



**Council Meeting: February 26, 2013**

**SUBJECT: Amendment to the Salary Resolution and Classification Plan to Include the Following Classification Title Changes: Buyer I/II, Environmental Programs Manager, Head Golf Professional; and to Add the Newly Established Classifications of Senior Environmental Engineer and Public Safety Officer Academy Attendee/Graduate.**

### **BACKGROUND**

This report recommends amending the City's Salary Resolution and Classification Plan to change several classification titles to better describe the position, and add the newly established classifications of Senior Environmental Engineer and Public Safety Officer Academy Attendee/Graduate.

### **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.

### **DISCUSSION**

The following classifications have been re-titled to better describe the position and the duties performed:

Current Title	Proposed Title
Administrative Assistant – Golf Services	Head Golf Professional
Assistant Buyer/Buyer	Buyer I/II
Recycling Manager	Environmental Programs Manager

The Sunnyvale Employees' Association (SEA) and the Sunnyvale Managers Association (SMA) were provided notice and an opportunity to comment on these classification title changes.

### **Newly Established Classifications**

#### **Senior Environmental Engineer**

In January 2013, the Environmental Services Department requested that the Department of Human Resources develop a new classification of Senior Environmental Engineer to address advanced technical duties for process

engineering and regulatory program implementation at the Water Pollution Control Plant. The Department has the classification of Senior Engineer currently budgeted, however, after further review this new classification best meets their needs.

The Senior Environmental Engineer classification has been benchmarked to the current Senior Engineer classification in both wages and responsibilities and would be represented by the Sunnyvale Managers Association (SMA). As a result, SMA was provided notice and an opportunity to comment on the proposed Senior Environmental Engineer classification.

#### Public Safety Officer Academy Attendee/Graduate

In January 2013, the Department of Public Safety requested that the Department of Human Resources develop a new classification of Public Safety Officer Academy Attendee/Graduate to provide the department with additional avenues for recruitment opportunities. This new classification would allow for the Department of Public Safety to recruit for new Public Safety Officers from an additional candidate pool of current Police Academy attendees and recent graduates of the California POST Basic Academy that had previously been inaccessible due to the language of the current classification requirements.

The Public Safety Officer Academy Attendee/Graduate classification has been benchmarked to the current Public Safety Officer in Training classification in wages and would be represented by the Public Safety Officers Association (PSOA). As a result, PSOA was provided notice and an opportunity to comment on the proposed Public Safety Officer Academy Attendee/Graduate classification.

#### **FISCAL IMPACT**

There is no fiscal impact related to the recommended classification title changes to the City's Classification Plan and Salary Resolution. These changes are in title only and do not impact salary ranges.

The newly established Senior Environmental Engineer classification also has no fiscal impact. This additional classification would be paid equivalently to the current Senior Engineer classification for which there is a current vacant position in the FY 2012/13 operating budget for the Environmental Services Department.

The newly established Public Safety Officer Academy Attendee/Graduate classification has no fiscal impact as well. This additional classification would be paid equivalently to the current Public Safety Officer in Training classification, which is budgeted as a part of the ongoing recruitment and training projects for the Department of Public Safety.

**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 Classification Plan and Salary resolution as detailed within this report and reflected by Attachments A and B.
  
2. Do not approve the recommendations contained in this report.

**RECOMMENDATION**

Staff recommends Alternative 1: Adopt resolutions to amend the City's Classification Plan and Salary Resolution to change the classification titles and to add the newly established classifications of Senior Environmental Engineer and Public Safety Officer Academy Attendee/Graduate as listed within this report that will become effective the beginning of the first pay period after February 26, 2013.

