



**Council Meeting: January 25, 2011**

**SUBJECT: Amendment to the Salary Resolution and Classification Plan to Add the Classifications of Storekeeper/Buyer; Quality Assurance Officer; and Regulatory Programs Manager.**

**REPORT IN BRIEF**

This report recommends amending the City's Salary Resolution and Classification Plan to add the classifications of Storekeeper/Buyer; Quality Assurance Officer; and Regulatory Programs Manager.

**BACKGROUND**

In 2010, in response to reviewing existing organizational structures and determining the most effective manner to perform tasks and assignments, the Departments of Finance and Public Works requested that the Department of Human Resources conduct classification and compensation studies in the following divisions: Purchasing and Water Pollution Control Plant Administration.

**EXISTING POLICY**

Section 1103, Classification, of the City Charter states that additions or changes to the classification plan may be adopted from time to time by the City Council upon the recommendation of the City Manager. Section 1104, Pay Plan, of the City Charter states that amendments to the pay schedule may be adopted from time to time upon recommendation of the City Manager.

**DISCUSSION**

**Storekeeper/Buyer, Department of Finance**

In August 2010, the Human Resources Department conducted a classification and compensation review of the Principal Storekeeper position that consisted of the following: reviewed the general organizational structure of the Department of Finance; compared the duties and responsibilities of the Buyer and Principal Storekeeper classifications; reviewed the incumbent's job analysis questionnaire; conducted a desk audit and information interviews with the current incumbent; and conducted informational interviews with Department of Finance management staff.

Based upon the findings of this review, the Human Resources Department has determined that the breath and scope of work assignments for the Principal

Storekeeper incumbent has changed significantly over the past two years with the procurement of goods and services comprising over 50% of the incumbent's current duties. In addition to performing the higher level Buyer duties, the Principal Storekeeper incumbent continues to be responsible for the oversight of a centralized stores warehouse. As a result, a new classification of Storekeeper/Buyer was developed that incorporates the duties and responsibilities of both the Principal Storekeeper classification and the higher level duties and responsibilities of the Buyer classification.

The Human Resources Department recommends that the salary placement for the newly-developed classification of Storekeeper/Buyer be associated with the current Buyer salary range, which is currently \$31.7469 - \$40.5178/hour (6S), and further recommends that the current Principal Storekeeper incumbent be reclassified in accordance with the City's policy on Employee Classification, Chapter 3, Article II, Subd. 1, Classification Review of a Filled Position.

The Sunnyvale Employees' Association (SEA) has reviewed and is in agreement with the newly-developed Storekeeper/Buyer job specification and the associated compensation and reclassification recommendations.

#### **Quality Assurance Officer, Department of Public Works**

In September 2010, the Human Resources Department worked with the Water Pollution Control Plant Administration division, Department of Public Works, to review the existing division structure and develop a recommendation regarding an appropriate classification to perform administrative and technical work to ensure that the programs and activities associated with the City's Water Quality Laboratory and Pretreatment Services adhere to the applicable safety standards and policies; verify regulatory compliance with quality standards for water and wastewater analysis; and various pretreatment reporting.

Based upon the needs and internal structure of the Water Pollution Control Plant, the Human Resources Department has recommended that a new classification of Quality Assurance Officer be developed. The Quality Assurance Officer job specification has been developed to include a full description of the duties performed and the knowledge, skills and abilities required.

The Human Resources Department recommends that the salary placement for the newly-developed classification of Quality Assurance Officer be established at \$39.1673 - \$49.9886/hour (6S).

The Sunnyvale Employees' Association (SEA) was provided the opportunity to review and comment on the newly-developed Quality Assurance Officer job specification and the associated compensation recommendations, but did not

provide any feedback to the Human Resources Department regarding these proposals.

**Regulatory Programs Manager, Department of Public Works**

In September 2010, the Human Resources Department worked with the Water Pollution Control Plant Administration division, Department of Public Works, to develop a recommendation regarding an appropriate classification to plan, direct and manage the activities of the newly-established Regulatory Programs section within the division. The expected responsibilities for this classification include the oversight and responsibility for monitoring and ensuring regulatory compliance with all federal, state and local laws relative to wastewater, storm water and air quality, including green house gas reporting activities.

Based upon the needs and internal structure of the Water Pollution Control Plant, the Human Resources Department has recommended that a new classification of Regulatory Programs Manager be developed. The Regulatory Programs Manager job specification has been developed to include a full description of the duties performed and the knowledge, skills and abilities required.

The Human Resources Department recommends that the salary placement for the newly-developed classification of Regulatory Programs Manager be established at Pay Grade 17, \$88,787 - \$104,455/year.

The Sunnyvale Managers Association (SMA) has reviewed and is in agreement with the newly-developed Regulatory Programs Manager job specification and the associated compensation recommendations.

**FISCAL IMPACT**

The potential reclassification of all three of these positions was considered during the development of the FY 2010/2011 Recommended Budget. As a result, all three positions were budgeted at an equivalent salary classification/grade of the requested reclassification. Therefore, there is no budgetary impact for these reclassifications.

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

**ALTERNATIVES**

1. Adopt resolutions to amend the City's Salary Resolution and Classification Plan to add the classifications of Storekeeper/Buyer; Quality Assurance Officer; and Regulatory Programs Manager to become effective at the beginning of the first pay period after January 25, 2011.
2. Do not approve the recommendation contained in this report.

**RECOMMENDATION**

Staff recommends Alternative 1: Adopt a resolution to amend the City's Salary Resolution and Classification Plan to add the classifications of Storekeeper/Buyer; Quality Assurance Officer; and Regulatory Programs Manager to become effective at the beginning of the first pay period after January 25, 2011.

Reviewed by:

Teri Silva, Director of Human Resources  
Prepared by: Karen Woblesky, Human Resources Manager

Reviewed by:

Grace Leung, Director of Finance

Approved by:

Gary M. Luebbers  
City Manager

**Attachments**

- A. Resolution to Amend the Classification Plan (Exhibits A - C to Attachment A)
- B. Resolution to Amend the Salary Resolution

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING THE CLASSIFICATION PLAN OF THE CIVIL SERVICE BY ADDING THE NEW JOB CLASSIFICATIONS OF STOREKEEPER/BUYER, QUALITY ASSURANCE OFFICER, AND REGULATORY PROGRAMS MANAGER BY ADDING THE CLASSIFICATION SPECIFICATIONS THEREFORE**

WHEREAS, after conducting a job classification study at the request of the Departments of Finance and Public Works, the Human Resources staff has proposed an amendment to the Classification Plan of the Civil Service of the City of Sunnyvale to add the newly-established job classifications of Storekeeper/Buyer, Quality Assurance Officer, and Regulatory Programs Manager and to add the classification specifications therefore; and

WHEREAS, the City Council having considered such proposals and recommendations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT:

- 1. The City Council hereby amends the Classification Plan of the Civil Service by adding the new job classification titles of Storekeeper/Buyer, Quality Assurance Officer, and Regulatory Programs Manager and by adding the classification specifications to read as set forth in Exhibits A, B and C attached hereto.
- 2. Except as herein modified, the Classification Plan, Resolution No.143-77, as amended, shall remain in full force and effect.
- 3. This resolution shall take effect at the beginning of the first pay period after January 25, 2011.

Adopted by the City Council at a regular meeting held on \_\_\_\_\_, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

ATTEST:

APPROVED:

\_\_\_\_\_  
City Clerk  
SEAL

\_\_\_\_\_  
Mayor

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
David Kahn, City Attorney

**CITY OF SUNNYVALE**

**Rev./Est: / 02/06/2011**

**Job Code: 6710 Rep SEA**

**EEOC Category : Professional**

## **STOREKEEPER/BUYER**

### **DEFINITION**

Under general supervision, plans, directs and supervises the City's Central Stores Warehouse operations and staff; oversees the City's surplus disposal program; provides routine, technical purchasing services which may include purchasing supplies, materials and equipment; contracts for both trade and professional services; competitive bidding; and performs other functions as required.

### **DISTINGUISHING CHARACTERISTICS**

The Storekeeper/Buyer is distinguished from the Principal Storekeeper by the performance of professional purchasing work in compliance with legal requirements and the practices and procedural guidelines set forth by the division. It is further distinguished from the Buyer classification in that the Storekeeper/Buyer also has oversight responsibility for a large warehouse and/or inventory program and provides lead direction to assigned staff.

### **TYPICAL DUTIES** *(May include, but are not limited to, the following):*

- Schedules, assigns, directs and reviews the work of assigned warehouse staff; trains staff in work procedures.
- Maintains Central Stores inventory levels, including items to be stocked; determines minimum and maximum levels to be on-hand and orders against pre-set contracts.
- Determines warehouse layout to maximize space and facilitate ease of materials storage, movement and the issuing of supplies and materials.
- Maintains automated and physical inventory records and prepares reports as required.
- Coordinates the City's surplus disposal program; removes and stores surplus materials and equipment from City locations; arranges for auctions, sealed bids and/or recycling; collects deposits and accounts for revenue from sales.
- Meets with vendor representatives regarding possible additions or replacements to the central stores inventory; secures price quotations and determines availability of materials and goods; places orders.
- Confers with City staff at both management and operational levels regarding types and availability of materials, equipment and supplies.
- Maintains monthly expenditure ledgers for proper charges and produces summary statements of usage and costs for various parts, materials and service contracts.
- Processes routine purchases of supplies, materials, equipment, and services through the issuance or renewal of blanket purchase orders.
- Assists and advises departments in the development of specifications.

- Solicits competitive bids and proposals; evaluates and analyzes bids; prepares routine contracts and written reports.
- Identifies and selects suppliers and monitors supplier performance.
- Expedites deliveries and conducts follow-up when necessary.
- Participates in the development of the Purchasing Division policies and procedures.
- Participates in purchasing training for City employees, and provides professional procurement information and assistance to City staff at all organizational levels.

## **WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, climbing, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination when using a computer keyboard and hand tools. Additionally, the position requires near and far vision when reading and using a computer. The need to lift, carry and push tools and supplies weighing up to 50 pounds is also required, as well as the ability to reach above shoulder level. The job duties may expose the employee to the outdoors, which may include exposure to inclement weather, noise, fumes, dust, grease, hazardous materials, and air contaminants. The nature of the work may also require the incumbent to work in heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

Any combination of education and experience that provides the knowledge, skills and abilities may be qualifying.

A typical way of obtaining the required qualifications would be the equivalent of an Associate's degree from an accredited college or university in purchasing, accounting, marketing, general business, or other related field and two years of experience in a competitive bidding setting or in the development of contracts, service agreements or leases **OR** High School graduation or tested equivalent and four years of storekeeping experience which included purchasing or procurement responsibilities. Two of the four years of required experience must have been in a lead or supervisory role.

### Knowledge, Skills and Abilities

Knowledge of:

- Purchasing methods and procedures; contract development; and sources of supply.
- Policies and procedures of maintaining a warehouse of materials, equipment and supplies, including, receiving, storing and issuing such items.
- Methods and techniques of automated and physical inventory control, including setting appropriate minimum and maximum levels of stock on hand; maintaining an inventory in a cost effective and efficient manner.

- Principles of supervision, training and performance evaluation.
- Supply and terminology used in purchasing commodities.
- Specification writing, pricing methods, contracts and sales as applied to purchasing transactions.
- Methods and practices used in competitive bidding.
- Modern office procedures; computer applications related to the work.
- Standard business mathematics.
- Characteristics and quantities of the services, supplies, equipment and materials required by a municipal government.
- Basic principles of surplus disposal and recycling.

Skill to:

- Safely operate a forklift and lift truck.

Ability to:

- Understand and comply with all legal requirements for the advertisement of bids.
- Compare and analyze bids received; determine if bidders are responsive and responsible; identify successful bidders and award contracts.
- Apply good judgment and make sound purchasing decisions; interpret and apply City purchasing policies and procedures.
- Keep records, logs and databases and prepare narrative and/or statistical reports.
- Maintain accurate automated and physical inventory records and produce periodic and special reports.
- Research vendors and suppliers for specific needs based on specifications supplied by departments; prepare technical specifications.
- Develop creative and cost effective ways to dispose of surplus materials and equipment.
- Observe safety principles and work in a safe manner.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing; follow oral and written instructions in an independent manner.

### **License and Certificates**

Possession and continued maintenance of a valid class C California driver's license and a safe driving record or the ability to provide alternate transportation as approved by the hiring manager.

Must possess or obtain within six months from the date of hire, certification as a forklift operator.

### **DESIRABLE QUALIFICATIONS**

Possession and continued maintenance of a Certified Professional Public Buyer (CPPB) certification.

CITY OF SUNNYVALE

Rev. /Est.: 02/06/2011  
Job Code: 5870 Rep: SEA  
EEOC Category: Professional**QUALITY ASSURANCE OFFICER****DEFINITION**

Under general direction, develops, oversees and coordinates the Laboratory and Pretreatment Services Quality Assurance/Quality Control (QA/QC) program for staff involved in the collection, analysis and data management of water samples and industrial monitoring. Performs administrative and technical work to ensure programs and activities specific to the City of Sunnyvale Water Quality Laboratory and Pretreatment Services meet regulatory compliance standards by developing and coordinating special programs and projects related to quality control; establishes quality standards for water and wastewater analysis and various pretreatment reporting; adheres to applicable safety standards and policies; and, performs other duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This classification is responsible for developing, directing and coordinating a comprehensive laboratory and pretreatment quality assurance and safety program to ensure high quality, analytical results, maintain state and federal regulatory requirements to ensure continued certification status for the City of Sunnyvale Water Quality laboratory, and implement practices and procedures which conform to City and regulatory quality assurance and safety standards for environmental laboratories. The Quality Assurance Officer will work to continually improve the laboratory's QA/QC process and will ensure that all laboratory decisions are considered from a quality assurance, quality control and safety standpoint in compliance with local, state and federal regulations. This position is distinguished from the Senior Environmental Chemist classification in that the latter is responsible for the supervision of chemists and support staff and performs highly technical and responsible sampling and analysis work. The Quality Assurance Officer is further distinguished from the Laboratory/Pretreatment Manager in that the latter plans, organizes, directs and administers the laboratory, industrial pretreatment program and assigned support services at the Water Pollution Control Plant.

**TYPICAL DUTIES** *(May include, but are not limited to, the following):*

- Establishes, coordinates and monitors the City's Laboratory and Pretreatment quality assurance program; works closely with supervisors to plan, schedule and implement field and laboratory quality assurance activities; ensures continued City certification and highest levels of quality assurance, quality control and safety standards are routinely maintained.
- Monitors local, state and federal regulations relating to laboratory quality assurance, evaluates impact on laboratory practices, identifies changes required to comply with regulations, and prepares City responses, as appropriate.

- Develops and maintains laboratory and pretreatment document control protocol including proper handling of data once generated and assures quality control principles are adhered to; maintains data and document control databases.
- Develops, reviews, modifies and maintains Standard Operating Procedures (SOP's) for sampling and analysis where necessary and according to EPA and State approved guidelines; for equipment to ensure proper and safe operation; and maintains laboratory method and training SOP's for compliance with regulatory agencies.
- Coordinates and maintains laboratory certifications through satisfactory performance of Proficiency Testing (PT), Manager and audit review of practices.
- Directs, monitors and evaluates safety practices and procedures; oversees the implementation of Lab Services' Safety Program (LSSP) for the field and laboratory units including updating safety manual and chemical hygiene plans as needed.
- Works with Laboratory staff to ensure compliance with local, state and federal quality assurance and quality control practices and procedures; develops procedures by which lab and pretreatment errors are quickly identified and corrective actions taken to minimize data losses; investigates quality issues; enforces quality standards and quality control practices and procedures through training and implementing appropriate corrective actions; maintains corrective action database.
- Monitors and maintains laboratory quality assurance data; develops, maintains and reviews quality control charts; prepares or reviews the preparation of control limits, detection limits, and action levels for laboratory analyses.
- Prepares routine and special reports to staff, City management and regulators as required; prepares reports of analytical results to state and federal regulators for performance evaluation testing; maintains records related to maintenance and calibration, trail of samples and sample events, quality assurance, quality control, precision and accuracy charts and regular QA/QC reports.
- Maintains documentation of chemicals, including hazardous materials handling; ensures safe storage and regular disposal of hazardous reagents and wastes in compliance with regulations; oversees the maintenance of material safety data sheet (MSDS) records on chemicals and compounds used by the laboratory and other divisions.
- Develops, reviews, modifies and maintains the Laboratory Quality Assurance manual according to laboratory standards and Environmental Protection Agency (EPA) and State approved guidelines.
- Ensures that contracts with respect to analysis and equipment are maintained to City and lab standards; reviews contract lab reports for data issues and/or errors.
- Attends relevant QA/QC seminars and conferences; represents the City during inspections of the laboratory program by State, Federal or local regulatory agencies; maintains membership with Lab Accreditation System and Professional Committees.

- May provide leadership, guidance and/or technical support to others; may oversee lab staff in the absence of a Senior Environmental Chemist.
- May act as the Laboratory/Pretreatment Manager in his/her absence, as assigned.

### **WORKING CONDITIONS**

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. Acute hearing is required in both the field and the office. Additionally, the position requires near and far vision in reading written reports and work related documents. The need to lift, drag and push files, paper and equipment weighing up to 25 pounds is also required. The laboratory setting may expose the incumbent to chemicals, hazardous materials, skin irritants, fumes, solvents, and air contaminate aerosols from wastewater. Sampling, laboratory sanitation and personal hygiene procedures require incumbents to frequently wash his/her hands. The nature of the work may also require the incumbent to drive motorized vehicles. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **MINIMUM QUALIFICATIONS**

Any combination of education and experience that provides the knowledge, skills and abilities may be qualifying. A typical way to obtain these qualifications would be a Bachelor's degree from an accredited college or university in chemistry, biology, or a closely related field, and five years of professional water quality testing experience in a certified drinking water or environmental laboratory which included two years of experience developing and applying quality assurance criteria and procedures.

A Master's degree in a related field may be substituted for one year of the required experience.

### **Knowledge, Skills and Abilities**

Thorough knowledge of:

- Chemical and microbiological characteristics of and standard methods for the analysis of environmental samples, particularly water and wastewater.
- Principles and practices of laboratory quality assurance and quality control.
- Standard computer software, including computer-based laboratory information management systems (LIMS); data management processing techniques.
- Laboratory safety practices and procedures and appropriate precautions related to the work performed by a wastewater laboratory and pretreatment program.
- Sampling techniques and methods of statistical analysis; general chemical qualitative and quantitative analysis.
- Principles of laboratory chemical and biological analytical methods and the analytical and sampling instruments used.

- Current status of state and federal regulations related to quality assurance and safety practices.

Skill in:

- Calibration and maintenance of a variety of manual and automatic laboratory instruments including atomic absorption spectrophotometer, turbidity, conductivity, TDS, pH, chlorine, DO meters, segmented flow analyzer, automated ion chromatographer.

Ability to:

- Develop and implement a coordinated applied program for laboratory and pretreatment quality assurance.
- Compose professional business correspondence, memoranda, standard operating procedures, and technical instructions in a clear and concise manner.
- Work with a variety of supervisors to plan, schedule, organize and coordinate quality assurance programs.
- Work with or near a variety of bases, acids, and other reagents used in cleaning glassware and bottles, and for the testing of trace metals, organics, nutrients, physical parameters and solids.
- Analyze problems, evaluate alternative solutions and make sound recommendations/decisions.
- Apply data management techniques to laboratory operations.
- Communicate effectively, both orally and in writing; understand and carry out oral and written instructions.
- Make presentations to management, regulatory agencies, subordinates and the public.
- Establish and maintain effective working relationships with co-workers, subordinates, regulatory agency personnel, vendors, contractors and the general public.
- Observe safety principles and work in a safe manner.

### **Certificates/License**

Possession and continued maintenance of a valid California class C driver's license and a safe driving record.

**CITY OF SUNNYVALE**

**Rev./Est.:           /02/06/2011**  
**Job Code: 0218 Rep : SMA**  
**EEOC: Admin/Officials**

## **REGULATORY PROGRAMS MANAGER**

### **DEFINITION**

Under general direction, plans, organizes, directs and manages the activities of the Regulatory Programs Section within the Environmental Division of the Department of Public Works. The Regulatory Programs Manager develops and implements programs to ensure regulatory compliance with all federal, state and local laws relative to wastewater, storm water and air quality, including green house gas reporting activities; and, performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single-position management position that performs highly specialized and technical functions on a City wide basis. An incumbent in this job classification must plan, develop, direct and manage programs and projects to ensure compliance with a variety of environmental laws, regulations and guidelines. This job classification requires an in-depth knowledge of environmental compliance issues and the federal, state and local laws, regulations and guidelines that govern them. This class is distinguished from the higher level classification of Environmental Division Manager in that the latter has overall administrative responsibility for the Division and is responsible for all programs within the Division.

### **TYPICAL DUTIES** *(May include, but are not limited to, the following):*

- Plans, manages and directs the Regulatory Programs Section of the Environmental Division of the Department of Public Works, including managing programs related to wastewater, storm water and air quality regulatory compliance.
- Develops and implements program standard operating procedures, goals, objectives and priorities; assists in developing and maintaining short and long-term strategic planning processes in assigned area of responsibility.
- Supervises, directs, trains and evaluates assigned staff; plans, organizes and reviews the activities of staff and professional services contracts as assigned; manages the coordination and facilitation of training on safety and/or other applicable issues.
- Develops and administers the section budget.
- Identifies local, state and federal regulatory impacts to operations; participates in negotiations with regional, state, and federal regulatory

agencies issuing permits for the City involving wastewater, storm water, air quality, OSHA, and other environmental and occupational health requirements.

- Provides technical expertise and compliance enforcement support by investigating and assessing regulatory findings and analysis; resolves conflicts and interprets various codes and ordinances; and prepares related documentation.
- Supports other sections in meeting and reporting requirements to maintain compliance with permits; oversees development and submission of required reports for local, state and federal regulatory agencies.
- Coordinates initiatives for the enhancement and improvement of services, programs, and/or project delivery.
- Conducts technical studies and prepares administrative reports, amendments to policy documents and ordinances, periodic compliance reports to regulatory agencies and other correspondence; conducts research and analysis of complex technical issues; evaluates options and makes recommendations for action; prepares reports and recommendations for City staff, City Council and advisory bodies.
- Creates technical documents; prepares and provides senior review of technical documents for regulatory submissions; and manages the preparation of scientific reports on programs and scientific studies for submittal to applicable regulatory agencies.
- Represents the City in meetings involving other municipal governments and state and federal agencies; serves as liaison with federal, state and other agencies with respect to regulations and programs involving storm water, air quality, and plant safety.
- Attends and participates in professional group meetings; stays abreast of new trends and developments in the field.
- May provide regulatory compliance assistance related to the Plant National Pollutant Discharge Elimination System (NPDES) permit and other treatment compliance issues, as assigned.

### **WORKING CONDITIONS**

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. Acute hearing is required in both the field and the office. Additionally, the position requires near and far vision in reading written reports and work related documents. The need to lift, drag and push files, paper and equipment weighing up to 25 pounds is also required. The laboratory or field setting may expose the incumbent to chemicals, hazardous materials; skin irritants, fumes, solvents, and air contaminate aerosols from wastewater. Sampling, laboratory sanitation and personal hygiene procedures require incumbents to frequently wash his/her hands. The nature of the work may also require the incumbent to drive motorized vehicles. Some of these requirements

may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

Any combination of education and experience which provides the required knowledge, skills and abilities may be qualifying.

A typical way of obtaining the required qualifications would be a Bachelor's degree from an accredited college or university in engineering, environmental science, chemistry, biology, microbiology, or a related field and 4 years of increasingly responsible experience directly related to environmental compliance, wastewater or storm water management and discharge, including National Pollutant Discharge Elimination System (NPDES) permits, or a closely related field. One year of the required experience must have been at the supervisory level or above.

A Master's degree in a related field may be substituted for one year of the required experience.

