consultants) that GIS uses and/or supports.
- Spends approximately 60% of time creating and analyzing maps, and deploying the GIS data into various web applications and data distribution models.

➤ Heather Kelley

- Spends 100% of time building maps, and comparing and contrasting previous data from new data; analyzing data to determine hot points, such as demographics, property values, demand on water systems, crops, etc., and making projections and trends based on the data analysis; and developing matrices for reporting and additional analysis purposes.

K&A recommends the adoption of a Water Agency GIS Analyst classification for the abovementioned two positions.

The Water Agency has one position performing sub-professional Geographic Information Systems Technician duties.



- Kristina Furukawa - was in an extra help position for seven months, and during the study she was hired as a regular County employee.
 - Spends 30% of time correcting and posting GPS data and integrating the data within the GIS and ArcGIS online.
 - Spends 30% of time surveying water/wastewater infrastructure using various devices; training staff how to use various devices; and entering and retrieving data from the GIS and utilize legacy record drawings.
 - Spends 15% of time creating a variety of cartographic and multimedia products.
 - The remaining 25% of time is spent on various tasks such as creating and managing photographic documentation, assisting the public with maps and GIS inquiries; and researching new and emerging technologies.

Within the Water Agency, the positions performing professional GIS duties are recommended to be classified as a Water Agency Geographic Information Systems Analyst. Therefore, since this position is providing technical sub-professional support to higher level professional classifications (GIS Analyst), K&A recommends a Water Agency specific GIS Technician I/ II classification to better align the sub-professional and professional positions.

Based on the PDQ and interview Ms. Furukawa is performing the full scope of computer map design, spatial data management, and spatial analysis duties and responsibilities consistent with a sub-professional GIS classification.

K&A recommends the adoption of a Water Agency GIS Technician II classification for the abovementioned position.

Information Systems

Based on the organization chart, the Water Agency has three positions allocated to the Programmer Analyst classification, encumbered by David Floyd, Fritz Moore, and Ronald Brown. The positions encumbered by Mr. Floyd and Mr. Moore are underfilled as Department Information Systems Specialist IIs.

The Water Agency operates and maintains their own servers, networks, etc., but for the most part is treated like other County departments regarding the use of certain IT classifications. Given such, K&A compared the following classifications when analyzing these three positions:

- Department Information Systems Technician II
 - This is a journey level classification that performs technical support duties involving the operation, installation, maintenance, and support of hardware and software systems; and performs technical assistance, troubleshooting, and problem resolution activities for the hardware and software of an operating department.
- Department Information Systems Specialist II
 - This is a journey level classification that performs a variety of professional, technical, and analytical duties in the operation and support of departmental LANs, WANs, and other computer systems and related equipment; and analyzes user requirements and implements systems to meet business needs.



- Department Information Systems Coordinator
 - This is a staff management classification that has broad operational responsibility, which includes coordinating the planning, configuration, installation, and support of department information systems and related equipment; and analyzing user requirements to identify and/or develop solutions to meet business needs.
- Programmer Analyst
 - This is a journey level classification that performs, develops, customizes, and maintains application software; analyzes business needs, processes and assesses problems, and proposes preliminary solutions; and implements, debugs, tests, migrates, and documents new or modified applications and systems.
- Water Agency Network Analyst
 - This is a journey level classification that performs plans, analyzes, designs, administers, installs, and maintains all segments and components of the Agency-wide enterprise system; manages network projects; troubleshoots network application and system problems; and designs, develops, and builds applications for the Supervisory Control and Data Acquisition (SCADA) of the Agency's water and wastewater systems.

The Department Information Systems Specialist II job description has a strong focus on software application systems, but also references operational areas such as systems administration, communications, and network systems. It's assumed that the job description was intentionally written that way since Central IT is providing operational support to many of the County departments. However, K&A is aware that the Water Agency and the Human Services Department (HSD) have systems independent of Central IT. Based on organization charts, both departments are using a combination of department specific IT classes and the Department Information Systems Technician and/or Specialist classification series.

Although an analysis for HSD systems was not conducted, within the Water Agency staff are expected to perform specialized duties in areas such as software, network, communications, and desktop support. Given the size of the department and data collected, the three positions at hand are expected to perform the full range of technology support duties, which include providing first, second, and third level responder duties as well as providing technical specialized support in the installation, configuration, maintenance, and repair of desktop computers, applications, network, and communication systems; working independently, and exercising judgment and initiative. Currently, these duties are not strongly or clearly reflected in the Department Information Systems Specialist II classification. Below is an analysis on each position.

- **Fritz Moore** - This position is underfilled as a Department Information Systems Specialist II. Mr. Moore spends approximately 40% of time providing first and second level responder duties; 10% of time is spent performing new user desktop setup of hardware and software; 10% of time is spent handling new equipment, which includes determining specifications, purchasing, imaging, deployment, and tracking of various equipment; and the remaining 40% of time is spent on various duties which include collecting and disposing of end of life equipment, setting up and disabling employee accounts within various systems; purchasing, installing, and configuring software; and serving as the primary contact for Dell equipment, etc. Mr. Moore identified the



helpdesk function as the most complex duty given the increase of complicated issues that he handles, e.g., different divisions within the Water Agency having specialized applications which increases the complexity of triage and resolution.

- **David Floyd** - This position is underfilled as a Department Information Systems Specialist II. Mr. Floyd spends approximately 70% of time monitoring and responding to requests for technical support, which includes access to network and accounts; providing workstation support, VOIP account and device configuration, and support and configuration to audio visual communication systems and application support; 15% of time is spent building, configuring, and maintaining Windows deployment server resources, which include the creation, maintenance, and deployment of OS images to Water Agency workstations; and the remaining 10% of time is spent monitoring and responding to issues regarding data backup systems, managing the Active Directory, setting up backup jobs and restoration of data, and tracking computer inventory. Mr. Floyd identified user support as being the most complex duty because the array of problems are broad and he is expected to have wide array of knowledge and skills consistent with all possible issues.

- **Ronald Brown**

Mr. Brown spends a small percentage of time (approximately 20% of time) performing programmer duties; 80% of time is spent performing a variety of broad range professional and technical information system related duties in the areas of systems administration, GIS support, security administration, and help desk duties (first level, second level, and third level responder) such as monitoring Windows and 3rd party patching of computers, servers, and applications, resolving update issues, and customizing applications updates; updating customer servers/equipment such as GIS servers; serving as an escalation path for resolving end user issues; and performing mitigation of computer issues. Although the PDQ indicated approximately 30% of time being spent on help desk related duties, during the interview Mr. Brown indicated the percentage varies significantly based on the issues and availability of staff. Given the size of the division and current staffing, Mr. Brown's position should serve as an escalation point, handling the more complex help desk issues and the current professional duties assigned; however, that is not always the case. Mr. Brown identified security related issues as the most complex duty; issues such as systems not updating correctly and infected computer mitigation. In addition, maintenance of the Active Directory was identified as complex due to limited defined processes.

As noted above regarding programmer duties, it's clear that programming is not the primary function of the position; therefore, a specialized programmer classification title is not appropriate for this position. Instead, Mr. Brown's position should be reclassified to a broad Information systems classification to better capture the current duties assigned, which is consistent with the Department Information Systems Specialist II classification.

K&A reviewed the Department Information Coordinator job description; however, this classification has responsibility for the coordination of IT activities, which are not comparable to Mr. Brown's current duties and responsibilities.

K&A also reviewed the Water Agency Network Analyst job description; however, this classification has responsibility for the SCADA application and performance of professional network duties, which are not comparable to Mr. Brown's current duties and responsibilities.



Given the duties and responsibilities assigned to the positions and based on the current classifications options, the Department Information Systems Specialist II classification is the best available option that captures the current duties and responsibilities assigned to Mr. Floyd, Mr. Moore, and Mr. Brown.

Based on the analysis, K&A recommends the County consider the following:

- Revise the Department Information Systems Specialist II job description to reflect a broader range of duties that include a variety of technical and specialized assignments such as user support (all three tiers), system troubleshooting, review of business processes and communication of user requirements, and may provide analysis for business and/or systems needs to resolve application or systems problems and improve the effectiveness of such. This change would capture the work performed by Mr. Floyd, Mr. Moore, and Mr. Brown. However, it is unknown how the change will impact other County departments that use the Department Information Systems Specialist I/II classifications. Therefore, prior to revising the job description, the departments that utilize the Department Information Systems Specialist I/II classification series should be consulted.
 - In addition, wording could be added to the current job description to reflect something like, “when assigned to a department that has standalone systems, additional duties include...”

➤ **Mark Maithonis**

Mr. Maithonis is classified as a Senior Programmer Analyst but did not participate in the classification study. K&A spoke with Mr. Wilhelm, Engineering Programming Manager, to discuss the duties and responsibilities assigned to this position. According to Mr. Wilhelm, Mr. Maithonis performs the following duties:

- 70% of time is spent performing SCADA application programming using various Programming Logic Controllers; performing some database programming; and programming applications to field devices and queries.
- The remaining 30% of time is an overlap between the Electrical Technicians, which includes troubleshooting low voltage field instruments, and occasionally, troubleshooting high voltage field instruments.

It is unclear as to why the Water Agency is using the Programmer Analyst classification series for the positions assigned to SCADA related duties. K&A reviewed the Programmer Analyst job description, and the class does not include any SCADA related duties, knowledge, or abilities.

K&A recommends this position be reclassified to Water Agency Senior Applications Analyst.

➤ **Senior Network Analyst**

- K&A understands that this is a newly established position that is currently vacant. K&A did not receive a PDQ for this position, and therefore is unable to determine if the classification is appropriate. However, K&A spoke with Mr. Wilhelm to discuss the duties and responsibilities assigned to this position. According to Mr. Wilhelm, this position will function as a technical expert performing duties such as maintenance and re-architecture of the Agency network and servers; security configuration; resolving cloud based; and will



serve as an advanced level professional resource to staff regarding server and network related issues.

Water Agency Network Analyst Classification Series

Currently, the Water Agency is using two different classifications (Water Agency Network Analyst [series] and Senior Programmer Analyst) to perform SCADA related duties. In addition, per the organization chart and discussion with Mr. Wilhelm, there are two extra help positions classified as Senior Water Agency Network Analyst and Programmer Analyst which are performing SCADA duties.

The Senior Water Agency Network Analyst is defined as the working lead level classification in which incumbents utilize technical expertise and provide technical and functional lead direction to lower level staff.

➤ Christian Buettner

Based on the PDQ and interview with the incumbent and Mr. Wilhelm, Mr. Buettner is performing professional SCADA duties for the Water Agency's water and wastewater systems, but does not provide technical and functional lead direction to staff, nor does he perform the highest level SCADA duties.

K&A recommends this position be reclassified to Water Agency Applications Analyst.

➤ Randy Anderson

Mr. Anderson was recently hired as Water Agency Senior Network Analyst. According to the Water Agency, Mr. Anderson is performing duties consistent with Christian Buettner. An analysis regarding Mr. Buettner's position is noted above.

K&A recommends this position be reclassified to Water Agency Applications Analyst.

New Class Concepts

Water Agency Network Analyst and Water Agency Senior Network Analyst - Under direction or general direction, performs highly complex duties in support of the Agency's technology systems; areas of responsibility may include, but are not limited to, operating systems, networking, communications, and security; assumes responsibility for system operational reliability and availability; and serves as a resource to lower level staff which requires a high level of expert advice and options or direction. Based on this new concept, the job descriptions require comprehensive revisions.

Water Agency Applications Analyst classification series - Under direction or general direction, performs a diverse range of analytical duties in the development, enhancement, modification, and maintenance of the Agency's applications; areas of responsibility may include the design, installation, testing, calibration, maintenance, and repair of electrical, instrumentation, electronic and SCADA systems, control applications, and web-based applications; and designs, codes, and tests software applications.

If the recommended Information Systems classifications are adopted, the Agency should abolish the Programmer Analyst classification series and the Senior Network Analyst classification. Consistent with the data collected, the information systems duties and responsibilities within the Computer Instrumentation/Application Support Division are captured in the following classifications:

- Department Information Systems Specialist I/II
- Water Agency Network Analyst and Water Agency Senior Network Analyst



- Water Agency Applications Analyst and Water Agency Senior Applications Analyst

Maintenance Equipment Specialist

The Water Agency has one position allocated to the Maintenance Equipment Specialist classification, encumbered by Brain Knapp. Based on the PDQ and interview, Mr. Knapp's primary duties (80% of time) are ordering, receiving, stocking, issuing, and inventorying items for the central supply warehouse and supplies submitted via a requisition from staff; and managing, ordering, receiving, and stocking communication devices from Verizon Wireless. After review of the Maintenance Equipment Specialist job description, K&A concludes that these duties are consistent with the Maintenance Equipment Specialist job description.

Based on the PDQ, interview, and comparison of the job description, Mr. Knapp is performing duties and responsibilities consistent with the Maintenance Equipment Specialist classification.

Office Assistant Series

Office Assistant II

The Water Agency has four positions allocated to the Office Assistant II classification, encumbered by Lynn Anderson, Laurie Findley, MaryAnne Mushallo, and Rosario Williams.

- Ms. Mushallo did not participate in the classification study; therefore, a recommendation is pending receipt of a PDQ or discussion with her manager.

Lynn Anderson

Based on the PDQ (which only reflects 63% of time) and the interview, Ms. Anderson's primary duties are to inventory files for Central Files and Right of Way to ensure they are accurate and in the correct place; receive incoming mail, date stamp, and route; monitor the Records inbox, she ensures the documents are records, determines where they should be filed, attaches a file name, and puts the documents in a bin for scanning; create new files within the Central Files database; process boxes for offsite storage, etc. Ms. Anderson is performing a combination of general/specialized clerical duties that includes form processing, record maintenance, personal computer operation and typing, mail handling, and data entry and organization, which is consistent with the Office Assistant II job description.

Based on the PDQ and interview, Ms. Anderson is performing duties and responsibilities consistent with the Office Assistant II classification.

Lucy Findley

Based on the PDQ, Ms. Findley's primary duties (100% of time) include processing, editing, and mailing incoming and outgoing mail; doing the courier mail run to other County offices; copying and assembling budget binders; and covering the front reception desk, which includes answering phones, greeting members of the public, etc. Ms. Findley is performing a combination of general/specialized clerical duties that include form processing, reception, personal computer operation and typing, mail handling, and data entry and organization, which is consistent with the Office Assistant II job description.

Based on the PDQ and interview, Ms. Findley is performing duties and responsibilities consistent with the Office Assistant II classification.

Rosario Williams



Ms. Williams is currently classified as an Office Assistant II; however, her duties and responsibilities are not consistent with the job description, nor other positions currently allocated to the Office Assistant II classification. Based on the PDQ, Ms. Williams's duties include:

- Approximately 15% of time formatting, processing, and proofing the Water Agency's Board of Directors agenda items within tight internal deadlines.
- Approximately 10% of time processing mandated letters, regulatory permits, and technical documents; many of which have statutory requirements and are time sensitive, which requires consistent communication with staff.
- Approximately 30% of time assisting the Engineering and Resource Planning section with the finalizing and formatting of various time sensitive reports; recreating water supply agreements, watershed water rights applications, and petitions; and updating quarterly report meeting packets. This duty requires constant communication with staff regarding the content of the various document to ensure critical deadlines are met.
- Approximately 10% of time assisting the Water Agency's Technical Writing Section by processing, formatting, and distributing electronic requests for qualifications packets.
- Approximately 35% of the remaining time performing a variety of administration duties in support of different sections within the Water Agency. In addition, Ms. Williams provides bilingual (Spanish/English) services for the Water Agency.

Ms. Williams is performing the full scope of clerical duties, which includes both routine and the more complex/specialized clerical duties involved in the processing, proofing, drafting, and updating of a variety of documents or reports in support of different sections/divisions within the Water Agency, many of which have regulatory and/or time sensitive requirements. The broad range of administrative and office support duties create considerable complexity and require general knowledge of different sections as well as considerable judgment regarding content, style, and requirements of produced documents and reprioritization. Based on the data, Ms. Williams is performing a broad range of clerical duties that vary in the scope, variety of duties assigned, and consequence of error.

Per the County's job descriptions, the distinction between the Office Assistant II and Senior Office Assistant classifications is the assignment of lead worker duties and/or the performance of advanced journey level duties, which are described as the highest level of clerical tasks given the complex nature, high consequence of error, and/or the requirement of a higher level of independence in the performance of said tasks. While Ms. Williams is not currently functioning as a lead worker, the position is assigned complex administrative and clerical duties from multiple sections/divisions within the Water Agency that are time sensitive and require interaction with various stakeholders at different levels within the Water Agency (project manager, technical staff, etc.) as well as the public.

K&A recommends this position be reclassified to Senior Office Assistant.

Senior Office Assistant

The Water Agency has two positions allocated to the Senior Office Assistant classification, encumbered by Nicole Williams and Paul Alexander. Neither position is performing lead duties over lower level staff; however, both positions are assigned specialized complex clerical duties that require a specialized knowledge, attention to detail, and have significant consequence of error.



Based on the PDQs and interviews, Ms. Williams and Mr. Alexander are performing duties and responsibilities consistent with the Senior Office Assistant.

Payroll Clerk

The Water Agency has one position allocated to the Payroll Clerk classification, encumbered by Ms. Debra Dowdell. Ms. Dowdell's primary duties (approximately 80% of time) are related to the payroll function; however, she occasionally deals with non-payroll tasks such as providing training on how to complete medical forms, tracking employee hours for certification renewal, answering questions from supervisors regarding minor employee relations issues, and she is a part of the Human Resources rotation at the Maintenance Center in which she handles various questions from staff. Despite the varying duties assigned that are not necessarily payroll related, Ms. Dowdell's primary duties and responsibilities are consistent with the Payroll Clerk job description.

Based on the PDQ and interview, Ms. Dowdell is performing duties and responsibilities consistent with the Payroll Clerk.

Project Specialist

Gretchen Martinez and Lori Soto

Currently Ms. Martinez (Assistant Project Specialist) and Ms. Soto (Water Agency Technical Writing Specialist) are in two different classifications but perform the same duties and responsibilities at the same level. Their predominant duties include programming, planning, designing, and managing construction projects for the Water Agency, which includes independently preparing construction bids, receiving and reviewing bids once they are open (the purpose of the review is to find the lowest and most responsive bidder); issuing notices of intent to award; negotiating contracts, drafting contract language, and routing for signatures; handling all contract administration to ensure compliance with contract terms, payment terms, deliverables, submittal logs, and change orders; and handling the contract closeout and the warranty period. In addition to these duties, both have special projects/assignments that they also work on. For example, Ms. Martinez is responsible for updating the website to reflect current and past projects, walk thru schedules, and bid results; and Ms. Soto handles bonding and insurances.

Ms. Soto's classification, the Assistant Project Specialist classification, is not consistent with her duties and responsibilities. The sole purpose of the Assistant Project Specialist classification is to assist with construction project planning and management. However, Ms. Soto's position independently performs the full scope of planning, designing, and managing of construction projects that vary in complexity. Consistent with the data collected and the interview with Dennis Daly, Water Agency Principal Engineer, the scope and complexity (the position is involved in the lifecycle of a project, which includes monitoring and compliance with contract specifications, codes, etc.), level of decision making (the incumbent decides how to administer projects consistent with the regulations and procedures), and supervision received (while the incumbent communicates with her supervisor daily to provide project updates, she works independently within the scope of her assignments and only confers with the manager as needed) is consistent with the Project Specialist classification.

Ms. Martinez's position, the Technical Writing Specialist classification, references some duties that have some slight similarities to Ms. Soto's duties and responsibilities. For example, preparing contracts, construction specifications, and bid advertisements. Basically, the Technical Writing Specialist is responsible for preparing technical reports and documents in support of construction projects. Ms.



Martinez certainly performs some of the duties; however, the overall purpose and intent of her duties and responsibilities exceed that of Technical Writing Specialist.

As noted, Ms. Martinez’s duties include the full lifecycle of construction project management, the most significant and difference being the contract administration. Consistent with the data collected and the interview with Mr. Daly, the scope and complexity (the position is involved in the life cycle of a project, which includes monitoring and compliance with contract specifications, codes, etc.), level of decision making (the incumbent decides how to administer projects consistent with the regulations and procedures) and supervision received (while the incumbent communicates with her supervisor daily to provide project updates, she works independently within the scope of her assignments and only confers with the manager as needed) is consistent with the Project Specialist classification.

K&A also reviewed the Senior Project Specialist job description to compare the duties performed by both incumbents. Based on the Senior Project Specialist job description, this level is defined as a supervisor over project specialist staff which may provide expert assistance and liaison services to other County departments or divisions who are responsible for other projects; may be responsible for a focused category of project management activity such as long-range facility planning and studies; and may be responsible for a work unit in the Architecture Division. Based on the job description, neither incumbent is performing duties consistent with the Senior Project Specialist level.

K&A recommends reclassifying both positions to the Project Specialist classification.

Survey/Right of Way Agent Series

The right of way staff and survey staff (who are classified as Engineering Technicians) report to the Water Agency Land Surveyor. Although the Engineering Technicians are performing sub-professional surveying duties, K&A recommends maintaining use of the broad Engineering Technician classification series as noted on page 6 K&A understands that some of the Engineering Technicians are in the process of obtaining a professional land surveyor license. As staff obtain a professional license and, more importantly, the Agency has professional land surveyor duties and responsibilities, the Agency should refer to the County’s Licensed Land Surveyor for consideration.

Supervising Survey/Right of Way Agent

The position review is pending and the report will be updated to reflect a recommendation prior to completion of the study.

Survey/Right of Way Agent

The Water Agency has one position allocated to the Right of Way Agent classification series, encumbered by Sharina Arevalos, Right of Way Agent I. Ms. Arevalos has been in her current classification less than one year. Based on the PDQ and interview, Ms. Arevalos negotiates the acquisitions of land rights for fee title, easements, leases, licenses, and other interests required for development.

Based on the PDQ and interview, Ms. Arevalos is performing duties and responsibilities consistent with the Right of Way Agent I.

Water Agency Maintenance Worker Series

Within the Maintenance Division, there are two (2) Water Agency Coordinators (Coordinators) that provide direct supervision to the maintenance worker staff. The Coordinator positions work primarily in



the office and go out in the field as needed. The Coordinators are not SEIU represented, so reference to the positions is only noted to provide background regarding the supervisory role.

During the interviews with the maintenance worker staff, it was communicated several times that the majority of staff are assigned to flood control or sanitation. Per staff, assignments between flood control and sanitation were previously rotated. However, staff no longer rotate and they are not clear as to why. K&A reviewed the job descriptions at each level and they are silent regarding rotations. In addition, based on the PDQ and interviews with staff from flood control and sanitation, the work is comparable, so the lack of rotation does not create any classification issues. Also, some of the staff interviewed prefer not to rotate because they like their assignment area.

- **Lead Maintenance Worker** – This is the lead level within the series. The primary difference between the lead and III levels is the responsibility to provide training and lead oversight to a crew. Based on the spreadsheet provided by the County, the Water Agency has four (4) positions allocated to the lead level, and K&A received PDQs from all four incumbents. Based on the organization chart, two (2) of the leads are assigned to each of the Coordinator positions. The leads are primarily in the field traveling between different work sites (they usually have multiple projects at one time) providing technical and functional direction to lower level staff on an ongoing and day-to-day basis, in addition to the performance of the advanced journey duties consistent with the III level. The incumbents indicated that they occasionally deal with duties that are of a supervisory nature since the Coordinators are primarily located in the office versus being in the field. However, the incumbents were unable to provide detail regarding the specific supervisory duties and percentages of time spent on such.

Based on the PDQs and interviews, the incumbents are performing duties consistent with the Water Agency Lead Maintenance Worker classification.

- **Maintenance Work III** - The III level is defined as the advanced journey level that performs semi-skilled and skilled work operating heavy equipment in the maintenance and construction of Water Agency facilities, which includes operating a variety of semi-skilled light and heavy manual tasks in Water Agency construction and maintenance. The primary difference between the II and III levels is the requirement of a California Class A license, which is necessary in operating heavy equipment. When staff are not operating heavy equipment, the duties are similar to the II level. Incumbents also mentioned that they often function as a lead at job site; given the number of lead positions versus III positions, leads are not at every job site. The incumbents were not able to provide a percentage of time in which they perform lead duties in the absence of the Lead Maintenance Worker. Upon review of the job description, one of the typical duties is, “incumbents may assume the Water Agency Lead Maintenance Worker’s responsibilities during absence.” Given the order of this duty, K&A assumes this statement is listed as an ancillary duty in which incumbents should not be spending a predominate amount of time functioning in a lead capacity. Based on the spreadsheet provided by the County, the Water Agency has eight (8) positions allocated to the III level, and K&A received PDQs from seven (7) incumbents.