Reviewed by:

Teri Silva, Director, Human Resources  
Prepared by: Delanie LoFranco, Human Resources Manager

Approved by:

Gary M. Luebbbers  
City Manager

**Attachments**

- A. Resolution to Amend the Classification Plan
- 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 REVISED CLASSIFICATION TITLES OF BUYER I/II, ENVIRONMENTAL PROGRAMS MANAGER, HEAD GOLF PROFESSIONAL; AND TO ADD THE NEWLY ESTABLISHED CLASSIFICATIONS OF SENIOR ENVIRONMENTAL ENGINEER AND PUBLIC SAFETY OFFICER ACADEMY ATTENDEE/GRADUATE**

WHEREAS, at the request of the Department of Public Safety, 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 classification of “Public Safety Officer Academy Attendee/Graduate” and the corresponding classification specifications; and

WHEREAS, at the request of the Environmental Services Department, 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 classification of “Senior Environmental Engineer” and the corresponding classification specifications therefore; and

WHEREAS, at the request of the Environmental Services Department, the Human Resources staff has proposed an amendment to the Classification Plan of the Civil Service of the City of Sunnyvale to add the classification title change to “Environmental Programs Manager”; and

WHEREAS, the Human Resources staff has proposed an amendment to the Classification Plan of the Civil Service of the City of Sunnyvale to add the classification title changes of “Buyer I/II” and “Head Golf Professional”; 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 “Public Safety Officer Academy Attendee/Graduate” and “Senior Environmental Engineer” and by adding the corresponding classification specifications to read as set forth in Exhibits A and B attached hereto.

2. The City Council hereby amends the Classification Plan of the Civil Service by including the following classification title changes of “Buyer I/II”, “Environmental Programs Manager” and “Head Golf Professional” in lieu of “Assistant Buyer/Buyer”, “Recycling Manager” and “Administrative Assistant – Golf Services” respectively, as set forth in Exhibit C, attached hereto

3. Except as herein modified, the Classification Plan, Resolution No. 143-77, as amended, shall remain in full force and effect.

4. This resolution shall take effect at the beginning of the first pay period after February 26, 2013.

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:

\_\_\_\_\_  
Joan A. Borger, City Attorney



## PUBLIC SAFETY OFFICER ACADEMY ATTENDEE/GRADUATE

Class Code:  
3006

Bargaining Unit: Public Safety Officers Association

CITY OF SUNNYVALE  
Established Date:  
Revision Date:

### SALARY RANGE

\$42.41 - \$49.09 Hourly  
\$3,392.68 - \$3,927.45 Biweekly  
\$7,350.81 - \$8,509.47 Monthly  
\$88,209.68 - \$102,113.65 Annually

### DEFINITION:

Under immediate supervision of a Public Safety Lieutenant or Captain, either currently attends the California POST Basic Academy and is learning to perform a wide range of public safety work involving the protection of life and property including law enforcement, crime prevention, fire suppression, rescue, and basic life support activities; or has graduated from the California POST Basic Academy within the last 12 months; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The position of Public Safety Officer Academy Attendee/Graduate is the training level classification for general police and fire work for those incumbents not affiliated with an agency and currently enrolled in a police academy. Incumbents are not sworn personnel and are generally in this classification until successful completion of the police academy. Assignment to this classification is temporary. If incumbents do not successfully complete a police academy, they will be terminated. Incumbents hired after the graduation from the California POST Basic Academy are not sworn personnel and are generally in this classification until they are promoted to Public Safety Officer I.

Public Safety Officer Academy Attendee/Graduate is distinguished from the higher-level Public Safety Officer I in that the latter is a sworn position where incumbents continue training for both police and fire duties. Incumbents must successfully complete the police academy prior to being promoted to the classification of Public Safety Officer I.

### ESSENTIAL JOB FUNCTIONS:

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

Continued attendance and/or successful completion of the police academy to prepare for position of Public Safety Officer I.

### **WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push equipment and bodies weighing up to 165 pounds, the ability to run continuously for 500 yards and climb 6 foot high fences is also required. When in the field, positions are required to walk and stand during emergency situations, including on uneven and slippery surfaces; wear police officer and firefighter clothing and carry equipment; climb ladders and work from elevated positions and enter confined spaces wearing appropriate breathing apparatus. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

The minimum qualifications for education and experience can be met in the following way:

**Attendees:**

Associate's degree or 60 semester or 90 quarter units from an accredited college or university, AND

Current attendance at a California POST Basic Academy with a minimum POST T-Score of 50.

**Graduates:**

Associate's degree or 60 semester or 90 quarter units from an accredited college or university, AND

Graduation from a California POST Basic Academy within the previous 12 months with a minimum POST T-Score of 50.

**Knowledge of:**

- Basic principles of electricity.
- Principles of physics, chemistry of fire, and mechanics.
- Weights, measures and capacities.
- Office methods, procedures, software and equipment.
- Principles and practices of good customer service.
- Principles and practices of effective interpersonal communication.

**Ability to:**

- Learn to apply principles and practices of law enforcement and fire protection.
- Learn to interpret and apply department policies and procedures and related State and Federal laws.
- Learn to perform firefighting, emergency response, and rescue and medical aid

duties in response to calls for service.

- Write clearly, accurately, concisely, legibly and with correct English grammatical construction and spelling.
- Learn to safely use firearms and other modern police equipment and communication and information systems related to law enforcement.
- Make basic mathematical calculations as they relate to the essential functions of this position.
- Plan and present material orally to diverse groups.
- Read and interpret complex documents in English.
- Sketch such things as crime scenes and accident scenes.
- Observe, assimilate, remember and recall pertinent facts and details.
- Read maps and mapped information.
- Apply selected learned knowledge in collecting, organizing and analyzing a variety of information.
- Speak with a wide variety of people, using tact, self-restraint, judgment, and strategy.
- Make quick and reasonable decisions under stressful emergency situations.
- Perform routine, repetitive work to completion.
- Exercise self-restraint and good judgment.
- Visually identify and accurately distinguish colors between various visual inputs at long and short ranges and in dark and smoky environments.
- Accurately identify and distinguish between colors.
- Hear and comprehend auditory inputs in radio transmissions, long range conversations, commands, and cries for assistance when obscured by background noises.
- Detect and distinguish the smell of different materials/chemicals, smoke/fires, and toxic gases.
- Speak in an understandable voice during in-person and radio conversations, to project voice, and to be heard over background noises.
- Operate a computer using word processing and business software and other office equipment.
- Understand and follow written and oral instructions.
- Communicate effectively, orally and in writing.
- Establish, maintain and promote positive and effective working relationships with employees, other agencies and the public.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Exercise tact and diplomacy in dealing with sensitive, complex and political situations.
- Use a Self Contained Breathing Apparatus (SCBA)
- Observe safety principles and work in a safe manner.

**Willingness to:**

- Adhere to ethics of law enforcement as stated in the "Law Enforcement Code of Ethics".
- Enforce all laws, policies and procedures regardless of personal ethics or feelings.
- Comply with department grooming standards and wear a uniform furnished by the department.
- Carry and use approved weapons, including (but not limited to) firearms and batons, if justified by laws, policies, and procedures.
- Take the life of another, if justified by laws, policies, and procedures.

- Work in, around, or with severely decomposed, burnt, or dismembered bodies.
- Train citizens as well as other employees.
- Work irregular hours, irregular days, overtime, weekends, holidays, variable shifts, evenings, on-call and 24-hour shift.
- Work at any location in the city on short notice.
- Attend meetings or classes both on and off duty.

**Licenses/Certificates:**

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

**DESIRABLE QUALIFICATIONS**

A Bachelor's degree from an accredited college or university in criminal justice or related field.

**SPECIAL REQUIREMENTS:**

- Must be 21 years of age at time of application.
- Must provide letter from California POST Basic Academy verifying current enrollment or graduation.
- Must provide proof of T-Score.
- Must successfully complete a post-offer physical exam paid for by the City.
- Must successfully complete an extensive background check.

Individuals who have been eliminated from a hiring process, either as a result of a background investigation or as the result of any psychological interview, are ineligible to re-apply until an 18 month period has elapsed since the final filing date of the last recruitment for which they have applied.



## SENIOR ENVIRONMENTAL ENGINEER

Class Code:  
0374

Bargaining Unit: Sunnyvale Managers Association

CITY OF SUNNYVALE  
Established Date:  
Revision Date:

### SALARY RANGE

\$47.02 - \$60.02 Hourly  
\$3,761.99 - \$4,801.35 Biweekly  
\$8,150.98 - \$10,402.93 Monthly  
\$97,811.79 - \$124,835.15 Annually

### DEFINITION:

Under general direction of an Environmental Services Department Division Manager, plans, organizes and directs professional and technical engineering work in support of the operations of environmental services programs and projects; performs a variety of technical tasks relative to assigned area of responsibility; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

The position of Senior Environmental Engineer is a supervisory classification. The classification of Senior Environmental Engineer is distinguished from the higher-level Division Manager classifications in that the latter have overall responsibility for management of various services or programs.

### ESSENTIAL JOB FUNCTIONS:

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

- Analyzes wastewater process and operational data and recommends modifications to process design and/or operations to address regulatory compliance, efficient operation, or other operational objectives.
- Investigates problems and formulates strategies for treatment in order to assure cost effective operation and compliance with discharge requirements.
- Evaluates regulations and assesses impacts to wastewater operations and department services; makes recommendations on City response to regulations.
- Develops and supervises complex sanitary engineering research programs, and makes presentations regarding various phases of work.
- Coordinates, oversees, or participates in investigations, studies, research, analyses, programs and projects for environmental projects.
- Oversees or participates in the development, implementation, and troubleshooting of process controls systems.
- Plans and guides implementation of data management methods to address regulatory requirements.
- Monitors data gathering to ensure completion and conformance to requirements and business needs.

- Prepares and provides operational performance data and related summaries.
- Prepares estimates and calculations for process parameters, operations and maintenance costs, hydraulic calculations and/or coordinate the efforts of contracted consultants performing said work on behalf of WPCP.
- Applies statistical techniques in the interpretation of process testing results.
- Develops and maintains an intimate knowledge of the Sunnyvale Water Pollution Control Plant (WPCP) treatment systems allowing for a strong understanding and ability to explain to others how the systems function and evaluating impacts for presentation to affected departments, consultants and other stakeholders.
- Remains knowledgeable about developments in wastewater treatment techniques and processes, as well as changes in regulations and discharge standards.
- Develops and maintains a strong understanding of stormwater and wastewater regulatory requirements including NPDES, BAAQMD, Title 22 and CFR Part 503 Regulations.
- Revises operations and maintenance manuals as required.
- Prepares preliminary designs and specifications for the construction of small "in-house" projects.
- Investigates and develops technical requirements and specifications for establishment of maintenance purchase orders, material purchase orders and contracts.
- Prepares preliminary and final cost estimates; performs cost-benefit calculations related to operational changes and return-on-investment analyses for projects.
- Reviews plans and specifications for wastewater operations and maintenance projects.
- Coordinates work requirements of capital improvement and other engineering projects with other departments.
- Represents the WPCP, department, and City at public and professional meetings and conferences; confers with the public and representatives of other agencies.
- Oversees or participates in the preparation of various complex technical regulatory reports required by State and Federal agencies.
- Prepares environmental impact reports, planning studies, and other technical reports and correspondence.
- Takes an active part in the establishment of WPCP policies, standards, and procedures and assist in long-range planning.
- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for performance of professional and technical activities; implements policies and procedures.
- Plans, prioritizes, assigns, supervises and reviews the work of staff working on assigned programs.
- Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Serves as a technical resource in assigned technical area; provides technical advice to field operations, other City departments, and the general public related to assigned area as required.
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; monitors and controls expenditures.

### **WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer

keyboard. Additionally, the position also requires near and far vision in reading written reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag, carry and push files, paper, books and documents up to 25 pounds is also required. Some duties require field visits to inspect and monitor projects with exposure to inclement weather. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

The minimum qualifications for education and experience can be met in the following way:

Equivalent to a Bachelor's degree from an accredited college or university in civil, chemical, mechanical, or environmental engineering or a related field, AND

Five years of increasingly responsible professional civil, mechanical, chemical, or environmental engineering experience, depending on assignment, including experience in a supervisory or project management role.

#### **Knowledge of:**

- Principles and practices of supervision, training and performance evaluations.
- Methods and techniques for data and map collection, presentation and record management.
- Methods and techniques for record keeping and report preparation.
- Principles and practices of budget monitoring.
- Office methods, procedures, software and equipment.
- Fundamentals of physical, biological, and chemical wastewater treatment processes.
- Knowledge of the fundamentals of physical, biological, and chemical wastewater treatment processes.
- Knowledge of current technological developments in sanitary engineering.
- Knowledge of research methods.
- Knowledge of wastewater treatment plant unit operations and unit processes.
- Knowledge of state and local rules and standards governing the operation of a wastewater treatment plant.
- Knowledge of administrative and organizational principles.
- Knowledge of supervision principles and practices.
- Ability to organize and present formal written reports and technical oral presentations in an effective manner.
- Ability to deal effectively with the public and other employees.
- Federal, State, and local rules and standards governing water quality protection and wastewater management.
- Knowledge of instrumentation logic and its relationship to data management and wastewater process control.

#### **Ability to:**

- Organize, implement and direct assigned engineering activities.
- Perform difficult and complex engineering computations and analysis and make comprehensive and sound decisions.

- Prepare and present administrative and technical reports and presentations.
- Effectively manage projects and consultants.
- Read, interpret and analyze maps, engineering design plans, estimates, technical manuals, specifications and reports.
- Apply City design requirements, standard details, specifications and other design guidelines.
- Negotiate effectively to ensure the best interests of the City are met.
- Solve difficult engineering problems.
- Interpret, apply and explain laws, regulations, standards, policies and procedures.
- Operate a computer using word processing and business software and other office equipment.
- Communicate effectively, both orally and in writing.
- Establish, maintain, and promote positive and effective working relationships with employees, other agencies, and the public.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.

**Willingness to:**

Occasionally perform duties for periods longer than the normal eight-hour work day and attend evening meetings.

**Licenses/Certificates:**

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

Possession and maintenance of registration as a professional civil, structural, or chemical engineer issued by the State of California.

**DESIRABLE QUALIFICATIONS:**

Experience working as an engineer in a public agency.

### Classification Title Changes Matrix

<u>Job Code</u>	<u>Current Title</u>	<u>Proposed Title</u>	<u>Job Code</u>
<b><i>SEA Represented</i></b>			
6750/2000	Assistant Buyer/Buyer	Buyer I/II	6750/2000
<b><i>SMA Represented</i></b>			
0302	Administrative Assistant: Golf Services	Head Golf Professional	0302
0326	Recycling Manager	Environmental Programs Manager	0326

## 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), CATEGORY C (PUBLIC SAFETY OFFICER ASSOCIATION EMPLOYEES) AND CATEGORY D/E (CLASSIFIED MANAGEMENT)**

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT Resolution No. 190-05 is hereby amended by modifying Pay Plan Category B (Miscellaneous Classified Employees), Category C (Public Safety Officer Association Employees) and Category D/E (Classified Management) 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>
Head Golf Professional	0302	15	\$78,405					\$92,241
Buyer I	6750	145	\$29.3334	\$30.8000	\$32.3400	\$33.9570	\$35.6548	\$37.4376
Buyer II	2000	112	\$33.0294	\$34.6809	\$36.4149	\$38.2356	\$40.1474	\$42.1548
Environmental Programs Manager	0326	18MA	\$104,439					\$122,870
Senior Environmental Engineer	0374	26	\$106,110					\$124,835
Public Safety Officer Academy Attendee/Graduate	3006	305	\$42.4085	\$44.5289	\$46.7553	\$49.0931		

Adopted by the City Council of the City of Sunnyvale at a regular meeting held on \_\_\_\_\_, 2013, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST:

APPROVED:

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

\_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
Joan Borger, City Attorney