



EAST BAY DISCHARGERS AUTHORITY
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A Joint Powers Public Agency

NOTICE: In compliance with AB 361 (2021), the Personnel Committee meeting scheduled below will be accessible via Zoom video conferencing. Members of the public may participate in the meeting through the Zoom link or phone number below.

- Zoom link: <https://us02web.zoom.us/j/83961355418>
- Telephone dial-in: 1(669) 900-6833, meeting ID #839 6135 5418

ITEM NO. 22

PERSONNEL COMMITTEE AGENDA

**Tuesday, November 16, 2021
10:00 a.m.**

**East Bay Dischargers Authority
2651 Grant Avenue, San Lorenzo, CA 94580**

Committee Members: Johnson (Chair), Duncan

- P1. Call to Order**
- P2. Roll Call**
- P3. Public Forum**
- P4. Administrative Support Specialist Recruitment Update**
(The Committee will be updated on the status of the recruitment.)
- P5. Review of Commissioner Compensation**
(The Committee will discuss staff's proposal.)
- P6. Recommended Classification and Compensation Plan Updates**
(The Committee will discuss staff's proposal.)
- P7. Adjournment**

Any member of the public may address the Commission at the commencement of the meeting on any matter within the jurisdiction of the Commission. This should not relate to any item on the agenda. It is the policy of the Authority that each person addressing the Commission limit their presentation to three minutes. Non-English speakers using a translator will have a time limit of six minutes. Any member of the public desiring to provide comments to the Commission on an agenda item should do so at the time the item is considered. It is the policy of the Authority that oral comments be limited to three minutes per individual or ten minutes for an organization. Speaker's cards will be available in the Boardroom and are to be completed prior to speaking.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in an Authority meeting, or you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact Juanita Villaseñor at juanita@ebda.org or (510) 278-5910. Notification of

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at least 48 hours prior to the meeting or time when services are needed will assist the Authority staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In compliance with SB 343, related writings of open session items are available for public inspection at East Bay Dischargers Authority, 2651 Grant Avenue, San Lorenzo, CA 94580. For your convenience, agenda items are posted on the East Bay Dischargers Authority website located at <http://www.ebda.org>.

<p>The next Personnel Committee meeting will be held Tuesday, February 15, 2022 at 10:00 a.m.</p>
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ITEM NO. P4 ADMINISTRATIVE SUPPORT SPECIALIST RECRUITMENT UPDATE

Recommendation

For the Committee's information only; no action is required.

Background

In March, the Commission approved revisions to the Authority's Classification Plan, including the addition of the Administrative Support Specialist position. Following adoption of the Classification Plan and revised FY 2020/2021 Compensation Plan, staff moved forward with a recruitment for the Administrative Support Specialist as a part-time position. The recruitment was posted to a number of websites, including local community colleges, wastewater professional associations, and government position clearinghouses. The Authority received nine applications for the Administrative Support Specialist position.

Discussion

Staff would like to introduce Bert (Bubba) Manzo as the Authority's new Administrative Support Specialist, as of November 1, 2021. Bubba is a Hayward resident and is active in the community, currently serving as Chair of the Keep Hayward Clean and Green Task Force. Bubba has a Bachelor's degree in Environmental Studies with an emphasis in Sustainable Resource Management and has recently been taking courses in wastewater operations in his spare time. Staff is excited to have Bubba on board to begin supporting the Authority's administrative and accounting functions.

ITEM NO. P5 REVIEW OF COMMISSIONER COMPENSATION

Recommendation

Provide direction to staff.

Background

Per the Sanitary District Act of 1923, Commissioners may receive compensation for each day of service in an amount adopted by the Commission. In November 2018, the Commission adopted a rate of \$240 per day of service, which has been in effect since January 1, 2019. This compensation rate may be adjusted by up to 5% annually by action of the Commission.

In December 2020, the Commission adopted the Authority's Commissioner Compensation Policy, which is attached for reference.

Discussion

Staff is particularly seeking input from the Committee on whether the daily Commissioner compensation rate should be adjusted, and/or whether any other changes to the Policy are warranted. The current rate may be increased up to \$252 per day of service. The table below, recently produced by Oro Loma, includes current rates for EBDA's sanitary district members and other local agencies. Note that EBDA's current Policy allows for compensation for up to six meetings per month.