Based on the PDQs and interviews, the incumbents are performing duties consistent with the Water Agency Maintenance Worker III classification.

- **Maintenance Worker II** - The II level is defined as the journey level that performs a variety of semi-skilled water and wastewater treatment maintenance and construction of Water Agency facilities, which includes operating a variety of motorized light and heavy equipment and tools. Based on



the spreadsheet provided by the County, the Water Agency has nine (9) positions allocated to the II level, and K&A received PDQs from all nine incumbents.

Based on the PDQs and interviews the incumbents, all but two incumbents (a detailed write up concerning Darryl Thomas and Ron Guillory follows) are performing duties consistent with the Water Agency Maintenance Worker II classification.

- Maintenance Worker I - The I level is defined as the entry level that performs routine semi-skilled water and wastewater treatment maintenance and construction of Water Agency facilities. Based on the spreadsheet provided by the County, the Water Agency has eleven (11) positions allocated to the I level; however, K&A did not receive PDQs for any of the incumbents.

Darryl Thomas and Ron Guillory are currently classified as Water Agency Maintenance Worker II's. They both completed PDQs, and Mr. Guillory requested and received an interview. At the time of data collection, neither incumbent was performing duties consistent with the Water Agency Maintenance Worker II job description. Instead, the two incumbents were assigned to perform building maintenance duties, such as maintaining office buildings and grounds - office moves and lighting; HVAC - changing filters monthly, and shutting down and cleaning the ventilation systems; plumbing and irrigation; fabrication of agency projects; checking fire extinguishers; assisting with electrical duties; and occasionally installing carpet, laying tile, and performing locksmith duties. The PDQs submitted contained minimal details regarding the scope, complexity, and percentage of time spent on unskilled and semi-skilled versus skilled building maintenance duties performed. However, the Water Agency Maintenance Worker classification series is not an appropriate classification given the difference in level and complexity of duties and responsibilities assigned.

The County has two building classifications:

- Building Maintenance Worker - Performs a wide variety of unskilled and semi-skilled work in the installation, repair, maintenance, remodel, and new construction of buildings, furnishings, and equipment.
- Building Mechanic I - Performs a variety of skilled and semi-skilled work in the installation, operation, maintenance, remodel, construction, painting, and repair of buildings and equipment.

It appears that the primary difference between the two building specific classifications is the performance of unskilled and semi-skilled versus semi-skilled and skilled duties. Based on the data collected, the duties and responsibilities are consistent with the County's classification of Building Maintenance Worker.

Despite the analysis above, K&A did not recommend a classification change for Darryl Thomas and Ron Guillory. While composing this report, K&A was advised that the Water Agency implemented some changes, which are noted below:

- Ron Guillory has been rotated out to the field and is performing duties consistent with the Water Agency Maintenance Worker II classification.
- Darryl Thomas is still performing duties as noted within his PDQ; however, the Water Agency has implemented a new practice which will require the Maintenance Worker II's to rotate every six-months between the field (performing sanitation and flood control duties) and the office (performing building maintenance duties).



This change in practice will provide the Water Agency flexibility to rotate staff between flood control, sanitation, and building maintenance. Given the six-month rotation, K&A recommends the continued use of the Water Agency Maintenance Worker classification. However, if the rotation is discontinued, the position performing building maintenance duties should be reclassified to a Building Maintenance Worker.

Water Agency Technical Writing Specialist- Grants

Per County HR, most departments use the Department Analyst classification for grant related duties. Therefore, K&A conducted comparator interviews with three County departments (identified by HR) to understand the scale and scope of grant related duties within other County departments. The finding is that the grant related work performed in the Water Agency is unique and more complex as compared to the three comparator departments.

Within the Water Agency, the positions encumbered by Mollie Asay and Sheryl Barbic, both Water Agency Technical Writing Specialists, include the full scope of the grant process, which includes solicitation, grant writing, grant administration during the life of the grant (contract amendments, quarterly reports, funding analysis, and coordination with various stakeholders to resolve issues), and grant close out (extensive audits with the grantor). In addition, the grants handled by the Water Agency consist of small, medium, and large construction projects (that are multi-million dollar projects) as well as scientific studies. Other duties assigned to both incumbents include overseeing grants in which the Water Agency is not the lead agency; in such cases, the staff still handles the grant administration and function as the scientific technical administrator, which requires a lot of coordination and interaction with various stakeholders to ensure the technical aspects are completed. The incumbents are also responsible for labor compliance and local hazardous mitigation plans related to grant projects.

In comparison, the departments that K&A interviewed indicated the following:

- Grants are generally annual grants in which the application process is consistent and doesn't require much variation to the applications, with the exception of updating budget numbers.
- Grants are usually standard from year to year via the state or federal government, so no solution is required. In such cases, the application process is similar to a "fill-in the blank" situation. When a write up is required, it is usually to describe what to do with the money.
- Staff are expected to see the document through to Board approval.
- Grant administration generally includes handling the quarterly claims, which includes preparing documents for reimbursement and making budgetary adjustments.
- Grant maximums are usually around 250 to 550 thousand dollars. However, the average grants have a much smaller dollar amount.

Given the elements of the Water Agency's positions, such as the variety and scope of work, consequence of error, complexity and decision making, and the level of independence as noted, the duties and responsibilities performed by Ms. Asay and Ms. Barbic exceed that of the Department Analyst classification series. Therefore, K&A recommends the County consider the following:

Given the elements of the Water Agency's positions, such as the variety and scope of work consequence of error, complexity and decision-making, and the level of independence, the duties and responsibilities performed by Ms. Asay and Ms. Barbic exceed that of the Department Analyst classification.



In keeping with the County’s practice of using broad classifications, K&A researched how the grant-writing function is structured, and found that within many counties and special districts, it is often captured in a broad classification. K&A evaluated the Technical Writing Specialist class and found that while it has the appropriate scope, the job description does not reflect the grant-related work that Ms. Asay and Ms. Barbic perform. Therefore, K&A recommends revising the job description to capture the duties and responsibilities; knowledge and abilities; and requirements of grant-related assignments.

The Technical Writing Specialist job description is being updated as part of a separate study conducted by the Human Resources Department, and those edits include re-titling the class to reflect that it is a Water Agency specific class. K&A has shared recommendations for further edits to the job description to ensure that the grant-related functions are appropriately described. However, since “Technical Writing Specialist” is not descriptive in terms of the grant function, consideration should be given to using a working title for recruitment purposes to ensure candidates understand they are applying for a grant-related position. Human Resources will expand the ongoing study to include the grant-related edits to the Technical Writing Specialist specification.

K&A recommends the positions continue to be classified as Water Agency Technical Writing Specialists; assuming revisions to the job descriptions are adopted.

Vegetation Control Advisor

The Water Agency has one position allocated to the Vegetation Control Advisor classification, encumbered by Ms. Catherine Canelis. Based on the PDQ and interview, Ms. Canelis’s primary duties (85% of time) are preparing specifications and designs for revegetation projects and overseeing the monitoring of mitigation measures; investigating and making recommendation related to hazards posed by trees; planning, organizing, coordinating, and administering the Water Agency’s herbicide application and vegetation management program; and planning, supervising, and coordinating the general landscape maintenance needs for the Water Agency facilities grounds and right-of-way.

Based on the PDQ and interview, Ms. Canelis is performing duties and responsibilities consistent with the Vegetation Control Advisor.

In closing, we want to thank staff for their cooperation and participation in study activities to ensure a successful study. Once the County has had an opportunity to review this report, we can arrange to discuss any comments, concerns, or issues within the report. In the meantime, should you require any clarification on the content of this report, please do not hesitate to contact me by email at tusher@koffassociates.com or by phone at 510-695-2121. After the County provides input and acceptance of the report, K&A will develop the job descriptions for the new classes and revise current job descriptions accordingly.

Respectfully submitted by,
Koff & Associates

Tameka Usher
Senior Project Manager



APPENDIX I RECCOMENDED POSITION ALLOCATIONS

Sonoma County Water Agency- SEIU Classifications
Allocation Recommendations

Incumbent	Current Classification	Proposed Classification	Action
Elizabeth Kline	Account Clerk II	Account Clerk II	No change
Kyrsten Johnston	Account Clerk II	Account Clerk II	No change
Michelle Rebli	Account Clerk II	Account Clerk II	No change
Justin Adalio	Accountant II	Accountant III	Reclassification to Existing Class
Susan Bookmyer	Accounting Technician	Accounting Technician	No change
Frederick (Fritz) Moore	Department Information Systems Specialist II	Department Information Systems Specialist II	No change
Robert Floyd	Department Information Systems Specialist II	Department Information Systems Specialist II	No change
TiLiAnne Tanner	Engineering Technician III	Department Information Systems Specialist II	Reclassification to Existing Class
Ronald Brown	Programmer Analyst	Department Information Systems Specialist II	Reclassification to Existing Class
Brian Knapp	Maintenance Equipment Specialist	Maintenance Equipment Specialist	No Change
MaryAnne Mushallo	Office Assistant II	To Be Determined	Pending
Lynn Anderson	Office Assistant II	Office Assistant II	No Change
Lucy Findley	Office Assistant II	Office Assistant II	No Change
Debra Dowdell	Payroll Clerk	Payroll Clerk	No Change
Gretchen Martinez	Assistant Project Specialist	Project Specialist	Reclassification to Existing Class
Lori Soto	Water Agency Technical Writing Specialist – Projects	Project Specialist	Reclassification to Existing Class
Sharina Arevalos	Right of Way Agent I	Right of Way Agent I	No Change
Jeff Mrowka	Senior Account Clerk	Senior Account Clerk	No Change
Peggy Drake	Senior Account Clerk	Senior Account Clerk	No Change
Nicole Williams	Senior Office Assistant	Senior Office Assistant	No Change
Paul Alexander	Senior Office Assistant	Senior Office Assistant	No Change
Rosario Williams	Office Assistant II	Senior Office Assistant	Reclassification to Existing Class
Catherine Canelis	Vegetation Control Advisor	Vegetation Control Advisor	No Change
Christian Buettner	Water Agency Sr. Network Analyst	Water Agency Applications Analyst	Reclassification to New Class
Randy Anderson	Water Agency Sr. Network Analyst	Water Agency Applications Analyst	Reclassification to New Class

Sonoma County Water Agency- SEIU Classifications
Allocation Recommendations

Incumbent	Current Classification	Proposed Classification	Action
Jarod Smith	Engineering Technician II	Water Agency Engineering Technician II	Reclassification to New Class
Brian Aikin	Engineering Technician III	Water Agency Engineering Technician III	Reclassification to New Class
Chase Takajo	Engineering Technician III	Water Agency Engineering Technician III	Reclassification to New Class
Eric Mogel	Engineering Technician III	Water Agency Engineering Technician III	Reclassification to New Class
James Smith	Engineering Technician III	Water Agency Engineering Technician III	Reclassification to New Class
James Griggs	Engineering Technician III	Water Agency Engineering Technician III	Reclassification to New Class
Michael Beggs	Engineering Technician III	Water Agency Engineering Technician III	Reclassification to New Class
Sonja Perry	Engineering Technician III	Water Agency Engineering Technician III	Reclassification to New Class
William Christofferson	Engineering Technician III	Water Agency Engineering Technician III	Reclassification to New Class
Tim Gahagan	Department Information Systems Specialist II	Water Agency Geographic Information Systems Analyst	Reclassification to New Class
Heather Kelley	Senior GIS Technician	Water Agency Geographic Information Systems Analyst	Reclassification to New Class
Kristia Furukawa	GIS Technician	Water Agency Geographic Information Systems Technician II	Reclassification to New Class
Gary Tourady	Water Agency Lead Maintenance Worker	Water Agency Lead Maintenance Worker	No Change
Jeff Andress	Water Agency Lead Maintenance Worker	Water Agency Lead Maintenance Worker	No Change
Kevin Trenam	Water Agency Lead Maintenance Worker	Water Agency Lead Maintenance Worker	No Change
Troy Winton	Water Agency Lead Maintenance Worker	Water Agency Lead Maintenance Worker	No Change

Sonoma County Water Agency- SEIU Classifications
Allocation Recommendations

Incumbent	Current Classification	Proposed Classification	Action
Darryl Thomas	Water Agency Maintenance Worker II	Water Agency Maintenance Worker II	No Change
Gustavo Contreras	Water Agency Maintenance Worker II	Water Agency Maintenance Worker II	No Change
Juan Gonzalez	Water Agency Maintenance Worker II	Water Agency Maintenance Worker II	No Change
Michael Vierra	Water Agency Maintenance Worker II	Water Agency Maintenance Worker II	No Change
Nicholas Carll	Water Agency Maintenance Worker II	Water Agency Maintenance Worker II	No Change
Ron Guillory	Water Agency Maintenance Worker II	Water Agency Maintenance Worker II	No Change
Sterling Guillory	Water Agency Maintenance Worker II	Water Agency Maintenance Worker II	No Change
Taylor Hopkins	Water Agency Maintenance Worker II	Water Agency Maintenance Worker II	No Change
Timothy Duke	Water Agency Maintenance Worker II	Water Agency Maintenance Worker II	No Change
Chris Harding	Water Agency Maintenance Worker III	Water Agency Maintenance Worker III	No Change
Daniel Colvin	Water Agency Maintenance Worker III	Water Agency Maintenance Worker III	No Change
George McCrea	Water Agency Maintenance Worker III	Water Agency Maintenance Worker III	No Change
Jared Morrow	Water Agency Maintenance Worker III	Water Agency Maintenance Worker III	No Change
Michael Romeo	Water Agency Maintenance Worker III	Water Agency Maintenance Worker III	No Change
Michael Wieling	Water Agency Maintenance Worker III	Water Agency Maintenance Worker III	No Change
Peter Crowley	Water Agency Maintenance Worker III	Water Agency Maintenance Worker III	No Change
Kevin Campbell	Supervising Right of Way Agent	To Be Determined	Pending

Sonoma County Water Agency- SEIU Classifications
Allocation Recommendations

Incumbent	Current Classification	Proposed Classification	Action
Mark Maithonis	Senior Programmer Analyst	Water Agency Senior Applications Analyst	Reclassification to New Class
Mollie Asay	Water Agency Technical Writing Specialist - Grants	Water Agency Technical Writing Specialist	No Change/Class Spec Update
Sheryl Barbic	Water Agency Technical Writing Specialist - Grants	Water Agency Technical Writing Specialist	No Change/Class Spec Update

To: Maggie Miller, Principal Classification Analyst
County of Sonoma

From: Debbie Owen, Senior Project Manager, Koff & Associates

Subject: Sonoma County Water Agency
Final Classification Recommendation for Kristina Furukawa, GIS Technician II

Date: September 18, 2017

STUDY RECOMMENDATION

Koff & Associates (K&A) recommends that the position encumbered by Ms. Furukawa be classified as a Water Agency GIS Analyst.

STUDY BACKGROUND

K&A was retained by the Sonoma County Water Agency (“Agency”), a department within the County of Sonoma, (“County”) to conduct a classification review of multiple positions, one of which was the position to which Ms. Furukawa is assigned. The preliminary recommendation in the K&A final report dated July 31, 2017 was that Ms. Furukawa was properly allocated to the GIS Technician II classification, and no change was required.

Ms. Furukawa submitted documentation formally appealing the recommendation. Given that two other positions (Ms. Heather Kelly – Senior GIS Technician) and Mr. Tim Gagahan (Departmental IT Specialist II) were both re-classified into the GIS Analyst classification, K&A determined it would be necessary to conduct further meetings and interviews prior to making a final determination of the classification to which Ms. Furukawa’s position should be assigned.

APPEAL PROCESS TASKS

The response to Ms. Furukawa’s appeal request included, the conduct, or thorough review, of:

- Ms. Furukawa’s PDQ;
- Ms. Furukawa’s appeal documentation;
- GIS Technician II classification specification;
- Comparator interviews with other positions assigned to the GIS Analyst classification;
- Supervisor interview.

The following section provides narrative on each process task, with findings where applicable.

Position Description Questionnaire (PDQ) Review

The duties and responsibilities assigned to the position as detailed in the PDQ (which was completed by the incumbent and approved by her manager) are presented below with approximate percentages of time spent on each task. In some cases, narrative for the task has been summarized.

- Task 1 – Differentially correct/post process GPS data and integrate it with GIS, ArcGIS online and work as part of a team to utilize this data in the building/development/testing of our custom JavaScript based (CMV) web maps and field data collection applications – 30% of time
 - *Clarifying information from employee interview process* – Each of the three positions in GIS are responsible for supporting specific functions (disciplines) in the Agency as follows:
 - Ms. Kelly – Water transmission and stream maintenance
 - Mr. Gagahan – Sanitation
 - Ms. Furukawa – Recycled water

The Agency utilizes a back-end enterprise SQL server for GIS spatial and attributes tables, stored procedures and views; they also have about a dozen servers which are used for specific purposes such as production and testing; each staff member is responsible for developing and managing the databases and applications for their specific discipline. Ms. Furukawa is responsible for developing and administering multiple back end enterprise SQL server databases (spatial geometry and attribute data) involving the design of databases, modelling relationships between tables, designing table schemas, writing custom SQL/Spatial SQL queries and normalizing incoming data from multiple sources. After database and table creation, multiple tasks are conducted to produce Configurable Map Viewer (CMV) web maps; other types of applications are also developed for use by the operations and maintenance group.

- Task 2 – Survey water/wastewater infrastructure using a mapping grade GPS to identify and GPS map various water/wastewater utilities (e.g. valves, hydrants, meters, etc.) – 10% of time.
 - *Clarifying information from employee interview process* – The recycled water GIS function did not have complete data on assets when Ms. Furukawa joined the Agency; the initial field data collection and mapping process took approximately six months and while it is an ongoing process, she now estimates field work is about 5% of her time; characteristics and attributes of the pipelines, meters, valves and other features can be viewed on the CMV map, or through a dashboard developed for maintenance and operations management and staff; the dashboard is used to identify and assess short term and long term preventive maintenance needs.
- Task 3 – Create a variety of cartographic and multi-media products (i.e. paper maps, web maps, online story maps) related Agency infrastructure – 15% of time
 - *Clarifying information from employee interview process* – There are a variety of options for output of GIS data both paper and web based depending on the Agency's needs.
- Task 4 – Build and maintain the Agency Facility Guide website (desk and mobile versions) – 10% of time

- *Clarifying information from employee interview process* – This project was undertaken to consolidate 34 separate webpages and several hundred PDF documents into a single site ensuring that the layout, positioning, graphics and navigation worked properly in different browsers, operations systems and devices. In essence, this is a dashboard used by maintenance and operations staff to determine, for example, how much work has been done in a particular area, how much vegetation was cleared and/or how much silt and sediment has been removed; this was the first of other projects which involve developing web applications.
- Task 5 –Training on GPS mapping equipment and use of various applications – 10% of time
 - No additional clarification was needed.
- Task 6 –Enter/retrieve data from the GIS system and utilize legacy record drawings/as built drawings to digitize and infill attribute data to create multiple spatial datasets within an enterprise geodatabase environment, primarily for Operations and Maintenance and Stream Maintenance programs – 10% of time
 - *Clarifying information from employee interview process* – When Ms. Furukawa joined the Agency, they were working on importing data from streams to place into GIS as it relates to the use of, for example, concrete or rip-rap along stream reaches; the data now visually identifies what type of physical abatement/construction structures or formations exist, so operations and maintenance staff can identify whether the structure or formation was engineered or natural, what type of permit is needed to conduct work at the site, and what type of clearing is needed.
- Task 7 – Create and manage photographic documentation of Agency utilities; link photos and record drawings to GIS and QA/QC attribute information (e.g. water meter attribute and billing information) – 5% of time
 - No additional clarification was needed.
- Task 8 –Assist with map and GIS related enquiries – generally from consultants working with the Agency - 5% of time
 - No additional clarification was needed.
- Task 9 –Training on GPS mapping equipment and use of various applications – research new and emerging technologies; train self on use of new tools and technology – 5% of time.
 - No additional clarification was needed.

Ms. Furukawa stated that she does not see her work as technical in nature and that it falls outside the scope of the GIS Technician II classification; an example is the programming, database and applications development work she performs – these tasks are not contained in the GIS Technician II classification specification. In addition to the work documented in the PDQ, over the last year, she has received administrative rights to install software and initiate applications on the Agency's services. Finally, she considers that the minimum qualifications for the work performed is more



reflective of a four-year degree in geography or computer science, a higher level than the requirement of an associate degree in the GIS Technician II classification.

GIS Technician II Classification Specification Review

The Definition for the GIS Technician II states that it is a full working level classification which *“prepares, revises and maintains a variety of maps and mapping related records, documents and reports; creates, revises, manipulates and maintains spatial database records used with computer based geographic information systems; produces visual aids and graphics for presentation; provides spatial analysis; explains and interprets maps as requested by County departments and the general public.” In addition, “incumbents are expected to perform advanced computer map design, spatial data management and spatial analysis using a variety of computer programs to complete various assignments.”*

A review of the duties and responsibilities assigned to the classification indicate that the predominant purpose of the work is the development and maintenance of maps and records within the GIS system; for some tasks, it appears that the incumbents are end users with GIS mapping responsibilities within their departments. The classification specification does not reference the management of system databases nor the development of web based applications and dashboard to enhance business operations. The minimum qualifications for this classification are an associate degree equivalency and two years of experience.

Comparator Interviews

Brief interviews were conducted with the two staff members who were reclassified to the Water Agency GIS Analyst classification and a summary of findings from the PDQ and interview for each is presented below:

- Heather Kelly (currently classified as a Senior GIS Technician) - Ms. Kelly is responsible for providing database management and web applications support to the water transmission and stream maintenance programs. While a review of the PDQ indicates a large percentage of time spent developing paper and digital maps (40%), some context is needed with respect to the purpose and ultimate use of these maps through the various projects she undertakes or programs she supports – these maps are used for grant applications, environmental permit compliance, project reports and public notifications. Many of the tasks are similar to those within Ms. Furukawa’s PDQ, with the exception that Ms. Kelly reported 10% of time spent on project management, 10% of time spent on professional committees and conferences, and less time (5%) on field assessment work. An example of a project managed by Ms. Kelly would be the local hazard mitigation project for water transmission lines wherein the goal of the project is to identify, determine and map Agency assets’ proximity to earthquake faults and flood zones.
- Tim Gahagan (currently classified as a Department Information Systems Specialist II) – Mr. Gahagan is responsible for providing database management and web applications support to the sanitation programs; many of the tasks and products reported by him are consistent with those supported by Ms. Furukawa in the Recycled Water group. Mr.

Gahagan does have additional responsibilities with respect to network administration and associated hardware and software support.

Supervisor Interview

An interview was conducted with Mr. Courtney Ellerbusch, CAD/GIS Coordinator, to obtain his perspective on the three positions within the GIS group. Relevant findings from this discussion were:

- He stated that all three positions have been assigned to a specific discipline (functional area) within the Agency which has a broad scope of work;
- While they are assigned to specific disciplines, each staff member could be called upon to support another discipline; while there would be a learning curve operationally, the technology skills needed to work in all areas are transferable. In fact, Ms. Furukawa was initially assigned to the stream maintenance program for the project described in Task 6 above.
- When asked whether one specific discipline is more complex than another, Mr. Ellerbusch stated that complexity is not discipline-specific in that the analyses, data gathering and web application development tasks are similar.
- Ms. Furukawa has the capability to manage devices and understand survey technology satellite post processing, and that was one of the projects assigned to her in the first year. She has undertaken the development of customized web applications, which requires a high degree of competence in multiple programming languages, and has built custom web tools to query databases with the result that management can now access a high-level overview of their systems.
- If he were to hire for the position currently encumbered by Ms. Furukawa, he would not hire at the Technician level and would lose about 50% of the capability which Ms. Furukawa brings to the position; he considers she is working outside the scope of her current classification.
- Both Ms. Kelly and Mr. Gagahan have been in the group for about 10 years, so their experience is greater than Ms. Furukawa's, who has only been with the group for 3 years (PDQ written in 2016 states 19 months total, 7 in current position), some of which was on a part time basis.
- If there was a different classification between the GIS Technician II and the GIS Analyst, that might also be a consideration.

STUDY FINDINGS/RECOMMENDATION

Koff & Associates (K&A) recommends that the position encumbered by Ms. Furukawa be assigned to the new classification of Water Agency GIS Analyst.

While we recognize that Ms. Kelly and Mr. Gagahan have more experience in the group, and therefore more exposure to multiple facets of the Agency's operations, based on the feedback from Mr. Ellerbusch,



the work in all three disciplines is comparable, and no discipline has a higher level of work complexity than another. For those reasons, we do not consider it is necessary to introduce a new classification between the GIS Technician II and the Water Agency GIS Analyst. Experience differences among staff in the same classification are more properly addressed through placement at an appropriate step in the range, rather than creation of a new classification.