### Knowledge and Abilities

Knowledge of:

- The regulatory environment with respect to wastewater, storm water pollution control, and pollution prevention, air pollution control and green house gas regulation, and hazardous materials and waste.
- Applicable laws, rules, regulations and requirements governing wastewater and storm water discharge, air emissions, pollutants, and environmental control testing and reporting.
- Comprehensive planning practices, regulations and techniques, including development and revision of long- and short-range plans.
- General principles and practices of occupational health and safety.
- Principles of program organization, administration and budgeting.
- Methods and techniques of research, statistical analysis and report presentation.
- Methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar.
- Office practices, methods and equipment, including a computer and applicable software.
- Supervisory principles and practices.

Ability to:

- Supervise, train and evaluate assigned staff; monitor and evaluate the work of assigned staff; prioritize and assign work.
- Independently develop and coordinate effective systems, programs and procedures.
- Implement, explain and apply applicable laws, codes and regulations related to area of assignment.
- Organize, implement and direct a comprehensive regulatory compliance operation and associated activities.
- Work collaboratively with other departments, the public, external contractors, and regulators to ensure compliance with environmental regulations and City policies.
- Analyze and interpret environmental data and prepare technical reports; analyze problems, identify alternative solutions, consequences of proposed actions and implement recommendations in support of goals.
- Interpret and explain pertinent City and department policies and procedures; assist in revision or modification of policies and the City Municipal Code regarding air and water pollution control, as required.
- Negotiate with regulatory agencies; gain cooperation and agreement through discussion and persuasion.
- Develop and implement revisions to standard operating procedures to improve effectiveness and/or comply with regulatory changes, as appropriate.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Read, interpret and record data accurately.
- Communicate clearly and concisely, both orally and in writing.
- Research and prepare applications for grants.
- Observe safety principles and practices and work in a safe manner.

### **Certificates/Licenses**

Possession and continued maintenance of a valid class C California driver's license and a safe driving record or the ability to provide alternative transportation as approved by the appointing authority.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING RESOLUTION NO. 190-05, THE CITY'S SALARY RESOLUTION, BY AMENDING THE PAY SCHEDULE FOR PAY PLAN CATEGORY B (MISCELLANEOUS CLASSIFIED EMPLOYEES) AND CATEGORY D/E (CLASSIFIED MANAGEMENT EMPLOYEES)**

WHEREAS, by separate resolution, the City's Classification Plan, has been amended to add the new classifications of Storekeeper/Buyer, Quality Assurance Officer and Regulatory Programs Manager for which a pay schedule must be added to the City's Salary Resolution No. 190-05;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT Section 2.100 of Resolution No. 190-05 is hereby amended by modifying Pay Plan Category B (Miscellaneous Classified Employees) and Category D/E (Classified Management Employees) by adding the following classifications, as set forth below:

| <b>Classification</b>     | <b>Job Code</b> | <b>Range</b> | <b>Step 1</b> | <b>Step 2</b> | <b>Step 3</b> | <b>Step 4</b> | <b>Step 5</b> | <b>Step 6</b> |
|---------------------------|-----------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Storekeeper/Buyer         | 6710            | 112          | 31.7469       | 33.3342       | 35.0009       | 36.7509       | 38.5884       | 40.5178       |
| Quality Assurance Officer | 5870            | 707          | 39.1673       | 41.1257       | 43.1820       | 45.3411       | 47.6082       | 49.9886       |

| <b>Classification</b>       | <b>Job Code</b> | <b>Grade</b> | <b>Range Minimum</b> | <b>Range Maximum</b> |
|-----------------------------|-----------------|--------------|----------------------|----------------------|
| Regulatory Programs Manager | 0218            | 17           | \$88,787             | \$104,455            |

Adopted by the City Council of the City of Sunnyvale at a regular meeting held on \_\_\_\_\_, by the following vote:

AYES:  
 NOES:  
 ABSTAIN:  
 ABSENT:

ATTEST:

APPROVED:

\_\_\_\_\_  
 City Clerk  
 (SEAL)

\_\_\_\_\_  
 Mayor

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
 David Kahn, City Attorney