BOARD COMPENDATION AND BENEFITS INFORMATION - TRANSPARENT CALIFORNIA 2020

Agency Name	Board Compensation per Meeting	Actual Number of District Meetings Per Month	Compensation 2020	Benefits 2020	Total Compensation 2020
Central Contra Costa Sanitary District	\$185.00	6	\$9,250	\$42,102	\$51,352
Oro Loma Sanitary District	\$260.00	8*	\$18,200	\$27,936	\$46,136
West County Wastewater District	\$265.35	4	\$17,865	\$19,564	\$37,429
Union Sanitary District	\$212.10	4	\$14,575	\$20,672	\$35,247
Delta Diablo Sanitation District	\$170.00	1	\$3,161	\$26,377	\$29,538
Dublin San Ramon Services District	\$195.00	2	\$1,151	\$26,701	\$27,852
Castro Valley Sanitary District	\$230.00	3	\$11,270	\$0	\$11,270
Fairfield Suisun Sewer District	\$152.77	2	\$3,748	\$6,339	\$10,087
EBDA	\$240.00	4	\$7,200	\$0	\$7,200

* Total District meetings, not number of meetings per individual Board member

ITEM NO. P6 RECOMMENDED CLASSIFICATION AND COMPENSATION PLAN UPDATES

Recommendation

Provide input to staff on proposed changes to the Classification and Compensation Plans.

Background

In May 2021, the Commission adopted the FY 2021/2022 Compensation Plan, containing the salary table shown below.

MONTHLY SALARY RANGE					
Position	Step 1	Step 2	Step 3	Step 4	Step 5
Administration Manager	8,091.66	8,496.26	8,921.06	9,367.12	9,835.48
Administrative Support Specialist	4,760.00	4,998.00	5,247.90	5,510.30	5,785.82
General Manager	17,657.02	18,539.88	19,466.88	20,440.24	21,462.26
Operations & Maintenance Manager	11,519.08	12,095.04	12,699.80	13,334.80	14,001.56

The General Manager is recommending increasing the monthly salary range for the Operations and Maintenance (O&M) Manager to the following:

	Step 1	Step 2	Step 3	Step 4	Step 5
Operations & Maintenance Manager	13,201.54	13,861.62	14,554.70	15,282.44	16,046.56

The recommended increase is based on two factors: comparison with comparable positions at peer agencies, and consistency with the Superintendent of O&M position previously adopted by the Commission. Details of these comparisons were provided to the Committee at its October 2021 meeting. The O&M Manager is currently at Step 5 (the top step) and, if approved, would be moved to Step 4 of the new salary range. The cost to EBDA from 1/1/2022 to 6/30/2022 (FY 2021/2022) would be \$7,685.

At the October meeting, the Committee requested that staff propose updates to the O&M Manager Position description in the Classification Plan to align with the previous Superintendent position and to incorporate higher level duties currently performed by the O&M Manager that warrant higher compensation.

Discussion

Draft revisions to the O&M Manager job description within the Classification Plan are attached for the Committee's consideration. The proposed changes incorporate the elements that were contained within the O&M Superintendent job description that were absent from the O&M Manager job description, as well as duties that the O&M Manager currently undertakes that had not previously been listed. Specifically, the O&M Manager's responsibilities in support of the General Manager and in her absence are highlighted, as well as the O&M Manager's direct operation of EBDA facilities as needed.

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Pending feedback from the Committee, staff will bring updated Classification and Compensation Plans to the Commission for consideration.

EAST BAY DISCHARGERS AUTHORITY CLASSIFICATION PLAN

Last updated: March 18, 2021

CLASS TITLE: OPERATIONS AND MAINTENANCE MANAGER

BASIC FUNCTION: Under general direction, is responsible for the operation and maintenance and asset management of a regional wastewater treatment and discharge system that includes four pump stations, dechlorination facility, radio/computer monitoring and control system, and force main and outfall to San Francisco Bay. Provides administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS: This position has primary responsibility for the operation and maintenance of EBDA facilities. Provides direct support to the General Manager in various functions. May assume the General Manager's responsibilities in her/his absence. This class is distinguished from member agency Wastewater Treatment Plant Superintendents and related positions by its overall responsibility for the efficient and effective operation of the entire system, and the requirement to be available to monitor the system and respond to emergencies that can occur at any time.

REPRESENTATIVE DUTIES:

(It is important to note that the duties listed below are "representative only" and are not intended to cover the full range or scope of duties in this class.)