SUMMARY

This memorandum presents the process, methodologies and findings in response Ms. Furukawa's documentation requesting a review of the K&A recommendation for her position. If necessary, we can arrange to discuss any comments, concerns or issues arising from the content of this memorandum; I may be contacted at dowen@koffassociates.com.

Respectfully Submitted by:
Koff & Associates

Debbie Owen
Senior Project Manager

To: Maggie Miller, Principal Classification Analyst
County of Sonoma

From: Debbie Owen, Senior Project Manager, Koff & Associates

Subject: Sonoma County Water Agency
Final Classification Recommendations for:
Mr. Christian Buettner, Water Agency Senior Network Analyst
Mr. Randal Anderson, Water Agency Senior Network Analyst
Mr. Mark Maithonis, Senior Programmer Analyst

Date: September 25, 2017

STUDY RECOMMENDATION

Koff & Associates (K&A) recommends new classification of SCADA Technology Analyst and that the three employees identified above be placed in that new classification.

STUDY BACKGROUND

K&A was retained by the Sonoma County Water Agency("Agency"), a department within the County of Sonoma, ("County") to conduct a classification review of multiple positions; the recommendations from the study report dated July 31, 2017 are presented below:

- Mr. Christian Buettner – Water Agency Applications Analyst
- Mr. Randal Anderson – Water Agency Applications Analyst
- Mr. Mark Maithonis – Water Agency Senior Applications Analyst

Multiple documents were submitted by the incumbents with respect to the recommendations including some revisions to the proposed classification specification, requests for SCADA specific titling, issues with respect to demotion, and/or request for a higher-level classification.

Each incumbent was also provided with an opportunity to submit a revised Position Description Questionnaire (PDQ); Mr. Buettner submitted a modified PDQ dated August 2017; Mr. Anderson had not previously prepared a PDQ because he was new at the time the study was initiated - he did submit a PDQ to be used in the appeal process; Mr. Maithonis did not submit a revised PDQ.

Given the new PDQ's and general issues with respect to the recommendations, K&A determined it would be necessary to interview all three incumbents and their manager, Mr. Eric Wilhelm.

These three positions are located in the Computer Instrumentation/Applications Support group; the focus of their work is on supporting all technology aspects of the Agency's Supervisory Control and Data Acquisition ("SCADA") system; this system comprises hardware and software located in the Operations Center and hardware located throughout the County's eight sites which communicate with the Operations Center to control system operations.

The infrastructure hardware is the same for both the SCADA and business system sides of the Agency; they have a networked system for SCADA operations and a networked system for business operations and while they are administratively separate, they physically share resources such hardware. While SCADA runs on information technology infrastructure, it's different from other types of software in that it has a dynamic which is more "machine oriented"; for that reason, some of the more traditional desktop system support tasks do not apply, although the positions support the Operators responsible for SCADA system operation, control and monitoring.

The specialized software identified for the project is Wonderware, which is specifically designed for human machine interfaces (HMI), SCADA, industrial information, operations management and industrial automation.

APPEAL PROCESS TASKS

The response to the incumbents' appeal request included:

- Review of PDQ content for all positions;
- Review of documents submitted by the incumbents in the appeal process.
- Separate classification Interviews with the three incumbents
- Supervisor interview

The predominant basis for the appeal requests is focused on the need for a classification which is SCADA specific; two of the three positions are currently assigned to a Water Agency Senior Network Analyst classification and the third is assigned to a Senior Programmer Analyst classification; while both of these disciplines are necessary in the work they are all expected to perform, a third discipline, technology support to the Programmable Logic Controllers (PLC's) which control all aspects of systems operations, is a critical component which is not part of the work of either classification.

The following section provides narrative on each process task, with findings where applicable.

Position Description Questionnaire (PDQ) Review – Mr. Buettner

The duties and responsibilities assigned to the position as detailed in the revised PDQ dated August, 2017 are presented below with approximate percentages of time spent on each task. Please note that this PDQ was not signed by the incumbent's supervisor, Mr. Eric Wilhelm.

- Task 1 – Study the diagnostic alarms for network and computing assets and resolve those that fall within my authority and expertise – 15% of time.
- Task 2 – Look at Help Desk Tickets and assume ownership of those that fall within my authority and expertise – 15% of time.
- Task 3 – Respond to Operator requests for assistance in troubleshooting control and data acquisition problems – 15% of time.
- Task 4 – Extract data from SCADA databases to create reports that are used for regulatory compliance – 5% of time.
- Task 5 - Extract data from water metering databases so the billing department can bill customers 0%– 5% of time.



- Task 6 - Make program changes to PLC's and SCADA to improve command and visibility of our processes – 15% of time.
- Task 7 - Offer subject matter expertise to stakeholders and decision makers on selection and use of control software and hardware – 15% of time.
- Task 8 - Assist co-workers in performing tasks that require more than one person – 10%-15% of time.
- Task 9 - Program and monitor events in the facility access control software – 5% of time.
- Task 10 - Participate in training classes to update my expertise with relevant software and hardware – 5% of time.
 - *Clarifying information from employee interview process* – Mr. Buettner stated that in the past, he had been doing work which supported the business side of the house, i.e. desktop support, and software support for Agency facilities access; some of that work continues, however the focus of the work has shifted to SCADA system support. The major accountabilities he has are with respect to the implementation of the SCADA master plan which is a five-year plan to upgrade and modernize the Agency's SCADA system, i.e. the hardware and software for process control and visibility. Some tasks, such as taking stock of hardware and software which can be upgraded in work stations and moving to a more secure operating system are currently underway. The Agency is working with external vendors and consultants for project planning and hardware/software resources; internal staff will be responsible for working with these groups on project implementation. The incumbent estimates that approximately 20-30% of time is spent on master plan project ramp up and implementation; that is expected to increase once the project is fully underway and he has closed out other projects on the business side.

Position Description Questionnaire (PDQ) Review – Mr. Maithonis

The duties and responsibilities assigned to the position as detailed in the original PDQ are presented below with approximate percentages of time spent on each task. Please note that this PDQ was not signed by the incumbent's supervisor, Mr. Eric Wilhelm.

- Task 1 –Review network diagnostics and react to issues which pertain to my job; – 10% of time.
- Task 2 – Review relevant "Help Desk" tickets; work to resolve issues related to SCADA – 10% of time.
- Task 3 – Respond to Operations/Electrical Technician repair/work requests - 15% of time.
- Task 4 – Coordinate changes to SCADA/network equipment/upgrades – 20% of time.
- Task 5 – Design review of upcoming plant upgrades/modifications – 20% of time.
- Task 6 – Review changes to water meters; verify data is flowing through systems – 3% of time.

- Task 7 – Report generation for regulatory compliance – 2% of time.
- Task 8 - Working on configuration/programming of SCADA systems, changes and upgrades -15% of time.
- Task 9 – Workflow requests on most all agency processes; 5% of time.
 - *Clarifying information from employee interview process* – Mr. Maithonis stated his specific role in the group was the SCADA system software infrastructure; it needs to be architected and standards need to be set before it is built, specifically SCADA is composed of Programmable Logic Controller (PLC) hardware and a Human Machine Interface (HMI) software which interacts with the PLC and the device so the Operator can contain the process within regulatory requirements. Particular skills are needed in logic programming, HMI methods, servers and network management, and knowledge/management of multiple software programs which are proprietary in nature.

Position Description Questionnaire (PDQ) Review – Mr. Anderson

Mr. Anderson's PDQ statement was "SCADA support – everything listed under Section 14.1 – Knowledge and Abilities – 100%". Please note that this PDQ was not signed by the incumbent's supervisor, Mr. Eric Wilhelm.

Section 14.1 was completed in a manner which captured a duty statement with the knowledge statement, although no percentages of time have been attributed to them; relevant statements are:

- Information technology support – troubleshoot/identify potential problems; repair/maintain/install/create/design/program/build and monitor desktops, servers, client and server-side applications to include but not limited to virtualization, domain control, monitoring, change management, and software deployment.
- Networking support - troubleshoot/identify potential problems; repair/maintain/install/create/design/program/build and monitor internet protocol schemas, switches, routers, media converters, Open Systems Interconnection reference model concepts, firewalls, security protocols, cables (fiber and copper) monitoring software and other related devices.
- Radio communication - troubleshoot/identify potential problems; repair/maintain/install/create/design/program/build and monitor radios, antennas, frequency control, signal propagation, cables, monitoring software and other related devices.
- Electricity - troubleshoot/identify potential problems; repair/maintain/install/and monitor devices.
- SCADA support - troubleshoot/identify potential problems; repair/maintain/install/create/design/program/build and monitor industrial instruments, HMI, historians, data flow, cables, PLC's, control philosophies, automation and related devices.



- Camera and site security - troubleshoot/identify potential problems; repair/maintain /install/create/design/program/build and monitor video cameras, video servers, video software, badge readers, badge access software, and other related devices.
 - *Clarifying information from employee interview process* – Mr. Anderson identified some of the differences between information technology and SCADA system support, specifically as it relates to user support since their end users are the Operators who run the system through an HMI. Positions supporting SCADA need to understand instrumentation and electrical/electronics, HMI's and the synergy among these for system availability, uptime and reliability; it's a machine environment. Mr. Anderson also presented multiple County classification specifications and highlighted the various tasks and/or knowledge requirements for the work assigned to him recognizing that there was overlap in some classifications; these classification specifications are:
 - Information Technology Analyst III – multiple tasks.
 - Senior Communications Technician – radio related communication knowledge requirements.
 - System Software Analyst – multiple tasks with respect to software and database management.
 - Senior Network Analyst - all tasks.
 - Department Information Systems Specialist II –SCADA system hardware and software support.
 - Electrician/Instrumentation Technician – multiple tasks with respect to SCADA system electrical and instrumentation control equipment.
 - Senior Programmer Analyst – multiple tasks with respect to business systems analysis, applications development, implementation and support.

Supervisor Interview – Mr. Eric Wilhelm

Mr. Wilhelm confirmed the information technology group has undergone recent changes and the three positions under review are focused on SCADA system support and development, highlighting the criticality of a job title and classification specification which encompasses all of the technology/operational disciplines within SCADA, e.g., infrastructure hardware; software development and maintenance, electrical/instrumentation components and PLC's; these systems require different types of networking protocols and distinct programming languages. For the system upgrade projects, SCADA technology staff will be managing the work of contractors, and must be proficient in multiple technology areas. He also confirmed there were no significant changes in their work since the study was started, and that while all three positions must provide SCADA support, some members of the group are more proficient than others in specific support areas. Mr. Wilhelm also advised that he has requested an organizational assessment study of both groups; the Agency runs the same systems as the Information Systems Department but with a much smaller staff; they are not formally in two different units and an analysis of their



operations needs to be conducted to determine how the group should be structured and what internal and external resources are needed to make the group operate more effectively. Mr. Wilhelm also stated a strong need for changes to minimum qualifications which would include industry specific certifications critical to the work.

STUDY FINDINGS/RECOMMENDATION

While Mr. Wilhelm did state that the group has not been formally broken into two units, it does appear that these three staff have been re-purposed to focus on the SCADA system update; what makes it somewhat difficult to assess is the fact that, while there are two network systems in the Agency (business side and SCADA side), they share common hardware which arguably means that SCADA staff working on infrastructure network systems would also be supporting business infrastructure. This was more evident in Mr. Buettner's PDQ than in others, where some work on the business side still exists; however, based on the PDQ and interview, the focus of the work is predominantly SCADA related.

While there were comments from employees and their manager on a journey and advanced journey level classification series for SCADA, we see no evidence that any of the three employees is assigned higher level duties since they are all required to provide the same level of multi-discipline support within the SCADA system. For that reason, we recommend a single level classification of SCADA Technology Analyst and that all three incumbents (Messrs. Buettner, Maithonis and Anderson) be placed in that new classification.

SUMMARY

This memorandum presents the process, methodologies and findings in response to the incumbents' documentation requesting a review of the K&A recommendation for their positions. If necessary, we can arrange to discuss any comments, concerns or issues arising from the content of this memorandum; I may be contacted at dowen@koffassociates.com.

Respectfully Submitted by:
Koff & Associates

Debbie Owen
Senior Project Manager

WATER AGENCY ENGINEERING TECHNICIAN I

Definition

Under the supervision of Sonoma County Water Agency (Water Agency) professional engineering or survey staff, performs routine, minimally difficult, technical paraprofessional engineering office and/or field work for water distribution, waste water collection and treatment, and flood control projects. Positions have dedicated assignments in Water Agency functional areas.

Distinguishing Characteristics

Water Agency Engineering Technician I is the entry level in the Water Agency Engineering Technician classification series which performs routine subprofessional field and office engineering duties. Initially under close supervision, incumbents learn and perform routine work in one or more areas of office engineering, field engineering, surveying, and materials testing support work. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently.

Water Agency Engineering Technician I is the entry level class in the broad Water Agency Engineering Technician series responsible for performing routine, minimally difficult, technical paraprofessional field and office engineering and surveying duties for water distribution, waste water collection and treatment, and flood control projects. Incumbents are assigned to one or more the Water Agency's functional areas of computer aided design and drafting (CADD), construction inspection, administration, and management; operations and maintenance; and surveying.

Water Agency Engineering Technician I is distinguished from Water Agency Engineering Technician II in that the latter is the journey level classification responsible for the full range of routine paraprofessional field and office engineering duties.

The Engineering Technician I class is alternately staffed with the Engineering Technician II and III levels in the class series.

This class is exempt from the Civil Service Ordinance of the County of Sonoma, as stated in Section 5 of Ordinance No. 305-A as amended.

Typical Duties

Depending upon assignment, duties may include, but are not limited to, the following:

Serves as the rodperson and/or chainperson on a survey party; holds a graduated rod on specific points; accurately measures distances between points using tape and plumb-bob; locates survey monuments and sets points while establishing lines; sets and aligns construction

stakes; chops trees, cuts brush, and otherwise clears area from line of sight; may set up, adjust, clean, and care for survey instruments; may operate level and transit; may make elementary field calculations and record survey notes.

Prepares maps of real property from legal descriptions, field survey notes, or other sources; plots cross sections, profiles, contours, and transit lines from field notes; computes land quantities by mathematical or mechanical means; makes tracings of maps or construction drawings; prepares blueprints and other copies of plans; assists in drafting construction plans from sketches and detailed instructions; may use CADD software.

Uses engineering testing, drafting, and survey tools and equipment appropriate for assignment area; calibrates, maintains, and performs basic repairs to tools and equipment; uses surveying instruments to determine points, lines, elevations, and distances for property, construction, triangulation, precise traverse, and topographic surveys; coordinates, cleans, adjusts, and performs routine maintenance on surveying instruments and GPS instruments.

Transcribes observed and computed data into standardized forms; maintains records; checks data, field sketches, field books, and calculations for accuracy.

Performs field, office, and computer-aided studies, including data collection from field equipment, and assists in the preparation or prepares periodic and special reports based on findings from research, studies, and surveys; makes recommendations on findings.

Takes samples of materials from job sites, quarries, or mix plants for testing; runs field or laboratory tests such as compaction, sand equivalent, gradation, and moisture content on a variety of materials, and cleans laboratory.

Makes simple engineering calculations and checks other computations; prepares a variety of charts and graphs; researches property, utility locations, and title company records; inputs data into computers and may perform simple calculations on a computer.

Follows Water Agency safety practices and protocols for working in water diversion/production/transmission facilities and treatment plants, in confined spaces, and in proximity to high voltage and/or traffic in order to minimize the risk of accidents and injuries.

Provides information to the public and answers questions of a routine nature concerning Agency policies and procedures.

Inventories sewer usage and reads meters for determining sewer service charges.

Enters and retrieves data from electronic data processing systems; establishes and updates information, generates documents and correspondence, communicates with others; updates computer system files; prepares, reviews, and maintains forms, files, and other necessary records.

Performs related duties as required.

Knowledge and Abilities

Working knowledge of: depending on assignment, engineering principles, practices, and methods of technical civil engineering, drafting, soil and sample collection and testing, and/or surveying office and field support as they apply to water distribution, wastewater collection and treatment, and/or flood control projects; routine procedures for testing construction materials; Water Agency safety practices and procedures; surveying, drafting, and CADD equipment; methods, materials, tools, and equipment used in engineering construction; applicable federal, state, and local laws, codes, and regulations; the principles of algebra, geometry, and trigonometry; electronic information systems; principles and procedures of recordkeeping; technical report writing practices and procedures; establish, maintain, and foster effective working relationships with those contacted in the course of work;; computers and software programs (e.g., Microsoft software packages).

Ability to: depending on assignment, perform limited drafting, surveying, material testing, and engineering calculations; apply the elementary principles of algebra, geometry, and trigonometry to calculate a variety of areas, quantities, or curves; prepare a variety of plans, specifications, maps, graphic materials, cost estimates, and technical engineering reports; research and analyze legal descriptions related to properties; use engineering, drafting, and surveying instruments and equipment; use a wide variety of computer applications; clearly and accurately convey technical information in written reports; read and understand technical descriptions; understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed; follow oral and written directions; work cooperatively with other staff; utilize electronic information systems and analyze and interpret such information; communicate effectively both in writing and orally with persons from a variety of socio-economic, cultural, and educational backgrounds.

Minimum Qualifications

Education and Experience: Any combination of education and work experience that would provide the opportunity to acquire the knowledge and abilities listed. Normally, this would include college-level coursework, or equivalent training, in plane geometry, trigonometry, algebra, CADD, civil engineering, and surveying, or related field(s); and one year of entry level paraprofessional experience in surveying, traffic, and/or engineering support work. An Associate's degree, Bachelor's degree, or equivalent with a major in a relevant field is highly desirable.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

WATER AGENCY ENGINEERING TECHNICIAN II

Definition

Under the general supervision of Sonoma County Water Agency (Water Agency) professional engineering or survey staff, performs the full range of routine technical paraprofessional engineering office and/or field work for water distribution, waste water collection and treatment, and flood control projects. Positions have dedicated assignments in Water Agency functional areas.

Distinguishing Characteristics

Water Agency Engineering Technician II is the journey level class in the broad Water Agency Engineering Technician series responsible for the full scope of technical paraprofessional field and office engineering and surveying duties for water distribution, waste water collection and treatment, and flood control projects. Incumbents are assigned to one or more the Water Agency's functional areas of computer aided design and drafting (CADD), construction inspection, administration, and management; operations and maintenance; and surveying.

Water Agency Engineering Technician II is distinguished from Water Agency Engineering Technician I in that the latter is the entry level in which incumbents work under supervision to perform routine paraprofessional engineering office and field work. This class is further distinguished from Water Agency Engineering Technician III in that the latter is the advanced journey level that is generally responsible for more varied and difficult assignments, within established limits, serves as a technical resource to paraprofessional and clerical staff, and may have lead-level responsibilities for coordinating the work and training of lower level Engineering Technicians and support staff.

The Engineering Technician II class is alternately staffed with the Engineering Technician I and III levels in the class series.

This class is exempt from the Civil Service Ordinance of the County of Sonoma, as stated in Section 5 of Ordinance No. 305-A as amended.

Typical Duties

Depending on assignment, duties may include, but are not limited to, the following:

Assists in inspecting various phases of construction in progress to ensure compliance with plans, specifications, and methods or materials being used; performs construction inspections for commercial grading and roadway; performs quality control testing to ensure compliance with applicable plans, specifications, and standards.

Assists with the compilation of plans, specifications, and layouts for water distribution, wastewater collection and treatment, and flood control projects; prepares precision drawings of preliminary construction plans; plats, profiles, cross-sections, sewers, storm drainage, right-of-way, and topographic features using CADD.

Assists with the acquisition of rights-of-way.

Uses engineering testing, drafting, and survey tools and equipment appropriate for assignment area; calibrates, maintains, and performs basic repairs to tools and equipment; uses surveying instruments to determine points, lines, elevations, and distances for property, construction, triangulation, precise traverse, and topographic surveys; coordinates, cleans, adjusts, and performs routine maintenance on surveying instruments and GPS instruments.

Performs field, office, and computer-aided studies, including data collection from field equipment; prepares periodic and special reports based on findings from research, studies, and surveys; and makes recommendations on findings.

Prepares construction drawings and sketches; assists in the review of contracts plans and specifications; performs basic design, mapping, and drafting duties in connection with the area of assignment.

Follows Water Agency safety practices and protocols for working in water diversion/production/transmission facilities and treatment plants, in confined spaces, and in proximity to high voltage and/or traffic in order to minimize the risk of accidents and injuries.

May serve as a technical resource for Engineering Technician I's and support staff.

Provides information to the public and answers questions concerning Water Agency policies and procedures.

Inventories sewer usage and reads meters for determining sewer service charges.

Enters and retrieves data from electronic data processing systems; establishes and updates information; generates documents and correspondence; communicates with others; updates computer system files; prepares, reviews, and maintains forms, files, and other necessary records.

Performs related duties as required.

Knowledge and Abilities

Considerable knowledge of: depending on assignment, methods, materials, tools, and equipment used in engineering construction, drafting, and surveying; the uses and physical characteristics of construction materials; CADD software and equipment; and electronic information systems.

Working knowledge of: depending on assignment, engineering principles, practices, and methods of technical civil engineering, drafting, soil and sample collection and testing, and/or surveying office and field support as they apply to water distribution, wastewater collection and treatment, and/or flood control projects; applicable federal, state, and local laws, codes, and regulations; the principles of algebra, geometry, and trigonometry; Water Agency safety

practices and procedures; electronic information systems; principles and procedures of recordkeeping; technical report writing practices and procedures; establish, maintain, and foster effective working relationships with those contacted in the course of work; computers and software programs (e.g., Microsoft software packages).

Ability to: depending on assignment, assist in the inspection of construction projects and enforcement of compliance with plans and specifications; gather data for engineering computations; make accurate engineering calculations; use and adjust precision surveying instruments; perform drafting and computer aided design work and to assist in preparation of designs, plans, and reports; read and understand technical descriptions; analyze situations accurately and adopt effective courses of action; utilize electronic information systems and analyze and interpret such information; perform limited drafting, surveying, material testing, and engineering calculations; apply the elementary principles of algebra, geometry, and trigonometry to calculate a variety of areas, quantities, or curves; prepare a variety of plans, specifications, maps, graphic materials, cost estimates, and technical engineering reports; research and analyze legal descriptions related to properties; use engineering, drafting, and surveying instruments and equipment; use a wide variety of computer applications; clearly and accurately convey technical information in written reports; read and understand technical descriptions; understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed; follow oral and written directions; work cooperatively with other staff; utilize electronic information systems and analyze and interpret such information; communicate effectively both in writing and orally with persons from a variety of socio-economic, cultural, and educational backgrounds.

Minimum Qualifications

Education and Experience: Any combination of education and work experience that would provide the opportunity to acquire the knowledge and abilities listed. Normally, this would include college-level coursework, or equivalent training, in plane geometry, trigonometry, algebra, CADD, civil engineering, land surveying, or related field(s) and two years of paraprofessional experience in civil engineering, drafting, surveying, with one year of experience at the level of the Water Agency Engineering Technician I. An Associate's degree, Bachelor's degree, or equivalent, with a major in a relevant field is highly desirable.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

Certifications: Desirable certifications depend on assignment. For survey assignments, the California State Board of Professional Engineers, Land Surveyors and Geologists as a Land Surveyor in Training (LSIT) certification is desired.

WATER AGENCY ENGINEERING TECHNICIAN III

Definition

Under the direction of Sonoma County Water Agency (Water Agency) professional engineering or survey staff, performs a wide variety of difficult technical, paraprofessional engineering office and field work for water distribution, waste water collection and treatment, and flood control projects. Positions have dedicated assignments in Water Agency functional areas.

Distinguishing Characteristics

Water Agency Engineering Technician III is the first level advanced journey class in the broad Water Agency Engineering Technician series responsible for the varied and difficult paraprofessional office and field engineering and surveying assignments related, within established limits, for water distribution, waste water collection and treatment, and flood control projects. Incumbents are assigned to one or more Water Agency functional areas of computer aided design and drafting (CADD); construction inspection, administration, and management; operations and maintenance; and surveying. Incumbents are expected to independently make computations, develop reports, and serve as a technical resource for less experienced Technicians, and may have lead-level responsibilities for coordinating the work and training of a work crew and/or interns.

Water Agency Engineering Technician III is distinguished from Water Agency Engineering Technician II in that the latter is the journey level responsible for performing the full range of routine technical paraprofessional office and/or field engineering or surveying work.

The Engineering Technician III class is alternately staffed with the Engineering Technician I and II levels in the class series.

This class is exempt from the Civil Service Ordinance of the County of Sonoma, as stated in Section 5 of Ordinance No. 305-A as amended.

Typical Duties

Duties vary with assignment and include, but are not limited to, the following:

Performs and assists with complex Water Agency engineering design for water distribution, wastewater collection and treatment, flood control; assists in structural design detailing; prepares contract specifications and drafts final plans; revises routine engineering designs within established limits; plans, designs, and prepares construction drawings, maps, and other engineering materials; obtains information from other agencies as needed.

Develops calculations, plans, and specifications for conformance with established standards;

determines bonding requirements and inspections; reviews submitted cost estimates; and coordinates work with other government agencies, when appropriate.

Prepares plats and legal descriptions of new and existing boundaries.

May serve as Survey Party Chief; coordinates the project and staff, records field notes, and prepares maps and sketches from survey data; gathers information and data to determine needs and work methods for surveys; sets up, adjusts, and operates all types of survey instruments; leads and trains other survey party personnel in the use of surveying instrumentation, data collection, and related equipment; ensures that equipment and vehicles are secured and maintained.

Assists in the design and implementation of erosion control programs; performs storm runoff hydrologic calculations; estimates quantities of materials; produces erosion plans.

Serves as inspector on major construction projects, to confirm compliance with plans, specifications, and methods or materials being used; reviews and interprets constructions plans and specifications, and consults with supervisor on deviations; may review and coordinate the work of subordinate inspectors on larger, more complex projects; prepares documentation and reports on work completed and prepares pay estimates.

Performs complex office surveying duties utilizing AutoCad and various survey programs; prepares right of way acquisitions maps/diagrams, plats, and appraisal maps.

Ensures Water Agency safety practices and protocols for working in water diversion/production/transmission facilities and treatment plants, in confined spaces, and in proximity to high voltage and/or traffic in order to minimize the risk of accidents and injuries; when working in a lead capacity, ensures that assigned staff is trained on and follows appropriate safety practices and protocols.

Communicates with property owners, occupants, and the public regarding Water Agency projects and the impacts they have on activities and access; communicates with contractors regarding their conformance with Water Agency protocols and project specifications; works to resolve issues and concerns at the lowest level whenever possible; refers escalated issues to management when appropriate.

Serves as a technical resource for other Water Agency paraprofessional and/or clerical staff in area of assignment; may have lead-level responsibilities for assigning and reviewing the work of and for training paraprofessional and clerical personnel.

Performs related duties as required.

Knowledge and Ability

Considerable knowledge of: depending upon assignment, the principles, practices, and methods of technical civil engineering, drafting, soil and sample collection and testing, and/or

surveying office and field support as they apply to water distribution, wastewater collection and treatment, and/or flood control projects; the appropriate and efficient operation and troubleshooting of related equipment, and computer software; technical report writing practices and procedures; accurate recordkeeping and project documentation for engineering projects; mathematics, including algebra, geometry, trigonometry, and difficult engineering computations; office methods and procedures, including setting up and maintaining technical record-keeping systems; Water Agency safety practices and procedures.

Working knowledge of: depending on assignment, Title 27 as it relates to soil, air, and groundwater quality; storm water runoff, water quality issues, and National Pollutant Discharge Elimination System (NPDES) permitting requirements; EPA test methods and reporting standards; the principles, practices methods, and procedures of land and bathymetric surveying; surveying instrumentation and data collection systems; the identification, nomenclature, and function of works related to water transmission, treatment, and storage works, water diversion, and flood control systems; the principles, practices, and techniques of measuring and modeling stream flow, hydraulics, morphology, and the hydrology; habitat enhancement and restorations; use of total station and GPS; computers and CADD software; and modern office methods, procedures, and software programs.

Ability to: depending on assignment, make accurate notes and sketches and to prepare work and observation reports; understand and carry out detailed, lengthy, or complicated written or oral instructions, including reading and interpreting plans and specifications; perform engineering, surveying, and/or CADD design work, including the effective use of related instrumentation systems and equipment; research, prepare, and maintain a variety of clear and concise technical reports and records related to the work; clearly and accurately convey technical information in written reports; assist in preparing and reviewing plans, permit applications, designs, and specifications for projects; research and analyze legal descriptions related to properties; make difficult technical and mathematical computations; utilize computers for a wide variety of calculations; prepare and compile complex written technical and formal reports; represent the Agency effectively in meetings and make presentations to various groups; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; communicate effectively both in writing and orally with persons from a variety of socio-economic, cultural, and educational backgrounds; establish, maintain, and foster effective working relationships with those contacted in the course of work; assign, review the work of, and train other employees; utilize electronic information systems, and analyze and interpret such information.

Minimum Qualifications

Education and Experience: Any combination of education and work experience that would provide the opportunity to acquire the knowledge and abilities listed. Normally, this would include college-level coursework, or equivalent training, in plane geometry, trigonometry, algebra, drafting, CADD, civil engineering, land surveying, or related fields and one year of

experience at the level of Water Agency Engineering Technician II. An Associate's degree, Bachelor's degree, or equivalent, with a major in a related field is highly desirable.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

Certifications: Desirable certifications depend on assignment. For survey assignments, the California State Board of Professional Engineers, Land Surveyors and Geologists as a Land Surveyor in Training (LSIT) certification is desired.

WATER AGENCY GEOGRAPHIC INFORMATION SYSTEMS ANALYST**Definition**

Under general direction, performs professional, technical, and analytical Geographic Information Systems (GIS) duties, including data evaluation; application development; analysis and design; web development.

Distinguishing Characteristics

Water Agency Geographic Information Systems Analyst is a professional classification allocated solely to the Sonoma County Water Agency responsible for performing the full scope of professional duties related to evaluating and adapting GIS software and relational database technologies to meet the needs of the Agency and its partners, and to effectively incorporate advances in technology. Incumbents work independently on projects and programs.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Duties include, but are not limited to, the following:

Consults with Agency divisions regarding GIS needs and requirements, including identifying, designing, and developing GIS applications, strategies, and procedures for the display and access of geospatial data.

Develops and performs professional GIS database and graphical user interface support, including researching, designing, analyzing, administering, and maintaining Agency GIS applications, database infrastructure, programming, web-based mapping, modeling, and mobile applications.

Gathers and analyzes information regarding GIS user systems and requirements, and develops and/or modifies automated systems to fulfill these needs.

Performs database administration duties related to system backup, file maintenance, and user access; designs and maintains database infrastructure; creates and manipulates spatial data tables and layers; integrates data and functionality with other specialized applications.

Installs, tests, and implements vendor supplied modifications to existing software; functions as a liaison with software vendors on user issues.

Designs enterprise table relationships and builds Structured Query Language (SQL) data manipulation scripts to extract data; troubleshoots data extraction issues and performs advanced database queries; creates and updates maps; facilitates analysis; and develops reports using SQL.

Works with project managers and technical experts to implement strategies and procedures for integrating data standards, use, and methods of analyses to support Agency projects, programs, and services.

Develops and manages GIS website and content for Agency and external partners.

Designs application processes and work flow strategies for the management, access, and retrieval of data; defines data rules and relationships; and develops methods for quality control of databases.

Conducts research projects on a wide variety of GIS database system issues and improvements, evaluates alternatives, develops sound recommendations, and prepares effective technical staff reports for management consideration.

Organizes and converts data into relational tables using normalization process; analyzes access paths by identifying logical and physical indices.

Writes and maintains user and technical operating instructions and documentation; provides training to users and other technical staff and advises on best practices.

Researches, recommends, and evaluates vendor solutions and technologies; implements improvements; works with staff to maintain, revise, or improve operations and systems.

Maintains accurate records and files related to the GIS function for Agency assets; tracks and evaluates project progress; maintains Unit procedural documentation.

Works with Agency IT staff to administer enterprise GIS services.

Monitors changes in GIS utilization, technology, and applications; recommends improvements and upgrades, and implements changes after approval.

Conducts field work for site assessments; may include hiking on rugged terrain; collects Global Positioning Systems (GPS) data, as needed; integrates data collected in the field into GIS database; assists staff with collection and management of GPS data.

Stays abreast of new trends and innovations in technology related to Agency operations; attends meetings, conferences, workshops, and training sessions; reviews publications and audiovisual materials to become and remain current on principles, practices, and new developments pertinent to GIS and the Agency.

May provide technical direction to GIS Technicians and GIS-users on a project or day-to-day basis.

Performs related duties as required.

Knowledge and Abilities

Considerable knowledge of: Geographic Information Systems and software, such as Arc/GIS Desktop, ArcGIS Pro, ArcGIS Online, and other software; theories and techniques of GIS applications and web mapping technology; commands related to Relational Database Management System (RDBMS) analysis and programming; principles and techniques in programming, and related languages such as geo-processing scripts (e.g., Python), database programming (e.g., Microsoft SQL), and web programming (e.g., JavaScript); principles and techniques of cartography and publication-quality map production using Arc/GIS Desktop, ArcGIS Pro, ArcGIS Online, and other software; methods and techniques used in relevant spatial data source and analysis; Global Positioning Satellite (GPS) principles, equipment, operation,

data management; principles, techniques, methods, and terminology of geography, cartography, geographic information systems; modern office practices, methods, and computer equipment and applications related to the work; English usage, spelling, vocabulary, grammar, and punctuation; techniques for providing a high level of customer service by effectively dealing with vendors and Agency staff.

General knowledge: applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility; enterprise server configurations and relational databases; principles of water and wastewater management; multimedia design; principles of project management.

Ability to: develop and implement GIS programs that includes effective database development, and systems integration; perform analyses of informational requirements and needs, identify problems, provide technical advice and consultation, and ensure efficient system utilization; operate all software and various computer programming scripts; analyze, design, code, test, and implement GIS and related application; coordinate and plan development, enhancement, and maintenance projects; identify, research, and recommend cost-effective technical system improvements; diagnose problems, perform remedial actions to correct problems, and/or recommend and determine solutions; perform routine to complex functions in the installation, implementation, testing, and maintenance of a variety of database systems and other components; prepare clear and concise technical documentation, procedures, reports, and other written materials; use English effectively to communicate in person, over the telephone, and in writing; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; establish, maintain, and foster effective working relationships with those contacted in the course of work.

Minimum Qualifications

Education and Experience: Any combination of education and work experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally this would include, a Bachelor's degree, or equivalent, with major coursework in geographic information systems, computer science, management information systems, or a related field and three years of GIS experience performing systems analysis, design and maintenance, spatial database analysis and design, or application development and programming for an enterprise relational database.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

WATER AGENCY MAINTENANCE WORKER I

Definition

Under ~~close~~ immediate supervision, learns to perform and performs a variety of ~~entry-level,~~ semi-skilled, light and heavy manual tasks involving tasks in maintenance, repair, installation, and construction on water distribution, wastewater collection and treatment, and flood control projects for the Sonoma County Water Agency (Water Agency) ~~water and wastewater treatment maintenance; repair and installation of the Agency's water and wastewater treatment and distribution systems; repair, maintenance, and installation of flood control channels and river channels~~ learns to operate and operates a variety of motorized light and heavy equipment, light machines, and power tools. Positions work assignments within Water Agency functional areas.

Distinguishing Characteristics

Water Agency Maintenance Worker I is the entry-level class in the Water Agency ~~maintenance-Maintenance worker Worker class-series.~~ ~~Incumbents~~ that works initially under close supervision, to learn and perform ~~the~~ routine, semi-skilled, light and heavy manual tasks, and repair, installation, and construction duties for Water Agency water distribution, wastewater collection and treatment, and flood control projects. As experience is gained, assignments become more varied and difficult; close supervision and frequency of work review lessen as an incumbent demonstrates skill to perform the work independently. ~~duties and learn the advanced and more complex duties in maintaining, repairing, and installing water and wastewater treatment systems and flood control.~~

Water Agency Maintenance Worker I is distinguished from Water Agency Maintenance Worker II in that the latter is the journey level in class series responsible for performing the full range semi-skilled in maintaining, repairing, installing, and constructing water distribution and wastewater collection systems, and wastewater treatment and flood control facilities, including duties of greater difficulty, that require independent discretion and judgment related to Water Agency work procedures and methods.

The Water Agency Maintenance Worker I class is alternately staffed with the Water Agency Maintenance Worker II in the class series.

This class is exempt from the Civil Service Ordinance of the County of Sonoma, as stated in Ordinance No. 305-A as amended.

Typical Duties:

Depending on assignment, duties may include, but are not limited to, the following:

Learns to perform and performs a variety of semi-skilled, light and heavy manual tasks on maintenance, repair, installation, and construction projects for Water Agency water distribution, wastewater and treatment, and flood control, including, but not limited to, vegetation management, sediment removal, road repairs, site work, tree trimming and removal, planting of native vegetation, culvert installation and repair, dam and levee repair, diversion channels, sediment basins, flood control reservoirs, and video inspection and cleaning

of pipes.

Learns to operate and operates tools, equipment, and heavy equipment used for projects, including, but not limited to, closed captioned television (CCTV) video sewer line inspection equipment, truck mounted aerial man lifts; medium/heavy duty trucks, on/off road equipment; road maintenance equipment, construction equipment, and/or vegetation control equipment.

Works to ensure the safety of self, co-workers, contracted workers, and the general public by following Water Agency safety protocols including those related to work in confined spaces, close to high voltage, at heights, around traffic, handling hazardous materials, and properly operating tools and equipment; attends safety meetings.

~~Learns to p~~Performs water and wastewater ~~treatment~~ systems preventive maintenance by hydro-cleaning, rodding, and hydro-vacuuming varied sizes of wastewater lines; repairs collection systems; cleans lines and removes blockages; cleans and maintains wastewater treatment plant equipment, basins, filters and ponds.; ~~repair and maintain water and wastewater treatment systems by digging trenches and repairing pipes; perform maintenance of drains, channels, and culverts including removing silt, trees, and other debris; plants, prunes, cuts, and removes trees and other plantings; learns to spray herbicides for vegetation management and bait rodents for earth stability protection; install, repair, and remove fences; maintain service roads; maintain safe working conditions; provide traffic control; and fabricate steel gates, safety pipes, and lock pins.~~

Utilizes closed circuit television (CCTV) equipment~~Learns~~ to visually inspect the quality~~remove~~ and integrity of the sewer line and to assess whether or not there is a defect in need of repair; prioritizes findings and submits to supervisor; prepares logs of work performed and sections of sewer cleaned; log information includes line condition, cleanliness, and other relevant data; uploads logs into automated systems.

Uses maps, Geographic Information Systems (GIS) databases and locating equipment to ensure work performed is within safe working distance of other utilities and does not impact their operations; exposes underground utilities, as appropriate; accesses Underground Service Alert (USA) database; prioritizes requests; locates utilities, and contacts affected parties.

Performs vegetative maintenance and habitat restoration tasks related to flood control channels; prunes and removes impeding, non-native and invasive vegetation; plants native species along flood control channels; applies herbicides as prescribed; performs rodent control; maintains new plantings through skilled pruning and watering; performs related vegetation maintenance tasks of fencing, metal fabrication, road and culvert repairs, mixing and pouring concrete, and painting and repairing gates and other structures; and documents completed work.

Performs sediment removal duties; transports heavy equipment to sites; operates a diverse range of heavy equipment; dams and de-waters flood control channels to assist monitoring water turbidity.

Performs duties with respect to buildings and grounds construction and maintenance, such as drywall patching and repair, carpentry and framing, landscaping and mowing, and irrigation and plumbing installation, repair and maintenance.

Assists water mechanic staff in exercising valves, digging for pipe repairs, removing and laying asphalt, pouring concrete and related maintenance tasks.

Removes trash and cleans up encampments; disposes of hazardous materials.

May perform mechanical assistance duties in the repairing, testing, calibrating, and maintaining of mechanical, electrical, vacuum, pneumatic, and hydraulic operated equipment, appurtenances, and related water and wastewater treatment facilities.

Performs other maintenance tasks including fencing, metal fabrication, road and culvert repairs, and mixing and pouring concrete; removes and hauls ~~Learns to remove and haul~~ tree trimmings, stumps, concrete chunks, and sacks of debris; paints and repairs gates and other structures; ~~mow and weed grass areas; mix and pour cement structures;~~ removes and disposes of dead animals within ~~departmental~~ Agency policy; ~~answer questions from the public and make appropriate referrals;~~

Maintains a variety of files, ~~keep~~ records, and logs; assembles information for written and oral reports; ~~and to complete daily time and material log.~~

Performs related duties as assigned.

Knowledge and Abilities

Working Knowledge of: ~~basic-general~~ construction materials, safety practices, and tools commonly used in wastewater collection and water distribution system construction and maintenance and/or in vegetation management; including basic types, styles, and sizes of pipes, parts, and fittings; principles and practices of a diverse range of semi-skilled trades areas such as carpentry, irrigation systems, drywall, asphalt and concrete work, plumbing, fencing construction and related trades areas; water and wastewater system functions and structures; flood control and collection system pipe laying procedures; methods, materials, and procedures used in bedding, backfilling, and black topping. ~~and-~~

Knowledge of: materials and procedures used in repairing and replacing concrete structures; methods, equipment, and procedures used in water and wastewater system line cleaning; safety procedures, requirements, and equipment; repair, preventive maintenance, and safe operations of trucks, hand, and power tools; and light and heavy construction equipment; methods and techniques of using CCTV equipment to diagnose and resolve sewer line issues; safe working practices and techniques including those for working within confined spaces and handling/disposition of hazardous materials; USA methods and techniques; sewer systems standards as specified in California Uniform Plumbing Code; English grammar, vocabulary, spelling, punctuation, and composition; principles and practices of record keeping.

Ability to: perform a variety of ~~light and heavy entry level and~~ semi-skilled manual maintenance and construction tasks for extended periods and under unfavorable weather conditions; operate line cleaning equipment and hand and power tools; determine appropriate methods to clean water and sewer lines; demonstrate physical strength, endurance, mechanical aptitude, and skills for working in a variety of trades areas; operate CCTV equipment to diagnose collection system issues and identify required maintenance; mark and locate underground services; operate a diverse range of light and heavy equipment in performance of assigned duties; work in confined and/or underground spaces; understand and follow oral and written instructions; follow ~~basic-safety policies and~~ procedures; accurately complete simple report forms; work effectively with other employees and the public; speak, read, and write English at a level appropriate for successful job performance; ~~read work maps and plans-~~ perform basic arithmetic calculations; and demonstrate physical strength, endurance, and

~~mechanical aptitude.~~

Working Conditions

~~Duties require sitting, standing, walking on level and slippery surfaces, reaching, kneeling, bending, stooping, crawling, squatting, crouching, and grasping in the performance of daily duties. The duties also require the need to lift, carry, and push motors, pipes, valves, fittings, pumps, and other equipment and supplies weighing 40 pounds or more. The incumbents are required to work in all weather conditions including wet, hot, and cold. The use of lubricating ingredients and working around sewer gases exposes the employee to fumes, dust, and air contaminants which may cause eye and skin irritation. The nature of the work also requires the incumbents to be exposed to raw and treated sewage; to climb ladders and walk on scaffolds; to ride personnel lifts at height and to work in confined spaces; to handle noise producing tools and equipment; and to drive a motorized vehicle.~~

Minimum Qualifications

Education and Experience: Any combination of education, training, and experience ~~which~~ that would likely provide the required knowledge and abilities listed. Normally, this would include some experience in construction which includes, performing heavy physical labor, or maintenance work which includes the use of light mechanical machines and hand tools.

Driver's License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position. A valid State of California Class A Commercial Driver's License, including any valid and appropriate California Endorsement(s) (e.g. tank endorsement), is desirable. ~~Some positions may require the possession of a valid California Class A motor vehicle operator's license. Employees assigned to operate heavy trucks on a continuing assignment must possess a valid California Class A motor vehicle operator's license including valid and appropriate California Endorsements (e.g. Tanker Endorsement.)~~

Desirable Certificate: ~~Grade I Collection System Maintenance certificate issued by the California Water Environment Association.~~

WATER AGENCY MAINTENANCE WORKER II

Definition

Under general supervision, performs a variety of semi-skilled, light and heavy manual tasks in maintenance, repair, installation, and construction on water distribution, wastewater collection and treatment, and flood control projects for the Sonoma County Water Agency (Water Agency) ~~involving water and wastewater treatment maintenance; repair and installation of the Agency's water and wastewater treatment and distribution systems; repair, maintenance, and installation of flood control channels and river channels;~~ operates a variety of motorized light and heavy equipment, light machines, and power tools ~~used in construction, maintenance, or similar work.~~ Positions work assignments within Water Agency functional areas.

Distinguishing Characteristics

Water Agency Maintenance Worker II is the ~~full working~~ journey-level class in the Water Agency maintenance Maintenance worker Worker class series. ~~Incumbents responsible for performing the full range of semi-skilled maintenance, repair, installation, and construction duties for Water Agency water distribution, wastewater collection and treatment, and flood control projects. in water and wastewater treatment systems and in flood control. Incumbents are expected to monitor the safe work practices of subordinate co-workers. Incumbents in this class are assigned to one or more Water Agency functional areas of vegetation management, heavy construction, wastewater collections systems, and recycled water irrigation; are responsible for~~ the regular operation and maintenance of a variety of light mechanical equipment, machines, and power tools; ~~Incumbents perform the more difficult manual construction and maintenance tasks and may act as lead to a small crew of lower level maintenance personnel for short periods of time. Incumbents~~ receive training in the maintenance and safe operation of one or more pieces of heavy construction equipment; ~~and, Incumbents~~ may regularly operate and maintain heavy equipment ~~used in water and wastewater construction and maintenance which involves~~ requiring the careful application of judgment.

Water Agency Maintenance Worker II is distinguished from Water Agency Maintenance Worker I in that the latter is the entry-level class responsible for learning and performing routine duties in maintaining, repairing, installing, and constructing water distribution and wastewater collection systems, and wastewater treatment and flood control facilities. This class is further distinguished from the Water Agency Senior Maintenance Worker in that the latter the first level advanced journey level class responsible for performing the most varied and highly skilled duties related to in maintaining, repairing, installing, and constructing water distribution and wastewater collection systems, and wastewater treatment and flood control facilities.

The Water Agency Maintenance Worker II class is alternately staffed with Water Agency Maintenance Worker I in the class series.

This class is exempt from the Civil Service Ordinance of the County of Sonoma, as stated in Ordinance No. 305-A as amended.

Typical Duties

Depending on area(s) of assignment, duties may include, but are not limited to, the following:

Performs a variety of semi-skilled, light and heavy manual tasks involving wastewater and water system infrastructure maintenance; areas of responsibility encompass the repair and installation of the Water Agency's wastewater collection and water distribution systems, including flood control and river channels.

Operates tools, equipment, and heavy equipment used for projects, including, but not limited to, closed captioned television (CCTV) video sewer line inspection equipment, truck mounted aerial man lifts; medium/heavy duty trucks, on/off road equipment; road maintenance equipment, construction equipment, and/or vegetation control equipment.

Works to ensure the safety of self, co-workers, contracted workers, and the general public by following Water safety protocols including those related to work in confined spaces, close to high voltage, at heights, around traffic, handling hazardous materials, and properly operating tools and equipment; attends safety meetings.

Performs water and wastewater ~~treatment~~ systems preventive maintenance by hydro-cleaning, rodding, and hydro-vacuuming varied sizes of wastewater lines; repairs collection systems; cleans lines and removes blockages; cleans and maintains wastewater treatment plant equipment, basins, filters, and ponds. ~~repairs and maintains water and wastewater treatment systems by digging trenches and repairing pipes; performs flood control maintenance such as draining of channels and culverts including removing silt, trees, and other debris; plants, prunes, cuts, and removes trees and other plantings; sprays herbicides for vegetation management and baits rodents for earth stability protection; installs, repairs, and removes fences; maintains service roads; maintains safe working conditions; provides traffic control; and fabricates steel gates, safety pipes, and lock pins.~~

Uses maps, Geographic Information Systems (GIS) databases and locating equipment to ensure work performed is within safe working distance of other utilities and does not impact their operations; exposes underground utilities, as appropriate; accesses Underground Service Alert (USA) database; prioritizes requests; locates utilities, and contacts affected parties.

Performs vegetative maintenance and habitat restoration tasks related to flood control channels; prunes and removes impeding, non-native and invasive vegetation; plants native species along flood control channels; applies herbicides as prescribed; performs rodent control; maintains new plantings through skilled pruning and watering; performs related vegetation maintenance tasks of fencing, metal fabrication, road and culvert repairs, mixing and pouring concrete, and painting and repairing gates and other structures.

Performs sediment removal duties; transports heavy equipment to sites; operates a diverse range of heavy equipment; dams and de-waters flood control channels to assist monitoring water turbidity.

Performs duties with respect to buildings and grounds construction and maintenance, such as drywall patching and repair, carpentry and framing, landscaping and mowing, and irrigation and plumbing installation, repair and maintenance.

Removes trash; cleans up encampments; disposes of hazardous materials. ~~Water Agency Maintenance Worker II's may operate any of the following light equipment and machines:-~~

~~dump trucks, sprayers, tractors, pick-ups, light trucks, forklifts, small rollers, small tank trucks, gas-operated post drivers, augers, chippers, chain saws, tree and brush trimming tools and machines, cement mixers, jackhammers, air compressors, concrete saws, berm machines, and oil pots.~~

~~Incumbents in the Water Agency Maintenance Worker II level m~~May perform mechanical assistance duties in the repairing, testing, calibrating, and maintaining of mechanical, electrical, vacuum, pneumatic, and hydraulic operated equipment, appurtenances, and related water and wastewater treatment facilities; assists Water Agency mechanic staff in exercising valves, digging for pipe repairs, removing and laying asphalt, pouring concrete and related maintenance tasks.

As assigned, serves in an on-call capacity for emergency situations such as sewage spills, water leaks, stream blockages, and other issues. ~~During lead worker's absence, incumbents may lead crews for short periods of time, train others, and assure projects are performed correctly and in a timely manner; and/or may operate heavy equipment including dump trucks, dozers, graders, scrapers, and backhoes.~~

~~Removes and hauls tree trimmings, stumps, concrete chunks, and sacks of debris; paints and repairs gates and other structures; mows and weeds grass areas; mixes and pours cement structures; removes and disposes of dead animals within departmental policy; discusses projects with inquiring public;~~

Maintains a variety of files, records, and logs;~~keeps records and~~ assembles information for written and oral reports; ~~makes oral and written reports; and completes daily time and material log.~~

Performs related duties as assigned.

Knowledge and Abilities

Working knowledge of: ~~basic~~ general construction materials, safety practices, and tools commonly used in wastewater collection and water distribution system construction and maintenance and/or in vegetation management, including basic types, styles, and sizes of pipes, parts, and fittings; principles and practices of a diverse range of semi-skilled and skilled trades areas such as carpentry, irrigation systems, drywall, asphalt, and concrete work, plumbing, fencing construction, and related trades areas; water and wastewater system functions and structures; flood control and collection system pipe laying procedures; methods, materials, and procedures used in bedding, backfilling, and black topping; materials and procedures used in repairing and replacing ~~cement~~ concrete structures; methods, equipment, and procedures used in water and wastewater system line cleaning; safety procedures, requirements, and equipment; repair, preventive maintenance, and safe operations of trucks, hand, and power tools; and light and heavy construction equipment; safe working practices and techniques including those for working within confined spaces and handling/disposition of hazardous materials.;

Knowledge of: sewer systems standards as specified in California Uniform Plumbing Code; English grammar, vocabulary, spelling, punctuation, and composition; methods and techniques of using closed circuit television (CCTV) equipment to diagnose and resolve sewer line issues; USA methods and techniques; principles and practices of record keeping.

Ability to: perform a variety of ~~light and heavy entry level and~~ semi-skilled manual maintenance and construction tasks for extended periods and under unfavorable weather conditions; operate line cleaning equipment and hand and power tools; determine appropriate methods to clean water and sewer lines; demonstrate physical strength, endurance, mechanical aptitude, and skills for working in a variety of trades areas; operate CCTV equipment to diagnose collection system issues and identify required maintenance; mark and locate underground services; operate a diverse range of light and heavy equipment in performance of assigned duties; work in confined and/or underground spaces; understand and follow oral and written instructions; follow ~~basic~~ safety procedures; accurately complete simple report forms; work effectively with other employees and the public; speak, read, and write English at a level appropriate for successful job performance; read work maps and plans~~perform basic arithmetic calculations; demonstrate physical strength, endurance, and mechanical aptitude; operate line cleaning equipment and hand and power tools; determine appropriate methods to clean water and sewer lines, and set grades and alignments.~~

Working Conditions

~~Duties require sitting, standing, walking on level and slippery surfaces, reaching, kneeling, bending, stooping, crawling, squatting, crouching, and grasping in the performance of daily duties. The duties also require the need to lift, carry, and push motors, pipes, valves, fittings, pumps, and other equipment and supplies weighing 40 pounds or more. The incumbents are required to work in all weather conditions including wet, hot, and cold. The use of lubricating ingredients and working around sewer gases exposes the employee to fumes, dust, and air contaminants which may cause eye and skin irritation. The nature of the work also requires the incumbents to be exposed to raw and treated sewage; to climb ladders and walk on scaffolds; to ride personnel lifts at height and to work in confined spaces; to handle noise producing tools and equipment; and to drive a motorized vehicle.~~

Minimum Qualifications

Education and Experience: Any combination of education, training, and experience ~~which that~~ would likely provide the required knowledge and abilities listed. Normally, this would include two years of experience in construction, ~~or~~ maintenance, mechanical, and/or vegetation habitat work which includes performing heavy physical labor, the use of light mechanical equipment, machines, and power tools, or one year of experience in flood control or sanitation maintenance with the Sonoma County Water Agency.

Licenses and/or Certifications: The specific licenses and/or certifications vary, depending on assignment. However, once obtained, all required licenses/certifications must be maintained throughout employment in the assignment within this classification.

Driver's License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position. Positions assigned to operate heavy equipment require a valid State of California Class A Commercial Driver's License, including any valid and appropriate California Endorsement(s) (e.g. tanker endorsement). ~~Some positions may require the possession of a valid California Class A motor vehicle operator's license. Employees assigned to operate heavy trucks on a continuing assignment must possess a~~

~~valid California Class A motor vehicle operator's license including valid and appropriate California Endorsements (e.g. Tanker Endorsement.)~~

Water/Wastewater Assignments: The California Water Environment Association's (CWEA's) Grades I, II, and/or III, a National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification, a CA Distribution Operator Certificate (D1), and Cal/OSHA training on working in confined spaces and excavations are highly desirable for these assignments.

Vegetation Management Assignments: An International Society of Arboriculture (ISA) Board Certified Arborist or Arborist Municipal Specialist credential, the California Department of Pesticide Regulation's Agricultural Pest Control Advisor License, and the International Society of Arboriculture (ISA) Tress Risk Assessment Qualification (TRAQ) are highly desirable for these assignments.

~~**Certificate:** Possession of a Grade I or II Collection System Maintenance Certificate issued by the California Water Environment Association.~~

~~**Desirable Certificate:** Possession of a Grade I or II Collection System Maintenance Certificate issued by the California Water Environment Association.~~

WATER AGENCY SENIOR MAINTENANCE WORKER-III

Definition

Under ~~general supervision~~ direction, performs varied and highly skilled work in maintenance, repair, installation, and construction on water distribution, wastewater collection and treatment, and flood control projects for the Sonoma County Water Agency (Water Agency) ~~operating heavy equipment in the maintenance and construction of Water Agency facilities by~~ serving as a lead for assigned work crews; operating heavy equipment; ~~performs and performing~~ a variety of semi-skilled, light and heavy manual tasks in Water Agency construction and maintenance. Positions have dedicated assignments in Water Agency functional areas.

Distinguishing Characteristics

Water Agency Senior Maintenance Worker-III is the first level advanced journey ~~level~~ class in the broad Water Agency maintenance Maintenance worker Worker class-series. ~~Incumbents responsible for performing the most varied and highly skilled maintenance, repair, installation, and construction duties for Water Agency water distribution, wastewater collection and treatment, and flood control projects; in maintaining, repairing, and installing water and wastewater treatment systems and flood control. Such duties entail operating~~ Incumbents are assigned to one or more Water Agency functional areas of vegetation management, heavy construction, and wastewater systems. Incumbents operate and maintain ~~ing~~ heavy equipment on a continuous basis, and serve as ~~lead workers by assigning, reviewing, and ensuring the safety compliance of work performed by assigned crew members and by serving as a technical resource for less experienced workers. The incumbent must~~ Positions require experience use independent and careful judgment in the operation of heavy equipment.

Water Agency Senior Maintenance Worker is distinguished from the Water Agency Maintenance Worker II in that the latter is the journey level class responsible for performing the full range of semi-skilled maintenance duties for water distribution, wastewater collection and treatment, and flood control projects with no lead-level responsibility. This class is further distinguished from the Water Agency Lead Maintenance Worker in that the latter is the second level advanced journey class responsible for planning and scheduling day-to-day operations involving multiple projects, including staffing, materials, and equipment.

This class is exempt from the Civil Service Ordinance of the County of Sonoma, as stated in Ordinance No. 305-A as amended.

Typical Duties

Depending on area of assignment, duties may include but are not limited to the following:

Assigns and reviews the work of assigned crews on maintenance, repair, installation, and construction projects for Water Agency water distribution, wastewater and treatment, and flood control, including, but not limited to, vegetation management, sediment removal, road repairs, site work, tree trimming and removal, planting of native vegetation, culvert installation and repair, dam and levee repair, diversion channels, sediment basins, flood control reservoirs, and video inspection and cleaning of pipes.

Directs and performs mechanical assistance duties in the repair, testing, calibration, and maintenance of mechanical, electrical, vacuum, pneumatic, and hydraulic-operated equipment and appurtenances of Water Agency water and wastewater collection systems and wastewater treatment and flood control facilities.

Adheres to and ensures adherence to Water Agency safety standards by co-workers, contracted workers, and the public to minimize the risk of accidents and injuries; performs traffic control; provides training and information on proper operation handling of tools, equipment, and heavy equipment and work methods; trains others on Class A vehicle operation, and protocols for work in confined space entry, working in proximity to high voltage equipment, at heights, around traffic.

Uses maps, Geographic Information Systems (GIS) databases and locating equipment to ensure work performed is within safe working distance and does not impact operations of other utilities; accesses Underground Service Alert (USA) database.

Operates any of the following heavy equipment as assigned on a regular basis: motor grader, backhoe, bulldozer, power shovel, loader, elevating scraper, large rollers, Drott, combination hydro/vac trucks, diesel trucks, or similar heavy construction and maintenance equipment; transports heavy equipment to work sites.

Directs operation and operates combination Vac/Jetter trucks for pot holing to locate and expose underground utilities; repairs collection systems; patches and grades asphalt.

Operates Vac trucks to clean and maintain wastewater treatment plant and collections systems equipment, basins, filters, and ponds; cleans and clears blockages in sewer lines.

Directs and conducts closed circuit television (CCTV) inspections of new and existing sewer lines for access and certification; locates and marks sewer, utility lines; notifies affected parties.

Monitors, assesses, and verifies wastewater irrigation fields; repairs broken lines/valves and rebuilds valves; installs temporary irrigation systems.

Performs vegetative maintenance and habitat restoration tasks related to flood control channels; trims and removes vegetation; uses heavy equipment to stabilize banks and place rip rap as a means to repair wash out on banks and levee roads.

Performs sediment removal duties; dams and de-waters flood control channels to assist in monitoring water turbidity.

As assigned, serves in an on-call capacity for emergency situations such as sewage spills, water leaks, stream blockages, and other issues.

Maintains a variety of files, records and logs and assembles information for written and oral reports.

~~Performs and is responsible for daily preventive maintenance of assigned heavy equipment and/or machines and power tools.~~

~~Assists Water Agency Lead Maintenance Workers in marking out job sites with grade stakes to indicate cuts, fills, slopes, banks, and stations; interprets grade stakes to make cuts, fills, slopes, banks, and stations while operating heavy equipment.~~

~~May train others in carrying out proper safety procedures and observing safety requirements related to underground construction, trench safety, confined spaces, traffic control, equipment operation, and use of safety equipment and gear; performs bank stabilization using heavy equipment to place rip rap as a means to repair wash out on banks and levee roads.~~

~~Incumbents in the Water Agency Maintenance Worker III level may perform technical duties such as conducting cctv inspections of new and existing sewer and water lines; and locating and marking sewer, water, and electrical and pressure lines.~~

~~Additionally, incumbents may~~ May ~~the~~ a Water Agency Lead Maintenance Worker's responsibilities during short absences.

~~Removes and hauls tree trimmings, stumps, concrete chunks, and sacks of debris; paints and repairs gates and other structures; mows and weeds grass areas; constructs forms and mixes and pours concrete structures; removes and disposes of dead animals within departmental policy; discusses projects with inquiring public; completes daily time and material log; may operate survey equipment when assigned.~~

Performs related duties as assigned.

Knowledge and Abilities

Considerable knowledge of: depending on assignment, operational characteristics of a diverse range of heavy equipment used in water distribution, wastewater collection and treatment, and flood control maintenance, repair, installation, and construction; general ~~basic~~ construction materials, safety practices, and tools commonly used in area of assignment ~~construction and maintenance~~, including ~~basic~~ types, styles, and sizes of pipes, parts, and fittings; principles and practices of a diverse range of skilled trades areas such as carpentry, irrigation, drywall, asphalt, concrete, plumbing, fencing; and related areas; water and wastewater system functions and structures, flood control and collection system pipe laying procedures; vegetation management practices and regulations; occupational hazards and standard safety practices of water distribution, of wastewater collection and treatment, and of flood control maintenance, repair, installation, and construction; methods and techniques of using CCTV equipment to diagnose

and resolve sewer line issues; safe working protocols, practices, techniques, and related equipment including those for working in confined spaces, close to high voltage, at heights, close to traffic, and handling hazardous materials; USA methods and techniques; methods, materials, and procedures used in bedding, backfilling, and black topping; materials and procedures used in repairing and replacing ~~ement-concrete~~ structures; methods, equipment, and procedures used in water and wastewater system line cleaning; ~~safety procedures, requirements and equipment;~~ repair, preventive maintenance, and safe operations of trucks, hand, and power tools, and light construction equipment and sewer systems standards as specified in California Uniform Plumbing Code.

Working knowledge of: principles of lead direction and training; hazards in working in wastewater and wastewater collection system standards as specified in the California Uniform Plumbing Code; methods, materials, safety procedures, and tools used in water and wastewater construction and maintenance and in vegetation management; the safe and correct operation and preventive maintenance of heavy and light equipment, machines, and power tools; ~~occupational hazards and standard safety practices of water and wastewater construction and maintenance;~~ and English grammar, vocabulary, spelling, punctuation, and composition.

Ability to: lead and review the work of assigned crew members; safely operate a wide range of heavy and light equipment used in the construction, maintenance and repair of wastewater collection and water distribution systems and in vegetation management; perform a variety of light and heavy semi-skilled and skilled manual maintenance and construction tasks for extended periods under unfavorable weather conditions; work in confined underground spaces; understand and follow oral and written instructions; follow ~~basic~~ safety policies and procedures; accurately complete ~~simple~~ report forms; work effectively with other employees and the public; speak, read, and write English at a level appropriate for successful job performance; perform basic arithmetic calculations; ~~demonstrate physical strength, endurance and mechanical aptitude; operate line cleaning equipment and hand and power tools; determine appropriate methods to clean water and sewer lines; set grades and alignments; safely and correctly operate heavy equipment and light motorized machines.~~

Working Conditions

~~Duties require sitting, standing, walking on level, and slippery surfaces, reaching, kneeling, bending, stooping, crawling, squatting, crouching, and grasping in the performance of daily duties. The need to lift, carry, and push motors, pipes, valves, fittings, pumps, and other equipment and supplies weighing 40 lbs. or more is also required. Additionally, the incumbent works in all weather conditions including wet, hot, and cold. The use of lubricating ingredients and working around sewer gases exposes the employee to fumes, dust, and air contaminants which may cause eye and skin irritation. The nature of the work also requires the incumbent to climb ladders, walk on scaffolds; and ride personnel lifts at height; to work in confined spaces; to handle noise-producing tools and equipment; and to drive a motorized vehicle.~~

Minimum Qualifications

Education and Experience: Any combination of education, training, and experience which would likely provide the required knowledge and abilities listed. Normally, this would include three years of experience in construction, maintenance, ~~or~~ mechanical, and/or vegetation habitat management work; two years of which have been at the level of a Water Agency Maintenance Worker II.

Licenses and/or Certifications: The specific licenses and/or certifications vary, depending on assignment and on the timing of when they are required. However, once obtained, all required licenses/certifications must be maintained throughout employment in the assignment within this classification.

Driver's License: A valid State of California Class A Commercial Driver's License, including any valid and appropriate California Endorsement(s) (e.g. tanker endorsement), is required upon employment and must maintained throughout employment in this classification. ~~Possession of a valid California Class A motor vehicle operator's license is required. Employees assigned to operate heavy trucks on a continuing assignment must possess a valid California Class A motor vehicle operator's license including valid and appropriate California Endorsements.~~

Water/Wastewater Assignments: Incumbents must possess a California Water Environment Association's (CWEA's) Grade I, a National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification, and Cal/OSHA training on working in confined spaces and excavations at the time of hire or promotion. The CA the Distribution Operator (D1) and the CWEA Grades II and III certifications are highly desirable for these assignments.

Vegetation Management Assignments: An International Society of Arboriculture (ISA) Board Certified Arborist or Arborist Municipal Specialist, the California Department of Pesticide Regulation's Agricultural Pest Control Advisor License, and the International Society of Arboriculture (ISA) Tress Risk Assessment Qualification (TRAQ) are highly desirable for these assignments.

~~**Certificate:** Some positions may require the possession of a Grade I or II Collection System Maintenance Certificate issued by the California Water Environment Association.~~

~~**Desirable Certificates:** Possession of a Grade I or II Collection System Maintenance or Grade I Environmental Compliance Inspector certificate issued by the California Water Environment Association.~~

WATER AGENCY LEAD MAINTENANCE WORKER

Definition

Under general direction, plans, schedules, assigns, coordinates, and reviews Sonoma County Water Agency (Water Agency) water distribution, wastewater collection and treatment, and flood control projects, including repair, installation, and maintenance ~~performs the more difficult and responsible maintenance repair and installation duties~~; provides training, and direction on work methods, and ensures the safety of staff, contracted workers, and the public. Positions have dedicated assignments in Water Agency functional areas. ~~to Water Agency Maintenance Workers, and coordinates the day to day operations of crews working in the field on the maintenance, repair and installation of the Agency's water and wastewater treatment and distribution systems, repair, maintenance and installation of flood control channels and river channels.~~

Distinguishing Characteristics

~~This~~ Water Agency Lead Maintenance Worker is the ~~lead worker and~~ second advanced journey level within the broad Water Agency Maintenance Worker series. ~~responsible for coordinating staffing, materials, and equipment for assigned projects in one or more Water Agency functional areas of vegetation management, heavy construction, and wastewater systems.~~ Incumbents ensure that work performed by crews and contractors complies with Water Agency and regulatory standards, including permits. ~~perform the more difficult tasks assigned to crews and provide direction coordinating the day to day activities of Water Agency maintenance worker field crews.~~

Water Agency Lead Maintenance Worker is distinguished from the Water Agency Senior Maintenance Worker in that the latter is the first level advanced journey class responsible for performing the most varied and highly skilled duties related to maintenance, installation, repair and construction for water and wastewater systems, wastewater treatment facilities, and flood control; for operating and maintaining heavy equipment on a continuous basis; and for serving as on-site lead workers for assigned crew(s). This class is further distinguished from the Water Agency Maintenance Supervisor in that the latter has supervisory responsibility.

This class is exempt from the Civil Service Ordinance of the County of Sonoma, as stated in Ordinance No. 305-A as amended.

Typical Duties

Duties vary with assignment, and may include, but are not limited to, the following:

Within designated functional area(s), coordinates maintenance, installation, repair and construction projects for Water Agency water distribution, wastewater collection and treatment, and flood control including, but not limited to, vegetation management, sediment removal, road repair, site work, tree trimming and removal, planting of native vegetation, culvert installation and repair, dam and levee repair, diversion channels, sediment basins, flood control reservoirs,

collection systems repair and construction, video inspection, and cleaning.

Plans, schedules, assigns, and reviews the work of assigned crews and contracted workers; in conjunction with management functions as a project manager by establishing work priorities, monitoring and adjusting timelines, and coordinating the required staffing and equipment needs; coordinates the day-to-day operations of crews performing maintenance, repair, installation, and construction work on the Water Agency's wastewater collection systems and water distribution systems, wastewater treatment facilities, flood control facilities, watershed restoration, and estuary management projects; determines appropriate actions for day-to-day operations and emergency situations in the field.~~Leads and trains maintenance crews, participates in the installation, maintenance, and repair of water and wastewater treatments systems and flood control channels. Estimates, organizes, and coordinates assigned field projects by assessing equipment, staffing, and materials needs.~~

Determines and coordinates availability of required equipment for assigned projects.

Acts as liaison between field crews and Water Agency Operations Coordinator on progress of projects and staff performance.~~Determines appropriate action for day-to-day operations and in emergency situations in the field.~~

Performs maintenance-related administrative tasks including, but not limited to, data entry, logging sewer cleaning schedules and cleaning reports, and adjusting frequencies as needed; map changes; sewer overflow reports; and tree mitigation and load counts of material removed from flood control channels.

Directs the work of contractors and crews on various projects; conducts quality control review of work performed and ensures compliance with Water Agency specifications, standards, and protocols, with applicable federal, state, and local laws, with permits, and with management and best environmental management practices; conducts risk assessment for hazardous conditions.

Receives and responds to public and business inquiries and complaints; discusses maintenance projects with affected property owners and general public; communicates information and resolves issues within scope of authority and/or elevates to management as needed.

Ensures the safety of staff, contracted workers, and the general public to minimize the risk of accidents and injuries; adheres to Water Agency safety protocols regarding work in confined spaces, close to high voltage, at heights, around traffic, and handling hazardous materials; coordinates and conducts safety training for staff; enforces safety standards and requirements in the field; sets up and conducts weekly safety meetings; prepares and implements project and traffic safety plans.

Operates tools, equipment, and heavy equipment used for projects, including, but not limited to, closed captioned television (CCTV) video sewer line inspection equipment, truck mounted areal man lifts; medium/heavy duty trucks, on/off road equipment; road maintenance equipment, construction equipment, vegetation control equipment.

Coordinates with Water Agency staff and representatives of other agencies regarding environmental resource issues, as needed.

Inspects operation and condition of wastewater collection systems for repair and maintenance; inspects and plans maintenance for flood control facilities; reports conditions that require Water Agency attention/remediation.

Coordinates vegetation management activities for water distribution wastewater collection, and flood control systems, including tree pruning and removal, mowing fire fuel reduction, and herbicide application.

Prepares responses to winter storm and related events; schedules stand-by crews and contracted services; monitors gauges which indicate weather and water/wastewater system conditions; stages equipment and materials needed for emergency response; coordinates responses based on management directives.

Responds to sanitary sewer overflows with containment, diversion, and/or clean-up.

Monitors and inspects tools and equipment; schedules repairs; orders parts; researches and purchases small equipment and power tools; reviews and comments on specifications for new tools, equipment, and trucks.

Reviews and provides input on engineering plans; develops project emergency response plans; attends meetings for capital improvement projects; collaborates with contractors on job estimates.

As assigned, serves in an on-call capacity for emergency situations such as sewage spills, water leaks, stream blockages, and other issues.

~~Enforces safety standards and requirements in the field.~~

~~Inspects operation and condition of collection system for repair or cleaning; inspects and plans maintenance for flood control channels and creeks; purchases tools and equipment required for field projects; discusses maintenance projects with affected property owners and general public; and acts as primary contact in the field regarding complaints and project inquiries.~~

Performs related duties as assigned.

Knowledge and Abilities

Considerable knowledge of: depending on area of assignment, methods and techniques of scheduling staff and equipment to meet day to day operational requirements and special project needs; methods, materials, machines, tools, and equipment used in the construction, installation, maintenance, and repair of water distribution or wastewater collection treatment; systems, wastewater treatment facilities, and flood control within area of assignment; occupational hazards and modern safety requirements and best management practices in water or wastewater treatment maintenance and construction work assigned areas of responsibility; principles and practices of a broad range of skilled trades areas; operational characteristics, and preventative maintenance requirements and standards for vehicles, light and heavy equipment, machines, and power and hand tools; water distribution and wastewater collection system and treatment functions and structures, including pipe laying procedures, methods, and equipment used in wastewater system line cleaning; types and styles of pipes, parts, and fittings used in collection systems; procedures, methods, and materials used in bedding, backfilling, and blacktopping road, dam, and levee repair and maintenance.

Working knowledge of: depending on area of assignment, principles and practices of lead direction; best management practices; methods and techniques of training staff in work procedures; Water Agency standard operating procedures; mandated rules and regulations governing assigned programs; methods and techniques of coordinating a diverse range of

projects in assigned areas; worksite logistics; principles and practices of quality control; methods and techniques of reading and interpreting construction plans; methods and techniques of safely handling hazardous materials; principles and practices of confined space entry procedures, personal protective equipment and environmental conditions; ~~maintenance and repair procedures for hand and power tools~~; procedures and materials used in repairing and replacing ~~cement~~ concrete structures; and English grammar, vocabulary, spelling, punctuation, and composition;

Ability to: plan, schedule, assign and review the work of assigned crews, and contracted services; ensure the implementation of safe working practices and enforce safety provisions; make estimates; ~~and to~~ interpret ~~and~~ work required from illustrative plans, sketches, and grade stakes; ~~set grades and alignment~~; inspect maintenance or construction work performed to established specifications; using computer systems, maintain maintenance and cost records for field projects and daily operations; ~~demonstrate physical strength, endurance, and mechanical aptitude~~; speak, read and write English at a level appropriate for successful job performance; perform basic mathematical calculations; ~~tactfully~~ establish and maintain ~~harmonious~~ effective relationships with employees, the public, and other agencies; communicate effectively both in writing and orally with persons from a variety of socio-economic, cultural, and educational backgrounds; lead a work crew to effectively complete projects ~~in water and wastewater maintenance division~~; determine appropriate actions regarding safety of crew and maintenance of equipment in day-to-day operations and emergency situations.

Working Conditions

~~Duties require sitting, standing, walking on level and slippery surfaces, reaching, kneeling, bending, stooping, crawling, squatting, crouching, and grasping in the performance of daily duties. The need to lift, carry, and push motors, pipes, valves, fittings, pumps, and other equipment and supplies weighing 40 lbs. or more is also required. Additionally, the incumbent works in all weather conditions including wet, hot, and cold. The use of lubricating ingredients and working around sewer gases exposes the employee to fumes, dust, and air contaminants which may cause eye and skin irritation. The nature of the work also requires the incumbent to climb ladders, walk on scaffolds, and ride personnel lifts at height; to work in confined spaces; to handle noise producing tools and equipment; and to drive a motorized vehicle.~~

Minimum Qualifications

Education and Experience: Any combination of education, training, and experience ~~which~~ that would likely provide the required knowledge and abilities listed. Normally, this would include five years of recent experience in ~~water or wastewater treatment~~ collection and treatment, water distribution, and/or flood control systems construction, and disposal maintenance, installation, and repair.

Licenses and/or Certifications: The specific licenses and/or certifications vary, depending on assignment and on the timing of when they are required. However, once obtained, all required licenses/certifications must be maintained throughout employment in the assignment within this classification.

Driver's License: A valid State of California Class A Commercial Driver's License, including any

valid and appropriate California Endorsement(s) (e.g. tanker endorsement), is required upon employment and must maintained throughout employment in this classification.

~~Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position. Some positions may require the possession of a valid California Class A or B motor vehicle operator's license. Employees assigned to operate heavy trucks on a continuing assignment must possess a valid California Class A motor vehicle operator's license including valid and appropriate California Endorsements (e.g. Tanker Endorsement.)~~

Water/Wastewater Assignments: Incumbents must possess a California Water Environment Association's (CWEA's) Grade I, a National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification, and a Cal/OSHA training on working in confined spaces and excavations at the time of hire or promotion. A California Integrated Water Quality System (CIWOS) Legally Responsible Official (LRO)/Data Submitted Registration must be obtained within the first year. The CA the Distribution Operator (D1) and the CWEA Grade II certificates are required within the first two years. The CWEA Grade III certification is highly desirable for these assignments.

Vegetation Management Assignments: An International Society of Arboriculture (ISA) Board Certified Arborist or Arborist Municipal Specialist is required within one year of hire or promotion. The California Department of Pesticide Regulation's Agricultural Pest Control Advisor License and the International Society of Arboriculture (ISA) Tress Risk Assessment Qualification (TRAQ) are highly desirable for these assignments.

~~Possession of a Pest Control Advisor's License issued by the State of California.~~

~~**Certificate:** a Grade I Collection System Maintenance Certificate issued by the California Water Environment Association or higher upon appointment. A minimum of a Grade II certificate must be obtained within three years of appointment.~~

~~**Desirable Certificates:** Grade I Environmental Compliance Inspector, Grade III Collection System Maintenance, or Professional Erosion and Sediment Control certificates issued by the .California Water Environment Association.~~

WATER AGENCY SCADA TECHNOLOGY ANALYST

Definition

Under direction, performs professional design, development, implementation, and maintenance duties for the Sonoma County Water Agency's (Water Agency's) Supervisory Control and Data Acquisition (SCADA) system infrastructure and applications related to water distribution systems and wastewater collection systems and treatment facilities; assists in the integration of SCADA data with other Water Agency business operations; ensures system compliance with mandated standards and best management practices; maintains a secure, standardized, and reliable systems environment.

Distinguishing Characteristics

The Water Agency SCADA Technology Analyst is a technical classification responsible for performing the full range of duties associated with the design, development, and administration of all segments of the Water Agency-wide SCADA infrastructure and allocated solely to the Water Agency. Technology areas of responsibility include professional responsibilities related to SCADA system network, servers and applications, including Human Machine Interface (HMI), Programmable Logic Controllers (PLCs), and related systems components.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Duties may include, but are not limited to, the following:

Performs a diverse range of analytical duties in the development, enhancement, modification, and maintenance of the Water Agency's SCADA infrastructure systems and supporting applications and platforms including HMI, PLCs, and other related program design, components, networks, and processes, as assigned.

Receives and responds to help desk tickets and work order requests with respect to SCADA system performance or reliability; investigates, diagnoses, and isolates problems; takes appropriate action by either resolving the issues, referring to higher level staff, or contacting a third-party vendor; provides clients with status updates on actions taken, cost impact, and timeline for resolution.

Analyzes, designs, programs, installs, upgrades, administers, and maintains Water Agency SCADA systems and supporting infrastructure such as radios, leased line telephony, switches, routers, firewalls, and media converters to Remote Terminal Units.

Develops, supports, maintains, and documents SCADA systems, including applications and programs for HMIs, PLCs, data historization, and related infrastructure, hardware, protocols, communication links, and back up strategies.

Evaluates and applies software updates/patches to servers and workstations within the SCADA system in accordance with Water Agency Information Technology (IT) standards; installs and maintains related hardware.

Performs SCADA-related database design and administration.

Participates in due diligence efforts involving SCADA system reviews and analysis as well as communication infrastructure; works with Water Agency IT and County communication groups to troubleshoot and maintain system availability.

Monitors SCADA system performance and facilitates continuous improvement of both systems and environments; reviews design changes for plant upgrades and modifications to identify impact on supporting technology; works with colleagues and clients to identify new or modified SCADA systems; develops work flow diagrams to reflect current and proposed flow of data and information; prepares initial and ongoing application design models and specifications to optimize data flow and collection; ensures compliance with Water Agency standards and practices.

Assists Water Agency staff with methods to satisfy data reporting requirements; researches and analyzes recommended software solutions, either through an in-house build or through modification of a third-party software product; develops methods to export and incorporate data and databases into the design process, ensuring quality control and standards for data integrity; develops system dashboards and related operational overviews; provides training to end users on SCADA system functionalities and capabilities.

Adhere to Water Agency and regulatory standards for safety in all phases of work including working in confined spaces, around high-voltage electrical equipment, and at heights.

Works with Water Agency staff on instrumentation set-up and troubleshooting, including related programming.

Conducts research and stays current on new trends and innovations for software solutions to SCADA system processes; adapts to and recommends new SCADA technologies to improve operational effectiveness.

Performs other SCADA-related duties as assigned.

Knowledge and Abilities

Knowledge of: principles and practices of SCADA system design, development, and administration including applications and supporting infrastructure; a diverse range of applications and programming languages used in SCADA systems; principles and practices of HMI and PLC process control technology; principles and practices of developing and implementing system control philosophies into an operationally automated control systems; principles and practices of network hardware configuration and management; methods and techniques of developing and implementing system security best management practices; principles and practices related to diagnosing communication issues; telecommunications systems and applications, including voice, data, video, fiber optics, and other components; networking practices; principles and practices of database administration; methods and techniques of evaluating third party software for modification to customized application specifications; principles and practices and safety techniques for electrical and electronic systems in high voltage plants, in confined spaces, and at heights; operational characteristics of water distribution and wastewater treatment facilities and collections systems; methods and techniques of developing and delivering training on new or modified applications; principles and practices of developing and maintaining technical documentation, files, and records; fundamentals of electrical and instrumentation programming and set up; principles and techniques for working with groups and fostering effective

team interaction to ensure teamwork is conducted smoothly; applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.

Ability to: recommend, design, develop, program, and implement new, enhanced, or modified SCADA systems; troubleshoot, diagnose, analyze, and resolve complex SCADA system issues; troubleshoot and diagnose network hardware and configuration issues; develop and implement testing models; write and modify instructions, procedures, manuals, and documentation; analyze systems problems, develop effective solutions, and prepare cost estimates; understand, interpret, and apply pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed; work effectively with staff, customers, and vendors; collaborate with colleagues in developing and documenting process work flows, SCADA system specifications, and models; perform a variety of tasks in a consistent and accurate manner; analyze and evaluate information, problems, and situations, and develop an effective course of action; prepare clear, concise, and accurate oral and written reports communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

Minimum Qualifications

Education and Experience: Any combination of education and training that would provide the opportunity to acquire the above knowledge and abilities. Normally, this would include a Bachelor's degree, or equivalent, in computer science, information systems, or a related field, and four years of professional experience providing analytical support for enterprise or customized applications. Nationally-recognized, industry-specific technical certifications may be considered equivalent to college-level coursework for meeting the educational requirements. Experience working with SCADA or other automation systems in a water/wastewater environment is desirable.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

Programs/Certifications: The Certified Associate program through the International Society of Automation must be successfully completed within 18 months of employment in this classification. The Water Distribution Operator Certification Grade I and the Water Treatment Operator Certification Grade 1 certifications Issued by the California State Water Resources Control Board are required within 18 months of employment in this classification. Once obtained, these certifications must be maintained as a condition of employment in this classification.

WATER AGENCY TECHNICAL WRITING SPECIALIST

Definition

Under ~~general supervision~~ direction, researches and prepares a variety of ~~contracts, and~~ technical documents including grant proposals, contracts, and reports pertaining to ~~water~~ Sonoma County Water Agency (Water Agency), and department ~~sanitation or public works~~ projects and programs; ensures technical documents meet Water Agency, federal, state, and local standards and regulations for including Capital Improvement Plan and Project Need ~~reports~~ consistency, conformance, and compliance; coordinates and provides professional support for public project bids requests for proposals; and the grant application and administration processes ~~drafts, edits and finalizes agreements and detailed construction project specifications; reviews environmental impact reports; prepares construction contracts; and performs related duties as required.~~

Distinguishing Characteristics

This is the journey level in the Water Agency Technical Writing Specialist class series and is allocated solely to the Water Agency. Positions in this class are ~~is~~ responsible for composing, editing, and finalizing technical proposals, agreements, preparing technical reports, and other documents for department or agency Water Agency grants and projects; ~~such as construction specifications, professional services agreements, and funding agreements~~; administering the public bid and Request for Proposals/Request for Qualifications (RFP/Q) processes; and ~~preparing reports as required by funding agencies~~; ensuring compliance with regulations, ~~and established~~ policies, and procedures; and providing support for department or a ~~Agency~~ programs, grants, and projects as needed. Incumbents exercise discretion and independent judgment.

Water Agency Technical Writing Specialist is a classification that encompasses specialized assignments focused on agreements, construction contracts, fiscal activities, and/or grants.

The Water Agency Technical Writing Specialist is distinguished from the Water Agency Senior Technical Writing Specialist in that the latter is the lead classification performing the most complex assignments; developing new and improved templates, document structures, and procedures; and providing work direction to and training of staff.

~~These specialist positions are distinguished from the engineering technician series positions by the broad range of duties performed, independent judgment exercised, and the writing skills necessary to translate complex ideas and material into clear, concise language.~~

This class is exempt from the Civil Service Ordinance of the County of Sonoma, as stated in Section 5 of Ordinance No. 305-A as amended.

Typical Duties

Depending on assignment, duties may include, but are not limited to, the following:

Develops, composes, edits, and prepares, ~~and administers~~ a variety of technical documents related to inter-agency projects and initiatives that are specific to the position's assignment including formal service agreements and scopes of work; RFP/Q, grant proposals and related agreements, loan funding applications, ~~professional service agreements, funding agreements, and various agreements with consultants and other agencies.~~

~~Prepares detailed construction project~~ specifications, ~~various agreements~~ and technical reports; ~~prepares and edits~~ and ensures continuity between drawings, plans, maps, supply lists, site conditions, and detailed ~~construction project~~ specifications; and identifies ~~ing~~ materials and performance standards for ~~agency assigned~~ projects ~~such as reservoirs, waterways, storm drains, pipelines, pumping plants, and wastewater treatment plants.~~

Researches and determines appropriate opportunities for grant funding of Water Agency projects; develops scope, schedule, and budget with project managers; writes, and submits proposals for grants; works with funding agencies on the development and administration of resulting agreements, reporting, and compliance; administers and monitors implementation of projects, ensuring compliance with requirements; builds partnerships to identify and develop appropriate projects and funding opportunities that meet Water Agency objectives.

Develops RFP/Q materials; coordinates the solicitation and selection processes for professional and technical services; assists with the evaluation of proposals and recommendation for consultant selection; and ensures RFP/Qs comply with federal, state, and local funding requirements.

Reconciles ~~construction project~~ specifications, scope, schedule, and budget with engineering plans, environmental regulations, funding requirements, grants provisions, right-of-way agreements, permits, and other statutory requirements; and prepares ~~Project Needs reports and Capital Improvement reports, and reviews Board of Directors'~~ a variety of formal reports and agenda items.

Visits project sites to ensure consistency between conditions, plans, drawings, and material lists.

Coordinates funded project functions, including tracking, reporting, and necessary adjustments; ensures documentation and final records meet Water Agency, federal, state, and local audit requirements.

Conducts, updates, and manages labor compliance, hazard mitigation, and other Water Agency plans; and determines appropriate methods and conducts public and multi-stakeholder improvement in planning and funded projects.

~~Prepares and schedules bid advertisements and coordinates preparation and processing of construction contracts and related documents to ensure internal consistency and compliance with legal requirements, and established policies and procedures.~~

Other Duties

May review and edit a variety of environmental technical documents ~~such as assessments, negative declarations, environmental impact reports, notices;~~

Uses critical thinking to recommend design and operational approaches and modifications, ~~to mitigate negative impacts as appropriate;~~ ~~conduct studies and other special assignments such as construction cost updates, capital improvement reports, grant reports and agency~~ Agency response to interrogatories.

Serves as a liaison and technical expert; handles special assignments for County departments, and other agencies; interprets federal, state, and local regulations and guidance to make eligibility and compliance requirement determinations.

Performs related duties as assigned.

Knowledge and Abilities

~~**Knowledge of:** English grammar, vocabulary, spelling, punctuation and composition; basic mathematics; document structure and formatting techniques; organizational techniques; and interviewing and listening techniques.~~

Working knowledge of: English grammar, vocabulary, spelling, punctuation and composition; basic mathematics; document structure and formatting techniques; organizational techniques; and interviewing and listening techniques; the techniques of writing and editing technical reports, agreements, and grant proposals; contract principles and roles ~~of participants;~~ civil engineering, natural resources, and grant principles, practices, and terminology; public contract law; project and grant management principles and practices; written and oral communications, ~~including language mechanics, syntax, and English composition;~~ basic insurance requirements and risk mitigation techniques for agreements and contracts; and modern office methods, procedures, and software programs ~~modern office methods and procedures; word processing applications. Skill in~~ drafting, editing, finalizing, tracking, and executing agreements; and file management.

Ability to: obtain and interpret ~~engineering and other~~ technical ~~material and~~ information ~~by interview, in writing, or through research;~~ read, comprehend, and interpret and prepare documents such as engineering specifications, ~~and read, comprehend, and interpret~~ construction drawings, agreements, contracts, technical reports, and grant proposals; prepare and coordinate execution of agreements, contracts, and grant proposals; understand and apply budgetary and operational principles and practices; make mathematical calculations; analyze situations and adopt effective course of action; ~~analyze and evaluate insurance requirements;~~ observe and work with ~~small~~ details; ~~select essential elements of a problem;~~ write effectively and use good judgment in assembling, evaluating, and using information; understand the implications of new project information for both current and future problem-solving and decision-making related to grants, agreements, and specifications, determine contractual and grant requirements for ~~professional service~~ agreements and contracts to ~~ensure~~ establish performance and compliance standards ~~by consultants;~~ monitor consultant and contractor performance; ~~interpret~~ interpret and make recommendations based on regulations, policies, guidance, and agreement provisions; communicate and listen effectively; follow ~~established~~

procedures; and establish and maintain effective working relationships with other staff and the public.

Working Conditions

~~Duties require sitting, standing, repetitive motion and body twisting, stooping, and walking on level surfaces in performance of daily activities. Incumbents are required to drive vehicles, walk on uneven surfaces and be subjected to dust and pollen in making project site visits. The need to climb stairs, push and/or lift weights up to 25 pounds, may be required when using office equipment, lifting binders, replenishing supplies, and/or moving boxes of specifications and reports.~~

Minimum Qualifications

~~**Education:** Academic course work which directly relates to the knowledge and abilities listed. Normally, such course work would include college level courses in engineering, technical writing, contract law, journalism, and/or business or public administration.~~

Education and Experience: -Any combination of education, training, and experience ~~which that will would likely~~ provide the required ~~opportunity to acquire the~~ knowledge and abilities listed. Normally, this would include Academic academic course-work ~~which directly relates to the knowledge and abilities listed. Normally, such course work would include college level courses in engineering, technical writing, contract law, journalism, natural resources, accounting, and/or business or public administration, English literature, or a closely related field, and two years of experience managing engineering and/or public works construction projects, grants, engineering projects, and/or public work projects~~ experience, including one years of experience which included writing and editing of reports, manuals, specifications, proposals, and/or agreements. ~~OR two years in a technical field which included writing and editing of reports, manuals, specifications and/or agreements.~~

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

Certification: For assignments involving construction management, the Constructions Documents Technologies certification from the Construction Specification Institute is highly desirable.

Human Resources'
Compensation Recommendation
For
Sonoma County Water Agency
SEIU-Represented Classifications

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BACKGROUND

In 2016, the County and Service Employees International Union Local 1021 (SEIU) entered into a side letter agreement for a consultant to conduct a study of all SEIU-represented positions at the Sonoma County Water Agency that stated:

... “The County will hire an outside consultant to conduct a classification study. The intent of the study will be to determine appropriate job classes for SEIU-represented positions allocated to the Water Agency. The outside consultant will assist the County with analysis regarding salary administration for positions allocated to the Water Agency, including any need to evaluate new classification salaries and equity adjustments, which shall be consistent with the County’s Compensation Philosophy.”

OVERVIEW ON ESTABLISHING AND ADMINISTERING SALARIES

The County’s compensation structure is based on a set of benchmark job classifications. All other job classifications are administered by an appropriate internal relationship that relates a job class back to a benchmark class. Benchmark job classifications are typically those job classifications that are readily found and used in comparison counties; typically, a benchmark class is a journey class. Water Agency job classes are part of the County’s entire job classification structure.

The County uses established public sector compensation best practices when establishing and administering salaries. When establishing the salary for a new classification, Human Resources (HR) evaluates the class using a “360 degree” approach that includes looking at external market data when it exists, internal equity with similar classes and/or classes within a series, and reporting relationships. External market data identifies “match classes”; a match class should be a class that shares a significantly similar purpose and has sufficiently similar classification factors. Internal equity considers the scope and complexity of responsibilities, knowledge, skills and abilities, level of supervision/autonomy, and other classification factors between classes.

The County’s Compensation Philosophy describes that new job classifications should ideally be at 95% of the market average when initially establishing and a sufficient market exists, and result in appropriate internal equity. This approach is used because base salary is only one component of total compensation and the County’s philosophy is to measure its ability to recruit and retain employees using a total compensation evaluation method. Total compensation survey data shows that the market position of County classes increases when other total compensation elements are factored into the equation. Additionally, internal equity is a critical factor due to the County’s class structure and organizational structure. Internal equity must ensure compensation between classes is fair, particularly similar classes. In conjunction with establishing a salary, HR also determines how the salary will be administered on an ongoing basis. The County will evaluate whether the new classification should be a new “benchmark classification” or, if not, to identify the most appropriate benchmark to which the new salary will be linked and will maintain appropriate internal equity on an ongoing basis. Once the benchmark is identified, HR determines the appropriate differential at which the new salary will be set and administered going forward. The differential for a class can be above, below, or equal to the benchmark. Often times, a salary recommendation for a new class will include the ongoing salary administration and the recommendations are synonymous.

Specific to the Water Agency, the County’s Compensation Philosophy states the County may consider a different set of comparable agencies for Special Districts and Agencies with classifications that do not exist at the county to obtain sufficient survey data. Important in these circumstances is the consideration of whether there are other reasonably acceptable methods to evaluate market data and/or to administer the salaries.

On a related note, the SEIU MOU has established minimum differentials between certain classification levels. Article 19.5 Compensation Compaction Between Supervisory and Subordinate requires that at least a 10% differential between the salary of a supervisory classification and that of the class(es) supervised.

Above all, the County’s compensation structure must be in compliance with relevant wage legislation.

Established External Market - SEIU

The Memorandum of Understanding (MOU) between the County and SEIU, sets forth methodology for understanding market data when setting salaries. The article also provides that at least four match classes are needed to provide a sufficient market for setting salary externally, and that if six or more match classes are identified, the highest and lowest salaries will be removed from the salary determination calculations. Article 8.22 of the MOU stipulates the following eleven agencies will be used as the “standard comparators” for survey purposes:

Alameda County	San Mateo County
Contra Costa County	Santa Clara County
Marin County	Santa Cruz
Napa County	Solano County
Sacramento County	City of Santa Rosa
San Luis Obispo	

SALARY RECOMMENDATION

The following is the salary recommendation and rationale for each Water Agency-specific classification represented by SEIU.

New Water Agency-Specific Classifications

Water Agency (WA) Geographic Information Systems (GIS) Analyst

The survey of standard County comparators identified six match classifications as shown in the table below.

County/Agency	Class Title	Top Monthly Salary
County of Alameda	GIS Analyst	\$8,431
County of Contra Costa		
County of Marin	Geographic Information Systems Analyst II	\$8,169
County of Napa		
County of Sacramento	Geographic Analyst Level II	\$8,268
County of San Luis Obispo	GIS Analyst II*	\$6,289
County of San Mateo		
County of Santa Clara		
County of Santa Cruz	GIS Analyst II*	\$9,083
County of Solano		
City of Santa Rosa	Geographic Information Systems (GIS) Analyst	\$8,248
Average of County General Comparators		\$8,258
95% of General County Comparator Average		\$7,845
<i>* Match class with either the highest or lowest salary deleted from calculations per SEIU MOU.</i>		

Since six matches were identified, the high and low salaries are dropped, resulting in an average maximum monthly salary of \$8,258 with 95% at \$7,845. Since the standard comparator universe meets the criterion for an external market, there is no support for evaluating a special comparator universe for this classification.

From an internal equity standpoint, the APOSD Geographic Information Systems (GIS) Analyst is a significantly similar classification with a salary of \$7,225 Monthly I-Step. Since these classifications are substantially equal based on classification factors, HR does not recommend setting the new classification's salary above that of the APOSD class in order to have appropriate internal equity. Therefore, HR

recommends tying the salary for the Water Agency GIS Analyst with that of the APOSD GIS classification at \$7,225 Monthly I-Step and administering it at 3% above the Information Technology Analyst II benchmark, same as the APOSD GIS Analyst.

It is worth noting that The County's Total Compensation Study as of November 30, 2018 recognized the fact that the benchmark Information Technology Analyst II is below the total compensation market average. The County is hopeful that as a result of contract negotiations, an equity adjustment will be provided to the ITA II class based on the final terms of agreement.

Water Agency (WA) SCADA Technology Analyst

Only one match class was identified through the survey of standard comparator agencies (i.e., the Sanitation District Process Control Systems Analyst at the County of Sacramento). Therefore, the Water Agency-specific comparators were surveyed, resulting in only three matches (i.e., Information Systems Analyst at Alameda County Water District, Control Systems Engineer at Central Contra Costa Sanitary District, and Control Systems Specialist at Marin Municipal Water District).

Since the market data was insufficient for setting salary, internal equity must be the sole basis for establishing salary. Within the County's existing classification system, the most appropriate internal match is the broad Systems Software Analyst class typically assigned to the County's central Information Services Department (ISD). Typically, the salaries for ISD-specific classifications are higher than those that provide department-level IT support, because of the greater number, size, and/or scope of the responsibilities and systems supported. However, in this case, the Water Agency SCADA Technology Analyst has classification factors that counter the standard approach. Specifically, since SCADA is a system that controls physical operations (e.g., flood gates), the potential consequence of error is considerable. Additionally, this class requires more certifications than the Systems Software Analyst. Therefore, HR recommends tying the salary of the new class with that of the System Software Analyst at \$9,293 Monthly I-Step and maintaining that tie for ongoing administration.

Water Agency (WA) Engineering Technician Series

In their classification study, Koff & Associates recommended the creation of a new Water Agency Engineering Technician class series. The study found the majority of the Engineering Technicians at the Water Agency to be performing the paraprofessional (sub-professional) duties in various technical aspects in support of professional level staff, consistent with the County's Engineering Technician class series and how other technicians are being used in County departments. However, to facilitate occupational continuity between the paraprofessional Engineering Technician positions and those of the existing, professional level Water Agency-specific positions the recommendation was to create a three-level Water Agency series that mirrors the County Engineering Technician positions. The job classification specifications of the Water Agency Engineering Technicians has more specificity on Water Agency-specific work.

As designed, the new series would include an entry-level WA Engineering Technician I, a journey level WA Engineering Technician II, and a WA first-level advanced journey Engineering Technician III.

Ten match classes were identified for the WA Engineering Technician II classification among the standard comparators as shown in the following table. Engineering Technician II is also a designated benchmark job classification.

County/Agency	Class Title	Top Monthly Salary
County of Alameda	Engineering CAD/D Technician II	\$6,800
County of Contra Costa	Engineering Technician - Journey	\$6,160
County of Marin	Engineering Technician II	\$6,489

County of Napa	Engineering Technician II	\$6,746
County of Sacramento	Engineering Technician — Level II*	\$5,241
County of San Luis Obispo	Civil Engineering Technician II	\$6,776
County of San Mateo	Public Works Technician II	\$7,065
County of Santa Clara		
County of Santa Cruz	Engineering Technician II	\$6,432
County of Solano	Engineering Technician	\$6,172
City of Santa Rosa	Civil Engineering Technician III*	\$7,723
Standard County Comparator Average		\$6,581
95% of Standard County Comparator Average		\$6,252
<i>* Match class with either the highest or lowest salary deleted from calculations per SEIU MOU.</i>		

When the high and low salaries are dropped, the average maximum monthly salary is \$6,581 resulting in a 95% of \$6,252. Since there is a reasonable method of evaluating market data with the County's comparator agencies, there is no rationale that suggests specific Water Agency comparison agencies should be a consideration. Furthermore, the classification study indicated the sole reason to establish the Water Agency specific job classification is consistency with the professional level classifications specific to the Water Agency. Therefore, internal equity and fair pay between the new Water Agency series and the County Engineering Technician series is paramount. As a result, the salary recommendation for the Water Agency Engineering Technician series is to tie the classes to the County Engineering Technician series.

Water Agency (WA) Engineering Technician Series			
Class Title	Class Level	Top Monthly Salary	Salary Recommendation/Administration
WA Engineering Technician I	Entry	\$4,717	14% Below WA Engineering Technician II (Same salary as County Engineering Technician II)
WA Engineering Technician II	Journey	\$5,489	Tied to County Engineering Technician II
WA Engineering Technician III	Adv. Journey	\$6,397	15% Above WA Engineering Technician II (Same salary as County Engineering Technician III)

It is worth noting that the County's Total Compensation Study as of November 30, 2018 recognized the fact that the benchmark Engineering Technician II class is below the total compensation market average. The County is hopeful that as the result of negotiations, an equity adjustment will be provided to the Engineering Technician II class based on the final terms of agreement.

Existing Classifications

Given the fact that some of the Water Agency-specific classifications represented by SEIU classes were created, reviewed, and/or updated in other recent studies, not all of them were evaluated by Koff & Associates as part of the classification study phase of this project. The above section of this report addresses the newly-developed job classifications resulting from the Koff classification report. However, in keeping with the side letter agreement's intent of reviewing the salary of all SEIU-represented classifications at the Water Agency, this section addresses the salary review of all existing SEIU-represented job classes at the Water Agency.

County-wide Classifications

As part of Koff's classification report, the incumbents in the county-wide classifications were studied. No specification updates resulted from the classification study to these existing classifications. Some incumbents were reclassified to another County-wide class, or a new job class which would be addressed in the above in this salary recommendation report.

A county-wide classification is just that – a classification that can be appropriately used by any County department or special agency/district. Typically, these classes are broadly written and have significantly similar purposes and job duties. Internal equity and fair pay are critical factors in county-wide classes. Therefore, Human Resources does not feel it would be appropriate to recommend a higher salary for any county-wide job classification used at the Water Agency.

Water Agency (WA) Environmental Resources & Public Affairs Division (ERPAD) Class Series

There are three classification series within ERPAD; the Water Agency Programs Specialist, Water Agency Resources Technician, and the Water Agency Environmental Specialist series. The following table provides details on the levels in these series, including the current maximum monthly salary and ongoing salary administration.

Water Agency (WA) Program Specialist Series			
Title	Level	Maximum Monthly Salary	Salary Administration
WA Programs Specialist I	Entry	\$6,204	10% below WA Program Specialist II
WA Programs Specialist II	Journey	\$6,821	5% above County Planner II (\$6,491 Monthly I-Step, Benchmark Class)
WA Senior Programs Specialist	Lead/Adv. Journey	\$7,336	7.5% above WA Environmental Specialist II
Water Agency (WA) Resources Technician Series			
Title	Level	Maximum Monthly Salary	Salary Administration
WA Resources Technician I	Entry	\$4,701	10% below WA Resource Program Technician II
WA Resources Technician II	Journey	\$5,169	20% below WA Programs Specialist I
Water Agency Environmental (WA) Specialist Series			
Title	Level	Maximum Monthly Salary	Salary Administration
WA Environmental I	Entry	\$6,474	10% below WA Environmental Specialist II
WA Environmental II	Journey	\$7,143	4% above County Environmental Specialist II (\$6,881 Monthly I-Step, Tied to Planner II Benchmark)
WA Senior Environmental	Lead/Adv. Journey	\$7,681	7.5% above WA Environmental Specialist II

The survey did not identify journey-level match classes in these series at the standard comparator agencies and the survey of the Water Agency-specific comparators only identified the two following matches for each ERPAD series:

Water Agency Programs Specialist:

- Marin Municipal Water District – Communications Specialist
- Vallejo Flood & Wastewater District – Community Outreach Specialist

Water Agency Resources Technician:

- East Bay Municipal Utility District – Fisheries Wildlife Technician
- Vallejo Flood & Wastewater District – Community Outreach Coordinator

Water Agency Environmental Specialist:

- Alameda County Water District – Environmental Specialist II
- East Bay Municipal Utility District – Fisheries & Wildlife Biologist II

Therefore, the external market does not support the need for a salary adjustment.

Additionally, from the standpoint of internal equity, HR found that the current internal relationships between these classes and the most closely-related County classifications continue to be appropriate. Therefore, HR does not recommend any changes to salaries or their ongoing administration for these classifications.

As noted in the table above, all three of these series are tied to the Planner II benchmark class. The County's Total Compensation Study as of November 30, 2018 recognized the fact that the benchmark Planner II class is below the total compensation market average. The County is hopeful that as a result of contract negotiations, an equity adjustment will be provided to the Planner II class based on the final terms of agreement.

Water Agency (WA) Technical Writing Specialist Series

This series is comprised of two levels; a journey-level Water Agency Technical Writing Specialist and a lead/advanced journey level of Water Agency Senior Technical Writing Specialist. The following table provides details on the levels in this series, including the current maximum monthly salary and ongoing salary administration.

Water Agency (WA) Technical Writing Specialist Series			
Title	Level	Maximum Monthly Salary	Salary Administration
WA Technical Writing Specialist	Journey	\$7,048	28% Above Engineering Technician II (\$5,489 Monthly I-Step, Benchmark Class)
WA Senior Technical Writing Specialist	Lead/Adv. Journey	\$7,681	9% Above WA Technical Writing Specialist

The market survey did not identify any match classes among either the standard County comparators or the Water Agency-specific comparators. Therefore, there is no basis for adjusting the salary for these classes based on market information. The County also believes the salary administration of "linking" the technical writing classes to the engineering technician classes to maintain internal equity to still be appropriate.

The County's Total Compensation Study as of November 30, 2018 recognized the fact that the benchmark Engineering Technician II class is below the total compensation market average. The County is hopeful that

as a result of contract negotiations, an equity adjustment will be provided to the Engineering Technician II class based on the final terms of agreement.

Water Agency (WA) Network Analyst

The Water Agency is currently allocated positions in both the journey and lead-level Water Agency Network Analyst classifications. The classification study determined that no positions are performing senior level responsibilities and made no prospective recommendations for this classification. Therefore, revisions were not made to this specification through the class study segment of this project. The journey level WA Network Analyst was updated as part of the Koff & Associates classification study.

The table below provides the details on the salaries and their administration for these two classifications.

Water Agency (WA) Network Analyst			
Title	Level	Maximum Monthly Salary	Salary Administration
WA Network Analyst	Prof/Tech	\$8,246	9% Below County Network Analyst (\$9,027 Monthly I-Step, Benchmark Class)
WA Senior Network Analyst	Lead/Adv. Journey	\$9,027	10% Above WA Network Analyst

Nine match classes were identified for the journey level, Network Analyst among the standard County comparators. Details are provided in the following table.

County/Agency	Class Title	Top Monthly Salary
County of Alameda	Network Services Analyst II*	\$10,556
County of Contra Costa	Network Analyst II	\$8,758
County of Marin	Network Services Analyst II	\$8,929
County of Napa		
County of Sacramento	Information Technology Analyst II – Networking Option*	\$8,269
County of San Luis Obispo	Network Engineer III	\$8,712
County of San Mateo	Systems Engineer	\$9,757
County of Santa Clara	Network Engineer	\$10,197
County of Santa Cruz	IT Network/ Communications Analyst II	\$9,070
County of Solano		
City of Santa Rosa	Network Systems Analyst	\$9,250
Standard County Comparator Average		\$9,239
95% of Standard County Comparator Average		\$8,777
<i>* Match class with either the highest or lowest salary deleted from calculations per SEIU MOU.</i>		

As the table indicates, the market average for this group results in a \$9,239 maximum monthly salary, with \$8,777 as 95% of market. Once again, the standard market provides a sufficient external market, and precludes the need for turning to the Water Agency-specific comparators for market data.

From an internal equity standpoint, the most direct comparators are the County Network Analyst (\$9,027 Monthly I-Step) and the Human Services Network Analyst (\$8,246 Monthly I-Step). As noted above, IT classifications allocated to the County's Information Services Department historically have a broader range of responsibilities associated with supporting either the diverse systems of multiple departments and/or the

larger and more complex County-wide systems. Both the Water Agency and Human Services Network Analysts are specialized professional classifications with dedicated responsibilities related to the design, implementation, and ongoing management/administration of an agency/department level network that is decentralized from the County's Information Systems Department. Therefore, internal equity considerations preclude bringing the Water Agency Network Analyst salary up to the \$8,777 market target.

The Water Agency Network Analyst is currently administered 9% below the County Network Analyst. However, HR recognizes that the Water Agency network operational functions that have potentially long-lasting and negative environmental repercussions, and recommends a 4% increase. This will result in an \$8,576 Monthly I-Step, with ongoing administration narrowed to 5% below the County Network Analyst benchmark.

Water Agency (WA) Maintenance Worker (MW) Series

Although the Water Agency's Maintenance Worker (MW) Series has been comprised of five level, spanning entry through supervisorial, the supervisorial class has not been used. As a result, duties have shifted among the levels over time. Koff & Associates' classification report addressed these issues and realigned the scope of responsibilities of various levels to accurately represent current work requirements and to preserve the career progression through the series. These revisions included deleting the Water Agency Maintenance Supervisor classification, and updating the duties and requirements of both the Water Agency Senior Maintenance Worker (formerly the Water Agency Maintenance Worker III) and the Water Agency Lead Maintenance Worker classifications.

The following table provides the details on the current maximum monthly salary rates and administration.

Water Agency (WA) Maintenance Worker Series			
Title	Level	Maximum Monthly Salary	Salary Administration
WA Maintenance Worker I	Entry	\$4,049	24% below WA Maintenance Worker II
WA Maintenance Worker II	Journey	\$5,032	7% above County Maintenance Worker II (\$4,687 Monthly I-Step, Benchmark Class)
WA Senior Maintenance Worker (currently WA Maintenance Worker III)	Adv. Journey	\$5,832	16% above WA Maintenance Worker II
WA Lead Maintenance Worker	Lead	\$6,416	10% above WA Senior Maintenance Worker (currently WA Maintenance Worker III)

The survey of standard County comparators produced ten match classes which meets the criteria for using this universe for external market data. The survey information is detailed in the following table.

County General Comparator Agencies		
County/Agency	Class Title	Top Monthly Salary
County of Alameda	Heavy Truck Driver*	\$6,301
County of Contra Costa	Maintenance Worker II	\$4,840
County of Marin	Road Maintenance Worker II	\$5,816
County of Napa	Road Maintenance Worker II	\$5,422
County of Sacramento	Highway Maintenance Worker	\$5,043
County of San Luis Obispo	Public Works Worker II*	\$4,368

County of San Mateo		
County of Santa Clara	Road Maintenance Worker II	\$5,457
County of Santa Cruz	Public Works Maintenance Worker II	\$5,715
County of Solano	Public Works Maintenance Worker	\$5,359
City of Santa Rosa	Skilled Maintenance Worker	\$5,257
Standard County Comparator Average		\$5,364
95% of Standard County Comparator Average		\$5,095
<i>* Match class with either the highest or lowest salary deleted from calculations per SEIU MOU.</i>		

The average maximum monthly salary of \$5,364 leaves a 95% level at \$5,095 per month.

The evaluation of internal equity is based on the County Maintenance Worker class series, since they are the most direct comparator classes. However, there are two differences of note between the series. First the County does not have a separate Lead Maintenance Worker classification. Instead, the supervisor coordinates the work of maintenance crews, with the Maintenance Worker III positions only handling lead-level duties in the supervisor's absence. Secondly, the Water Agency classes have higher salaries than the corresponding level of the County series as indicated in the table below.

Water Agency (WA) Title	Maximum Monthly Salary	County Title	Maximum Monthly Salary	Differential
WA Maintenance Worker I	\$4,049	Maintenance Worker I	\$3,953	2%
WA Maintenance Worker II	\$5,032	Maintenance Worker II	\$4,687	7%
WA Senior Maintenance Worker (currently Maintenance Worker III)	\$5,832	Maintenance Worker III	\$5,428	7%
WA Lead Maintenance Worker	\$6,416	N/A	N/A	N/A

Operationally, the Water Agency uses its entry level Maintenance Worker I classification for seasonal semi-skilled work performed by employees hired exclusively on an extra-help basis. Incumbents work under close supervision as they learn maintenance-related tasks and proper equipment use. Similarly, the journey-level Maintenance Worker II positions at the Water Agency function similarly to their County counterparts. Given these facts, there is no basis for altering the salaries at these levels.

However, at the advanced journey level the distinctions between the Water Agency Senior Maintenance Worker (new title for Water Agency Maintenance Worker III) and its County Maintenance Worker III counterpart increase. Specifically, in the County series, the primary distinction between the journey and advanced journey levels is that the latter operates heavy equipment, but only functions at a lead in the supervisor's absence. While the Water Agency counterpart routinely serves as a crew lead in addition to ongoing heavy equipment operation. Additionally, given revisions made in the class study, the Water Agency Senior Maintenance Worker now requires one or more certifications/licenses depending on operational assignment. Therefore, HR recommends increasing the differential from 16% to 19% above Water Agency Maintenance Worker II which translates to \$5,973 Monthly I-Step.

Similarly, the Water Agency Lead Maintenance Worker classification was revised through the class study process to address the fact that the Water Agency no longer has positions in its Maintenance Supervisor classification. This change results in Water Agency Lead Maintenance Workers reporting directly to Water Agency Coordinators (management level classification) and having expanded responsibility for overall

project coordination. Therefore, HR recommends increasing the differential between this class and the Water Agency Senior Maintenance Worker from 10% to 13%, or \$6,750 Monthly I-Step.

Based on these recommended changes, the updated Water Agency Engineering Technician salary information is as follows:

Water Agency (WA) Maintenance Worker Series			
Title	Level	Maximum Monthly Salary	Salary Administration
WA Maintenance Worker I	Entry	\$4,049	24% below WA Maintenance Worker II
WA Maintenance Worker II	Journey	\$5,032	7% above County Maintenance Worker II (\$4,687 Monthly I-Step, Benchmark Class)
WA Senior Maintenance Worker (currently WA Maintenance Worker III)	Adv. Journey	\$5,973	19% above WA Maintenance Worker II
WA Lead Maintenance Worker	Lead	\$6,750	13% above WA Senior Maintenance Worker (currently WA Maintenance Worker III)

EXHIBIT:

List of SEIU-Represented Classifications at the Water Agency

Water Agency Classifications	
Class Title	Compensation Review Action
WA Engineering Technician I	Salary for New Class
WA Engineering Technician II	Salary for New Class
WA Engineering Technician III	Salary for New Class
WA Geographic Information Systems (GIS) Analyst	Salary for New Class
WA SCADA Analyst	Salary for New Class
WA Environmental Specialist I	Salary Review
WA Environmental Specialist II	Salary Review
WA Programs Specialist I	Salary Review
WA Programs Specialist II	Salary Review
WA Resource Programs Technician I	Salary Review
WA Resource Programs Technician II	Salary Review
WA Senior Environmental Specialist II	Salary Review
WA Senior Programs Specialist	Salary Review
WA Senior Technical Writing Specialist	Salary Review
WA Technical Writing Specialist	Salary Review
WA Lead Maintenance Worker	Salary Review w/ Updated Spec.
WA Maintenance Worker I	Salary Review w/ Updated Spec.
WA Maintenance Worker II	Salary Review w/ Updated Spec.
WA Network Analyst	Salary Review w/ Updated Spec.
WA Senior Maintenance Worker (Formerly: WA Maintenance Worker III)	Salary Review w/ Updated Spec.
County Classifications	
Class Title	Compensation Review Action
Account Clerk II	No Change
Accountant III	No Change
Accounting Technician	No Change
Department Information Systems Program Specialist II	No Change
Human Services Systems & Programming Analyst (To be retitled: Department Systems & Programming Analyst)	No Change
Maintenance Equipment Specialist	No Change
Office Assistant II	No Change
Payroll Clerk	No Change
Right of Way Agent I	No Change
Senior Account Clerk	No Change
Senior Office Assistant	No Change
Vegetation Control Advisor	No Change

**RESPONSE TO
SEIU'S COUNTER PROPOSAL
ON SALARIES FOR
WATER AGENCY-SPECIFIC CLASSIFICATIONS
REPRESENTED BY SEIU.**

Original County Salary Proposal:

The County presented a salary proposal for all Water Agency-specific classifications that are represented by SEIU in December, 2018. The following table provides the details of the proposed salaries and administration, plus updates to reflect the equity and cost-of-living adjustments that have taken place since the proposal was issued.

ORIGINAL 12/18 SALARY PROPOSAL (WITH EQUITY/COLA ADJUSTMENTS)			
Classification Title	Max. Mo. Salary.	Adj. Max. Mo. Salary	Administration (B) = Benchmark
WATER AGENCY ENGINEERING TECHNICIAN SERIES			
WA Engineering Technician I	\$4,717	\$5,054	16% Below WA Eng. Tech. II*
WA Engineering Technician II	\$5,489	\$5,880	Tied to Co. Eng. Tech. II (B)
WA Engineering Technician III	\$6,397	\$6,853	16% Above WA Eng. Tech. II*
WATER AGENCY TECHNICAL WRITING SPECIALIST SERIES			
Technical Writing Specialist (To Be Titled WA Technical Writing Specialist)	\$7,048	\$7,548	28% Above Co. Eng. Tech. II (B)
WA Senior Technical Writing Specialist	\$7,681	\$8,227	9% Above WA TWS
WATER AGENCY (WA) IT CLASSIFICATIONS			
WA Geographic Information Systems (GIS) Analyst	\$7,225	\$7,562	Tied to APOSD GIS An.
WA SCADA Technology Analyst	\$9,293	\$9,573	Tied to Co. Syst. Soft. An. [Co. Prog. An. (B)]
WA Network Analyst	\$8,576	\$8,855	5% Below Co. Net. An. (B)
WA Senior Network Analyst	N/A	N/A	Class To Be Abolished
WATER AGENCY (WA) RESOURCE PROGRAMS TECHNICIAN SERIES			
WA Resource Programs Technician I	\$4,701	\$4,995	10% Below WA Res. Prog. Tech. II
WA Resource Programs Technician II	\$5,169	\$5,493	20% WA Prog. Spec. I
WATER AGENCY (WA) PROGRAMS SPECIALIST SERIES			
WA Programs Specialist I	\$6,204	\$6,595	10% Below WA Prog. Spec. II
WA Programs Specialist II	\$6,821	\$7,253	5% Above Co. Planner II (B)
WA Senior Programs Specialist	\$7,336	\$7,795	7.5% Above WA Prog. Spec. II*
WATER AGENCY (WA) ENVIRONMENTAL SPECIALIST SERIES			
WA Environmental Specialist I	\$6,474	\$6,881	10% Below WA Env. Spec. II
WA Environmental Specialist II	\$7,143	\$7,595	4% Above Co. Env. Spec. [Co. Planner II (B)]
WA Senior Environmental Specialist	\$7,681	\$8,164	7.5% Above WA Env. Spec. II
WATER AGENCY (WA) MAINTENANCE WORKER SERIES			
WA Maintenance Worker I	\$4,049	\$4,312	24% Below WA Maint. Wrkr. II
WA Maintenance Worker II	\$5,032	\$5,364	7% Above Co. Maint. Wrkr. II (B)
WA Senior Maintenance Worker (Currently WA Maintenance Worker III)	\$5,973	\$6,383	19% Above WA Maint. Wrkr. II
WA Lead Maintenance Worker	\$6,750	\$7,214	13% Above WA Maint. Wrkr. III
*Correction of original proposal.			

Summary of SEIU's Salary Counterproposal:

The counterproposal presented by SEIU is based on using three Water Agency-specific classifications (i.e., Water Agency Engineering Technician II, Water Agency Environmental Specialist II, and Water Agency Senior Maintenance Worker) as benchmarks for compensation surveys and salary administration of all Water Agency-specific classifications represented by SEIU. The table below provides the proposed salary administration structure.

SEIU SALARY ADMINISTRATION COUNTERPROPOSAL	
Proposed Water Agency Benchmark	Water Agency Class Salary Administration
Water Agency Engineering Technician II	Water Agency Engineering Technician Series (Water Agency Engineering Technician I and Water Agency Engineering Technician III)
	Water Agency Technical Writing Specialist Series (Water Agency Technical Writing Specialist and Water Agency Senior Technical Writing Specialist)
	Water Agency IT Classifications (Water Agency GIS Analyst, Water Agency SCADA Technology Analyst, Water Agency Network Analyst)
Water Agency Environmental Specialist II	Water Agency Resource Programs Technician Series (Water Agency Resource Programs Technician I and Water Agency Resource Programs Technician II)
	Water Agency Programs Specialist Series (Water Agency Programs Specialist I, Water Agency Programs Specialist II, Water Agency Senior Programs Specialist)
	Water Agency Environmental Specialist Series (Water Agency Environmental Specialist I, Water Agency Environmental Specialist II, Water Agency Senior Environmental Specialist)
Water Agency Senior Maintenance Worker	Water Agency Maintenance Worker Series (Water Agency Maintenance Worker I, Water Agency Maintenance Worker II, and Water Agency Senior Maintenance Worker)

SEIU's proposed comparator universe for market surveys would be the eight water, sanitation, and/or utility districts used by other bargaining units at the County. These agencies are:

- Alameda County Water District
- Alameda Zone 7
- Central Contra Costa Sanitary District
- Delta Diablo District
- East Bay Municipal Utility District
- Marin Municipal Water District
- Napa Sanitation District
- Vallejo Sanitation and Flood Control District

For survey purposes, SEIU identified classifications at the comparator agencies that have similar roles and responsibilities to their proposed benchmark classes. (For informational purposes, SEIU also surveyed the Water Agency Programs Specialist II classification.) In calculating the market average, SEIU averaged the salaries for all “comparator classes” and dropped the high and low salaries, as prescribed in the SEIU MOU. For some agencies, multiple “comparator classes” were included for a given proposed benchmark class.

With few exceptions, SEIU used the differentials that the County had proposed for establishing salaries of “non-benchmark” classes as well as for ongoing salary administration. The results are provided in the following table.

SEIU SALARY COUNTERPROPOSAL		
Classification Title	Max. Mo. Salary.	Administration (PB) = Proposed Benchmark
WATER AGENCY ENGINEERING TECHNICIAN II – PROPOSED BENCHMARK		
WA Engineering Technician I	\$6,904	16% Below WA Eng. Tech. II (PB)
WA Engineering Technician II	\$8,219	Proposed Benchmark (PB)
WA Engineering Technician III	\$9,534	16% Above WA Eng. Tech. II (PB)
Technical Writing Specialist (To Be Titled WA Technical Writing Specialist)	\$10,520	28% Above WA Eng. Tech. II (PB)
WA Senior Technical Writing Specialist	\$11,467	9% Above WA Tech. Writ. Spec.
WA Geographic Information Systems (GIS) Analyst	\$9,117	10% Above WA Eng. Tech. II (PB)
WA SCADA Technology Analyst	\$10,861	28% Above WA Eng. Tech. II (PB)
WA Network Analyst	\$9,379	13% Above WA Eng. Tech. II (PB)
WA Senior Network Analyst	\$10,129	8% Above WA Net. An.
WATER AGENCY ENVIRONMENTAL SPECIALIST II – PROPOSED BENCHMARK		
WA Resource Programs Technician I	\$5,025	30% Below WA Res. Prog. Tech. II
WA Resource Programs Technician II	\$7,180	12% Below WA Prog. Spec. I
WA Programs Specialist I	\$8,159	10% Below WA Prog. Spec. II
WA Programs Specialist II	\$9,065	4% Below WA Env. Spe. II (PB)
WA Senior Programs Specialist	\$10,210	4% Below WA Sr. Env. Spec.
WA Environmental Specialist I	\$8,499	10% Below WA Env. Spec. II (PB)
WA Environmental Specialist II	\$9,443	Proposed Benchmark (PB)
WA Senior Environmental Specialist	\$10,636	12% Above WA Env. Spec. II (PB)
WATER AGENCY SENIOR MAINTENANCE WORKER – PROPOSED BENCHMARK		
WA Maintenance Worker I	\$4,763	24% Below WA Maint. Wrkr. II
WA Maintenance Worker II	\$6,267	19% Below WA Sr. Maint. Wrkr. (PB)
WA Senior Maintenance Worker (Currently WA Maintenance Worker III)	\$7,737	Proposed Benchmark (PB)
WA Lead Maintenance Worker	\$8,743	13% Above WA Sr. Maint. Wrkr.

NOTE: The numbers in this table are those provided by SEIU. Since they focused on the salary figures in developing the counterproposal, the percentage differentials are not always accurate. For example, the WA Technical Writing Specialist and the WA SCADA Technology Analyst have different salary figures, but both indicate a 28% differential above the proposed benchmark of WA Engineering Technician II.

County Response to Counterproposal Methodology:

The County has several concerns about the methodology used by SEIU in developing the counterproposal.

Equal Pay Act:

As discussed in the meet and confer process, amendments to the Equal Pay Act now require equal pay for employees performing “substantially similar work”. This is more stringent than the prior standard of requiring equal pay for “equal work”. At this point, case law and regulations have not fully clarified the implications of this change for public employers. The legal relationship of the County and the Water Agency is particularly unique. The County believes that while the County and the Water Agency are separate legal entities, there are many indicia of the two entities being intertwined and would be considered a “joint-employer” when interpreting and applying the Act.

To date, pay differentials have been established between Water Agency-specific classifications and their similar “County counterparts” (e.g., the journey-level classifications of County Environmental Specialist and Water Agency Environmental Specialist II and County Maintenance Worker II and Water Agency Maintenance Worker II). However, the County remains concerned about the legal exposure caused by extending these differentials without support for there being substantive differences in the nature and scope of required duties between positions in Water Agency-specific classifications and their County counterparts.

Internal Equity:

The County’s Compensation Philosophy calls for consideration being given to *both* external market data and internal equity when establishing salaries. External market data is used to ensure that salaries are competitive. However, external data has to be balanced with internal equity between County classifications to ensure that salaries appropriately reflect the relative level of responsibilities and required qualifications within the County’s class structure. As a result of the review and analysis of the aforementioned data, salary may be based on the external market, internal equity, or a combination of both. While the County’s Compensation Philosophy states the County may also consider a different set of comparable agencies for Special Districts and Agencies with classifications that do not exist at the County to obtain sufficient survey data, it is clear that a major consideration whether there are other reasonably acceptable methods to evaluate market data and/or to administer the salaries. Additionally, internal equity and relevant wage and hour legislation remain important considerations.

As noted above, SEIU’s counterproposal was developed primarily on market data for “comparator classifications” among eight water, sanitation, and utility districts. Their analysis did not include consideration for the equity in compensation between the Water Agency-specific classes represented by SEIU and other Water Agency positions in either Water Agency-specific classifications represented by other unions or in broad County classifications.

When a 360° analysis of the equity between classifications based on the level and scope of responsibilities is not factored into a salary proposal, misalignments in salaries and internal equity can result. These misalignments can occur between classifications in a series or family within a given organizational unit; particularly when positions in these classes are not all represented by the same union, with a uniform approach to salary administration. However, they can also occur “across” the organization resulting in salaries that are not representative of the scope and nature of responsibilities; particularly when comparing similar classes and/or class series.

SEIU’s proposal is problematic for one or more reasons, such as providing salaries that:

- are set above the salary of the next-higher-level class in the series, which is not represented by SEIU;
- are set above the salaries of other classes with higher level responsibilities when the proposed class has lesser required skills and qualifications; or
- have differentials between classes that are not appropriate.

The table below provides examples of these misalignments.

INTERNAL EQUITY ISSUES			
Classification Title	Prop. Max. Mo. Salary.	Current Max. Mo. Salary	Internal Equity Class
WA Engineering Technician III	\$9,534	\$8,830	WA Engineer I
WA Technical Writing Specialist	\$10,520	\$10,022	WA Technical Writing Manager
WA Senior Technical Writing Specialist	\$11,467	\$9,681	WA Technical Writing Manager
WA Geographic Information Systems (GIS) Analyst	\$9,117	\$9,462	WA CAD-GIS Coordinator
WA SCADA Technology Analyst	\$10,861	\$11,935	Engineering Programming Manager

From a broader, Agency-wide perspective, the proposed salaries raise similar disconnects between the salaries of unrelated classifications at the Water Agency. For example the WA Engineering Technician III, WA Technical Writing Specialist, WA Senior Technical Writing Specialist, and WA Lead Maintenance Worker have proposed salaries above that of an Administrative Services Officer II (\$9,543); an administrative managerial class characterized by its responsibility for the oversight of multiple functional administrative units and the authority to act for the department/agency head within assigned areas of responsibility.

“Match” vs. “Comparator” Classes:

The County’s market survey approach calls for identifying “match classes” at other agencies that have a high degree of similarity in purpose, scope and level of responsibilities, and entry requirements. This “whole job analysis” approach ensures that the market salary data comes as close as possible to reflecting the role of the classification being surveyed.

As noted above, SEIU’s survey data included “comparator classifications” that were identified based on SEIU’s interpretation of similarities between their duties and those of the Water Agency’s proposed benchmark classes. In several cases, this approach resulted in SEIU having selected multiple “comparable classifications” for a proposed benchmark at a given agency. This approach is problematic

because it does not provide “true matches” for comparison purposes and can skew the overall market data.

Water Agency Benchmark Classes and Universe:

As stated in the original salary proposal, the County’s Compensation Philosophy allows for a different set of comparable agencies to be considered for setting the salary of classifications at Special Districts and Agencies when needed to obtain sufficient market data, and if needed. In this case, all three of SEIU’s proposed benchmark classes, have a high degree of correlation with existing County classifications that are established benchmarks. Further, ample “match classes” have been identified for each of these County benchmarks among the County’s standard comparator agencies. Therefore, there is no justification for using non-standard comparator agencies to gain sufficient market data because there is sufficient data and rationale for using the County’s comparable agencies and benchmark classes to establish salaries.

Additionally, the use of the eight identified water, sanitation, and utility districts as comparator agencies generally results in salary increases of 20 – 40% for most of the Water Agency-specific classifications represented by SEIU. These increased salary levels create significant disruptions in the internal equity among the majority of classifications used at the Water Agency, and further jeopardize exposure to Equal Pay Act concerns.

For these reasons, the County does not consider either the proposed Water Agency-specific benchmarks or the special water, sanitation, and utility district comparable universe to be appropriate.

Response to Counterproposal:

HR found the information supplied in both the meetings with incumbent groups and in the counterproposal to be beneficial in furthering our understanding of the bodies of work performed by positions in Water Agency-specific classifications and determining appropriate differentials, both internal and between the Water Agency and County counterparts. In some cases, this information led to revisions of the County’s proposals, while in others it resulted in staff determining that the County’s position in the original proposals is still appropriate.

The following is a brief summary of our findings and then a table with the details of the revised proposals for both salary and ongoing administration.

Water Agency Engineering Technician Series:

- Set the salary for the new Water Agency Engineering Technician series at 4% above that of its County counterparts. The County believes a 4% differential is appropriate because Water Agency Engineering Technicians provide direct support for and have direct involvement in Agency-managed projects which is not a role performed by most positions in the County series. This approach is also consistent with the differential established for the Water Agency Environmental Specialist series and the County Environmental Specialist class series.
- Use the journey-level County Engineering Technician II as the benchmark and link the salaries for the new series through the journey-level Water Agency Engineering Technician II.
- Maintain the established differentials between levels in the class series, as originally proposed.

Water Agency Technical Writing Specialist Series:

- Tie the salary of the journey-level Water Agency Technical Writing Specialist with the journey-level Water Agency Environmental Specialist which results in a minor increase in salary for the

Technical Writing Specialists. This linkage is appropriate because it more appropriately recognizes the nature, level, and scope of Technical Writing responsibilities than does the current Engineering Technician II benchmark.

- Maintain the established differentials between levels in the series.

Water Agency IT Classes:

- Water Agency Geographic Information Systems Analyst:
 - The scope of responsibilities and requirements are matched with the salary of the APOSD GIS Analyst class.
 - Maintain the tie between this class and the APOSD GIS Analyst (administered at 3% above the journey-level County Information Technology Analyst II benchmark).
- Water Agency SCADA Technology Analyst: No changes in salary or administration were deemed appropriate.
- Water Agency Network Analyst: No changes in salary or administration were deemed appropriate.

Water Agency Resource Programs Technician Series:

- Continue using the journey-level County Planner II as the benchmark for salary administration.
- Link salaries to the benchmark through the Water Agency Environmental Specialist II instead of the Water Agency Programs Specialist II, because this approach reflects the most logical career path for incumbents.
- Increase the salary for the Water Agency Resource Programs Technician II to more appropriately reflect the level of work performed for the “regular” positions in this level.
- Maintain the salary for the Water Agency Resource Programs Technician I as that classification is almost exclusively used for seasonal extra-help positions for incumbents currently in school, and recruitments attract a more-than-ample candidate pool.

Water Agency Programs Specialist Series:

- Continue use of the journey-level County Planner II as the benchmark for salary administration.
- Link salaries to the benchmark through the Water Agency Environmental Specialist II. This approach ensures the relationship between the Agency’s Programs Specialist and Environmental Specialist class series is maintained.
- No additional salary changes were deemed appropriate.

Water Agency Environmental Specialist Series:

- No changes in salary or administration were deemed appropriate.

Water Agency Maintenance Worker Series:

- Maintain use of the journey-level County Maintenance Worker II as the benchmark for salary administration.
- Maintain the differential for the Water Agency Maintenance Worker II at 7% above that of its County counterpart. The County believes a 7% differential at the journey level is appropriate because of the nature, scope, and exposures/risks that characterize Water Agency Maintenance projects.
- Maintain the increased differentials between levels in the series originally proposed by the County. (The differential between Water Agency Maintenance Worker II and the Water Agency Senior Maintenance Worker is increased from 16% to 19%, and the differential between the

Water Agency Senior Maintenance Worker and the Water Agency Lead Maintenance Worker levels is increased from 10% to 13%.)

- No additional changes in salary or administration were deemed appropriate.

Please see Attachment A for the salary and administration details of the County's Original Proposal, SEIU's Counterproposal, and the County's Counterproposal Response.

ATTACHMENT A

Classification Title	County Original Proposal (Adjusted for Equity & COLA)		SEIU Counter Proposal			County Counterproposal Response		
	Max. Mo. Salary	Administration (B = Benchmark)	Max. Mo. Salary	Change v. Orig. Prop.	Administration (PB = Proposed Benchmark)	Max. Mo. Salary	Change v. Orig. Prop.	Administration (B = Benchmark)
Water Agency (WA) Engineering Technician Series								
WA Engineering Technician I	\$5,054	16% Below WA Eng. Tech. II	\$6,904	36.6%	No Change	\$5,275	+ 4%	No Change
WA Engineering Technician II	\$5,880	Tied to Co. Eng. Tech. II (B)	\$8,219	39.8%	Proposed Benchmark (PB)	\$6,119	+ 4%	4% Above Co. Eng. Tech. II (B)
WA Engineering Technician III	\$6,853	16% Above WA Eng. Tech. II	\$9,534	39.1%	No Change	\$7,098	+ 4%	No Change
Water Agency (WA) Technical Writing Specialist Series								
Technical Writing Specialist (To Be Titled WA Technical Writing Specialist)	\$7,548	28% Above Co. Eng. Tech. II	\$10,520	39.4%	28% Above WA Eng. Tech. II (PB)	\$7,595	+ 1%	Tied to WA Env. Spec. II
WA Senior Technical Writing Specialist	\$8,227	9% Above WA Tech. Writ. Spec.	\$11,467	39.4%	No Change	\$8,279	+ 1%	No Change
Water Agency (WA) IT Classes								
WA Geographic Information Systems (GIS) Analyst	\$7,562	Tied to APOSD GIS An.	\$9,117	20.6%	10% Above WA Eng. Tech. II (PB)	\$7,562	None	Tied to APOSD GIS An.
WA SCADA Technology Analyst	\$9,573	Tied to Co. Syst. Soft. An. [Co. Prog. An. (B)]	\$10,861	13.5%	28% Above WA Eng. Tech. II (PB)	\$9,573	None	Tied to Co. Syst. Soft. An. [Co. Prog. An. (B)]
WA Network Analyst	\$8,855	5% Below Co. Net. An. (B)	\$9,379	5.9%	13% Above WA Eng. Tech. II (PB)	\$8,855	None	5% Below Co. Net. An. (B)
WA Senior Network Analyst	N/A	Class To Be Abolished	\$10,129		8% Above WA Net. An.	N/A	N/A	Class To Be Abolished
Water Agency (WA) Resource Programs Technician Series								
WA Resource Programs Technician I	\$4,995	10% Below WA Res. Prog. Tech. II	\$5,025	1%	30% Below WA Res. Prog. Tech. II	\$4,995	None	20% Below WA Res. Prog. Tech. II
WA Resource Programs Technician II	\$5,493	20% WA Prog. Spec. II	\$7,180	30.7%	12% Below WA Prog. Spec. II	\$5,891	+ 7%	15% Below WA Env. Spec. I
Water Agency (WA) Programs Specialist Series								
WA Programs Specialist I	\$6,595	10% Below WA Prog. Spec. II	\$8,159	23.7%	No Change	\$6,595	None	No Change
WA Programs Specialist II	\$7,253	5% Above Co. Planner II (B)	\$9,065	25.0%	4% Below WA Env. Spe. II (PB)	\$7,253	None	5% Below WA Env. Spec. II
WA Senior Programs Specialist	\$7,795	7.5% Above WA Prog. Spec. II	\$10,210	31.0%	4% Below WA Sr. Env. Spec.	\$7,795	None	7.5% Above WA Prog. Spec. II
Water Agency (WA) Environmental Specialist Series								
WA Environmental Specialist I	\$6,881	10% Below WA Env. Spec. II	\$8,499	23.5%	No Change	\$6,881	None	No Change
WA Environmental Specialist II	\$7,595	4% Above Co. Env. Spec. [Co. Planner II (B)]	\$9,443	24.3%	Proposed Benchmark (PB)	\$7,595	None	4% Above Co. Env. Spec. [Co. Planner II (B)]
WA Senior Environmental Specialist	\$8,164	7.5% Above WA Env. Spec. II	\$10,636	30.3%	12% Above WA Env. Spec. II (PB)	\$8,164	None	7.5% Above WA Env. Spec. II
Water Agency (WA) Maintenance Worker Series								
WA Maintenance Worker I	\$4,312	24% Below WA Maint. Wrkr. II	\$4,763	10.5%	No Change	\$4,312	None	No Change
WA Maintenance Worker II	\$5,364	7% Above Co. Maint. Wrkr. II (B)	\$6,267	16.8%	19% Below WA Sr. Maint. Wrkr. (PB)	\$5,364	None	7% Above Co. Maint. Wrkr. II (B)
WA Senior Maintenance Worker (Currently WA Maintenance Worker III)	\$6,383	19% Above WA Maint. Wrkr. II	\$7,737	21.2%	Proposed Benchmark (PB)	\$6,383	None	19% Above WA Maint. Wrkr. II
WA Lead Maintenance Worker	\$7,214	13% Above WA Sr. Maint. Wrkr.	\$8,743	21.2%	No Change	\$7,214	None	No Change



DATE: September 4, 2019
TO: SEIU
FROM: Christina Cramer, Human Resources Director

RE: Response to SEIU's Salary Proposal of August 28, 2019

At the meet and confer session held on August 28, 2019, SEIU verbally presented the following additional proposals for salaries of Water Agency-specific classifications.

1. An additional 12% differential be added to the County's proposed differentials between County benchmark classes and Water Agency-specific classifications.
2. The differential between the journey level Water Agency Programs Specialist and the advanced-journey level Water Agency Senior Programs Specialist and between the journey level Water Agency Environmental Specialist and the advanced-journey level Water Agency Senior Environmental Specialist be increased from the 9% proposed by the County to 18% which is the same as the differential between the County Planner II and the County Planner III class.

The County's response to each of these proposals is as follows:

1. We have carefully reviewed all of the factors on which the salary recommendations have been based. However, SEIU did not present nor do we find any new information has been provided that supports increasing the differential between County and Water Agency classifications beyond those proposed by the County.
2. Salary differentials between classes in a series are set based on their relative level of responsibilities and requirements; not based on the differentials established for levels in other class series. Having reviewed the class specifications for the journey and advanced-journey/lead levels of the Water Agency Programs Specialist and the Water Agency Environmental Specialist series, we have determined that the 9% differential proposed by the County is appropriate.

To date, we believe that 14 meetings have taken place to discuss salaries and/or provide additional information regarding work performed by positions in Water Agency-specific classifications. The following is the timeline for the salary process:

December 21, 2018 – County's original salary proposal was released
January 16, 2019 – March 27, 2019 – 11 sessions were held
June 6, 2019 – SEIU's counterproposal was released to HR
June 17, 2019 – August 27, 2019 – 3 additional sessions were held
August 27, 2019 – County provided revised salary proposal

SEIU MOU Article 4.11, Classification Study Requests, outlines the meet and confer requirements for classification studies of SEIU represented positions as follows:

Before the Board of Supervisors establishes the salary range for any new class represented by the Union, the County shall meet and confer in good faith with the Union for up to thirty (30) days on the salary range for the new classification. However, there will be no mediation obligation.

For this specific classification study, a Side Letter Agreement was signed between the County and SEIU, dated April 5, 2019, which states:

The County and Union agree that with respect to the meet and confer process presently under way under section 4.11 of the MOU for the Water Agency classification study, the 30 day timeline will be waived...

Based on the information provided by SEIU during the meet and confer process, the County made several adjustments to the original salary proposal. The County has not received substantial new information to support further adjustments to the current proposals. Given the number of meetings held, we do not believe that further meet and confer sessions would be productive. Therefore, the County believes that the obligation to meet and confer on salaries has been met.

Classification Title	County Original Proposal (Adjusted for Equity & COLA)		SEIU Counterproposal			County Counterproposal Response		
	Max. Mo. Salary	Administration (B = Benchmark)	Max. Mo. Salary	Change v. Orig. Prop.	Administration (PB = Proposed Benchmark)	Max. Mo. Salary	Change v. Orig. Prop.	Administration (B = Benchmark)
Water Agency (WA) Engineering Technician Series								
WA Engineering Technician I	\$5,054	16% Below WA Eng. Tech. II	\$6,904	36.6%	No Change	\$5,275	+ 4%	No Change
WA Engineering Technician II	\$5,880	Tied to Co. Eng. Tech. II (B)	\$8,219	39.8%	Proposed Benchmark (PB)	\$6,119	+ 4%	4% Above Co. Eng. Tech. II (B)
WA Engineering Technician III	\$6,853	16% Above WA Eng. Tech. II	\$9,534	39.1%	No Change	\$7,098	+ 4%	No Change
Water Agency (WA) Technical Writing Specialist Series								
Technical Writing Specialist (To Be Titled WA Technical Writing Specialist)	\$7,548	28% Above Co. Eng. Tech. II	\$10,520	39.4%	28% Above WA Eng. Tech. II (PB)	\$7,595	+ 1%	Tied to WA Env. Spec. II
WA Senior Technical Writing Specialist	\$8,227	9% Above WA Tech. Writ. Spec.	\$11,467	39.4%	No Change	\$8,279 \$8,357	+ 1%	No Change 10% above WA Tech Writ. Spec
Water Agency (WA) IT Classes								
WA Geographic Information Systems (GIS) Analyst	\$7,562	Tied to APOSD GIS An.	\$9,117	20.6%	10% Above WA Eng. Tech. II (PB)	\$7,562 \$7,741	+ 2%	Tied to APOSD GIS Analyst 2% above APOSD GIS Analyst
WA SCADA Technology Analyst	\$9,573	Tied to Co. Syst. Soft. An. [Co. Prog. An. (B)]	\$10,861	13.5%	28% Above WA Eng. Tech. II (PB)	\$9,573	None	Tied to Co. Syst. Soft. An. [Co. Prog. An. (B)]
WA Network Analyst	\$8,855	5% Below Co. Net. An. (B)	\$9,379	5.9%	13% Above WA Eng. Tech. II (PB)	\$8,855	None	5% Below Co. Net. An. (B)
WA Senior Network Analyst	N/A	Class To Be Abolished	\$10,129		8% Above WA Net. An.	N/A	N/A	Class To Be Abolished
Water Agency (WA) Resource Programs Technician Series								
WA Resource Programs Technician I	\$4,995	10% Below WA Res. Prog. Tech. II	\$5,025	1%	30% Below WA Res. Prog. Tech. II	\$4,995	None	20% Below WA Res. Prog. Tech. II 23% Below WA Res. Prog. Tech. II
WA Resource Programs Technician II	\$5,493	20% WA Prog. Spec. II	\$7,180	30.7%	12% Below WA Prog. Spec. II	\$5,981 \$6,143	+ 3%	15% Below WA Env. Spec. I 12% Below WA Env. Spec. I
Water Agency (WA) Programs Specialist Series								
WA Programs Specialist I	\$6,595	10% Below WA Prog. Spec. II	\$8,159	23.7%	No Change	\$6,595	None	No Change
WA Programs Specialist II	\$7,253	5% Above Co. Planner II (B)	\$9,065	25.0%	4% Below WA Env. Spe. II (PB)	\$7,253	None	5% Below WA Env. Spec. II
WA Senior Programs Specialist	\$7,795	7.5% Above WA Prog. Spec. II	\$10,210	31.0%	4% Below WA Sr. Env. Spec.	\$7,795 \$7,981	+ 2.5%	7.5% Above WA Prog. Spec. II 10% Above WA Prog. Spec. II
Water Agency (WA) Environmental Specialist Series								
WA Environmental Specialist I	\$6,881	10% Below WA Env. Spec. II	\$8,499	23.5%	No Change	\$6,881	None	No Change
WA Environmental Specialist II	\$7,595	4% Above Co. Env. Spec. [Co. Planner II (B)]	\$9,443	24.3%	Proposed Benchmark (PB)	\$7,595	None	4% Above Co. Env. Spec. [Co. Planner II (B)]
WA Senior Environmental Specialist	\$8,164	7.5% Above WA Env. Spec. II	\$10,636	30.3%	12% Above WA Env. Spec. II (PB)	\$8,164 \$8,357	+ 2.5%	7.5% Above WA Env. Spec. II 10% Above WA Env. Spec. II
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WA Maintenance Worker I	\$4,312	24% Below WA Maint. Wrkr. II	\$4,763	10.5%	No Change	\$4,312	None	No Change
WA Maintenance Worker II	\$5,364	7% Above Co. Maint. Wrkr. II (B)	\$6,267	16.8%	19% Below WA Sr. Maint. Wrkr. (PB)	\$5,364	None	7% Above Co. Maint. Wrkr. II (B)
WA Senior Maintenance Worker (Currently WA Maintenance Worker III)	\$6,383	19% Above WA Maint. Wrkr. II	\$7,737	21.2%	Proposed Benchmark (PB)	\$6,383	None	19% Above WA Maint. Wrkr. II
WA Lead Maintenance Worker	\$7,214	13% Above WA Sr. Maint. Wrkr.	\$8,743	21.2%	No Change	\$7,214	None	No Change