



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Class Specification and Salary Range for Water Conservation Coordinator.

MEETING DATE: December 17, 1997

SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: To approve class specification and salary range for Water Conservation Coordinator.

BACKGROUND INFORMATION: The establishment of this position is necessary to adequately staff and maintain the City's successful water conservation program. The water conservation program has saved the City millions of dollars in expenditures for additional wells and treatment. The demands of the two main areas of the program: enforcement and public education have required that the current temporary Water Conservation Officer work full-time since 1990. As a temporary, the employee has not received benefits.

The funding and establishment of this full-time Water Conservation Coordinator position was approved by the City Council in the 1997/98 budget. A copy of the Public Works Department's justification for this position is attached. A class study was subsequently performed and a class specification developed. The Water Conservation Coordinator would be assigned to the Maintenance and Operators bargaining unit.

An analysis was conducted of the position's minimum qualifications, responsibilities, and the knowledge and skills compared to jobs of a similar nature. In looking at external comparisons within our survey base, it was found that these duties were either performed by temporary or volunteer staff, by other employees as part of a broader job, or by employees in a higher level classification. Therefore we were not able to provide a comparable salary range based on external data. However, internally an analysis of the job factors places this position as performing enforcement work similar in nature to Assistant Animal Control Officer and public education similar to Park Naturalist, both which are compensated at the same rate of pay. The salary range reflects the equivalent rate of pay as these classifications in the City's service.

RECOMMENDATION

It is recommended that Council approve the class specification (attached) and salary range below:

Step				
<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
\$1,889.01	\$1,983.44	\$2,082.63	\$2,186.78	\$2,296.11

APPROVED: _____

H. Dixon Flynn -- City Manager

ADDITIONAL ANNUAL COST (Salary and Benefits): \$13,015.78

<u>Salary</u>	<u>Benefits</u>
\$5,403.48	\$7,871.21

FUNDING: Currently budgeted.

Respectfully submitted,



Joanne Narloch, Human Resources Director

Prepared by: Mary Ann Turner, Human Resources Analyst II
cc: Jack Ronsko, Public Works Director
City Attorney

RESOLUTION NO. 97-208

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE CLASS SPECIFICATION AND SALARY
RANGE FOR WATER CONSERVATION COORDINATOR

RESOLVED, that the Lodi City Council does hereby approve the class specification for the Water Conservation Coordinator, as shown on Exhibit A, attached hereto; and

FURTHER RESOLVED, the Council hereby approves the salary range as follows:

STEP				
A	B	C	D	E
\$ 1,889.01	\$ 1,983.44	\$ 2,082.63	\$ 2,186.78	\$ 2,296.11

Dated: December 17, 1997

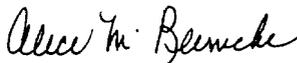
I hereby certify that Resolution No. 97-208 was passed and adopted by the City Council of the City of Lodi in a regular meeting held December 17, 1997 by the following vote:

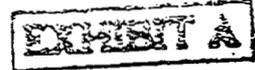
AYES: Council Members – Land, Mann, Pennino, Warner and Sieglock
(Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


ALICE M. REIMCHE
City Clerk



CITY OF LODI

December 17, 1997

WATER CONSERVATION COORDINATOR

DEFINITION:

Under the general supervision, plans, organizes and directs water conservation enforcement and education program; enforces municipal code provisions; and assists in the administration of the Urban Water Management Plan; develops and conducts educational programs for schools and general public; and performs related duties.

SUPERVISION EXERCISED AND RECEIVED:

This position receives supervision from the Water/Wastewater Superintendent or designee and may supervise part-time water conservation staff.

EXAMPLES OF DUTIES:

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

- Coordinates the patrol, observation, and recording of violations of water conservation regulations.
- Trains and supervises assigned personnel; prepares weekly schedule and reviews time cards.
- Investigates field water conservation issues and resolves disputes regarding water violations.
- Communicates with customers on the phone and in person about water conservation regulations and violations. Advises customers on irrigation system operation and repair.
- Approves and records water variances.
- Reads meters and collects water usage information to prepare monthly and annual Water Conservation reports.
- Determines penalties or fines for violations.
- Meets with other City staff on City watering issues to promote the efficient use of water.
- Develops educational and public information material on water conservation.
- Coordinates contact with and makes presentations to students and businesses.
- Represents the City on water awareness and conservation issues at conferences and various community functions.
- Assists in preparing press releases and responds to questions from the media on water conservation.
- Maintains records related to work performed.
- Maintains and orders supplies.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Basic supervisory principles and practices.
Safe work methods and safety regulations pertaining to the work including driving.
State and local Water Conservation Regulations.
Principals and techniques of water conservation, cycles and groundwater, and public water systems.
Fundamentals of sprinkler/irrigation systems.
Public information and communication methods.
Basic record keeping methods.
English usage, spelling, grammar.

Ability to:

Establish and maintain effective working relationships with co-workers and the public
Make educational presentations to school audiences.
Research, develop, design and demonstrate water science experiments.
Assign, direct and review the work of others.
Follow written and oral instructions.
Read water meters and collect data.
Operate two-way radio and phone forwarding systems.

EDUCATION AND EXPERIENCE:

Education:

Equivalent to completion of high school supplemented by specialized training or course work in Water Science or Water Conservation.

Experience:

Two years in water conservation enforcement; including experience conducting public education activities.

LICENSES AND CERTIFICATES:

Possession of a valid Driver's License issued from the California Department of Motor Vehicles.

1996-98 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Water Utility
REQUEST TITLE: Water Conservation Coordinator

REQUEST SUMMARY

Upgrade the current year-round, part-time Water Conservation Officer position to a full-time Water Conservation Coordinator position. This position will be supervised by the Assistant Water/Wastewater Superintendent and will continue as the coordinator and instructor of the in-school education program. It will also oversee the water conservation patrol working out of the Municipal Service Center.

PRIMARY OBJECTIVE

1. Ensure stability to the ongoing water conservation programs.
2. Take greater responsibility in the current and future programs.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Water Conservation Program in Lodi has been one of the most successful on-going water conservation programs in the state. A study indicates the program has annually saved Lodi thousands of dollars in pumping costs alone (well above the cost of the program). The program has saved millions of dollars in capital expenditures for additional wells and treatment that would have been required without the program. This does not include the billions of gallons of water saved since the programs inception in 1976. The in-school education program started in 1986 and is now up to 230+ presentations per year. The program is acclaimed by the Lodi School District teachers as a tremendous value to their students. The person currently in the part-time position is experienced in making in-school presentations and working with the Lodi School District. The patrol portion of the program relies on four to six part-time deputies who deal with the public on a daily basis from April through October. These part-time deputies must be properly trained and closely monitored each year to ensure that the program is consistently enforced and the citizens of Lodi are treated courteously. A permanent position would help ensure continuity in both the educational and patrol portions of the program.

The existing part time position has been working year-round for the past seven years. The Water Conservation Program is also being reviewed in the upcoming water supply study and the position would be instrumental in the study and implementation of any changes.

ALTERNATIVES

1. The need to replace/retrain this part-time position (which requires teaching, coordinating, training and public contact skills) would require a tremendous amount of time and effort on the part of the Water/Wastewater Superintendent and Assistant Water/Wastewater Superintendent.
2. Reduced continuity and success with the program.

COST SUMMARY

Additional Costs	1996-97(current)	1997-98
Salary	\$17,250	\$24,318*
Overhead	1,700	7,295
Total Requested	\$18,950	\$31,613
Savings		Immeasurable
Net Cost		\$12,663

* Salary equal to the A step of the comparable Community Service Officer position.

IMPLEMENTATION

If approved, the current year-round part-time employee would be transitioned into a full-time employee, and the continuity of Lodi's successful Water Conservation Program would be preserved.