1. Ensures that the wastewater system meets the standards and regulatory reporting requirements established by the Regional Water Quality Control Board and EPA, and further operates as required under the National Pollutant Discharge Elimination System permit.
2. Develops and implements preventative maintenance programs for wastewater systems. Evaluates performance of pumps, motors, control systems, and chlorination and dechlorination, and schedules operations to minimize power consumption and costs. Tracks and optimizes chemical usage.
3. Oversees and directs maintenance and improvements to EBDA's SCADA, electrical systems, and instrumentation.
4. Develops, tracks, and implements EBDA's asset management program.
5. Plans and coordinates the work on Authority construction and maintenance projects.
6. Enforces all safety regulations and policies.
- 6.7. Analyzes data, makes recommendations, and prepares a variety of reports for submission to the General Manager, Commission, Managers, and state and federal regulatory agencies, including Bay Area Air Quality Management District and Alameda County Health Department.

~~7.8.~~ Coordinates with EBDA and LAVWMA member agencies to actively manage joint facilities during wet-weather events.

9. In the absence of the General Manager, ensures that the Authority's wastewater discharge meets prescribed water quality standards and reporting requirements established by the Regional Water Quality Control Board and the Environmental Protection Agency.

10. Assists in the preparation of monthly and annual NPDES reports for the Regional Water Quality Control Board and the Environmental Protection Agency. In the General Manager's absence, serves as the Legally Responsible Official to submit these reports to the regulatory agencies.

~~8.11.~~ Negotiates contracts with and oversees the work of engineering consultants and contractors.

~~9.12.~~ Oversees and coordinates the operations and maintenance activities of member agencies, and meets regularly with their plant superintendents to coordinate EBDA activities.

13. Provides operational support at EBDA facilities, including MDF, OLEPS, and HEPS.

~~10.14.~~ Conducts force main inspections as necessary.

~~11.15.~~ Assists in the preparation of agendas and staff reports for the Commission Committees and regular Commission meetings. Reports status of EBDA system monthly to the EBDA Commission and managers.

~~12. Enforces all safety regulations and policies.~~

~~13.~~

~~14.16.~~ Assists in the preparation of the annual budget, and monitors capital replacement costs and operations and maintenance costs.

~~17.~~ Responds to Underground Service Alert notices when EBDA facilities are impacted.

~~15.18.~~ Trains, develops, and evaluates subordinate or contractor staff as necessary.

~~16.19.~~ Performs related duties as may be assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: The methods, materials and equipment used in the installation, maintenance, and repair of wastewater treatment systems, wastewater treatment plant operations and the treatment process; safety practices and requirements; budget preparation and personnel administration; wastewater

sampling techniques and statistical analysis; chemical and bacteriological characteristics of wastewater; pertinent rules, regulations, and laws affecting treatment and disposal of wastewater.

ABILITY TO: Plan, coordinate and direct the work of others; establish and maintain effective working relationships; maintain good public relations; read and interpret construction plans and blueprints; maintain records and prepare reports; identify and describe material resources required for system repairs; establish and implement effective preventive maintenance programs; oversee the maintenance and repair of electrical control systems, SCADA systems, and mechanical equipment including pumps and motors; and ability to communicate written and oral material for public and technical oversight.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: 1) Possession of a baccalaureate degree in Civil or Mechanical Engineering or closely related field and 2) ~~Five~~^{Ten} years of experience in the operation and maintenance of water or wastewater treatment facilities (~~twofive~~ years supervisory experience desirable), or an acceptable combination of the above education and experience.

Substitution: Additional qualifying experience can be substituted for the required education on a year for year basis; a minimum of two years of college is required.

LICENSES:

- 1) Possession of a Valid California Class C Motor Vehicle Operator's License.
- 2) Grade III WTPO Certification from SWRCB (preferred).

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: The Operations and Maintenance Manager reports to and receives work direction from the General Manager. Responsibilities include coordinating and overseeing the work of member agency employees, temporary workers and contractors engaged in the operation, maintenance and repair of the Authority's wastewater treatment systems. May assume the responsibilities of the General Manager in her/his absence.

PHYSICAL EFFORT: May perform physically demanding manual work including lifting, pushing or pulling heavy objects; shoveling, climbing, standing and walking for sustained periods of time; and operating, repairing and maintaining water supply and wastewater plant equipment such as pumps, motors and other mechanical equipment.

CONTACTS: Commissioners, co-workers, members of the public, member agency staff, contractors and governmental regulatory agencies' staff.

WORKING CONDITIONS: Subject to adverse weather conditions, toxic agents, and hazards associated with the operation and maintenance of wastewater plant equipment and chemicals.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS