

COMMISSION FILE NO: 17-040-4 **DATE INTRODUCED:** April 10, 2017

INTRODUCED BY: Executive Director (Signature on File in the Office of the Commission)

REFERRED BY COMMISSION CHAIRPERSON TO: Policy, Finance, & Personnel Committee

RELATING TO: Approval of Job Content Value and Job Title

SUMMARY:

Policy, Finance, and Personnel Committee approval is required for changes in job content values and job titles as a result of changes in position responsibilities, organizational changes affecting job duties, or to establish a job content value for newly created positions. Based on the District's process of evaluating positions, the Job Content Committee convened to evaluate the position. Using established methodology and lead by the Carlson-Dettmann consultant, the following changes are recommended to job content value (points and pay grade) and job title:

Current Title	Recommended Title	Current points/grade	Recommended points/grade
Senior Project Manager	Plants Program Manager	749/13	810/14

ATTACHMENTS: **BACKGROUND** ☐ **KEY ISSUES** ☒ **RESOLUTION** ☒
FISCAL NOTE ☒ **S/W/MBE** ☐ **OTHER** ☐ _____

*PFP_JobContentValuesTitles_legislative_file.docx
03-27-17*

COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

KEY ISSUES

Approval of Job Content Value and Job Title

The job content value and job title recommended are based upon an objective review of positions by the District's Job Content Evaluation Committee utilizing the Carlson-Dettmann rating system. The Job Content Committee evaluates positions using a point factor system that assigns points in the categories of Formal Preparation and Experience, Decision Making, Thinking Challenges and Problem Solving, Interactions, and Communications and Work Environment.

Senior Project Manager

The request is to reclassify one vacant Senior Project Manager position in the Planning, Research, and Sustainability Division. This position is responsible for providing engineering expertise for planning and improving water reclamation facilities (WRF), to include a focus on wastewater treatment processes, energy efficiency, biosolids production, landfill gas collection and use, and anaerobic digestion. The position will lead the District in the process knowledge of water reclamation design, cost efficient plant operation, and determining WRF regulatory requirements. A review of the position identified the need for increased minimum experience from six years to eight years. In addition, the position requires a higher degree of thinking challenges and problem solving skills than the Senior Project Manager. It is recommended that the appropriate point total and pay grade for this position is 810, grade 14. The District is also requesting that the position be retitled to Plants Program Manager.

RESOLUTION

Approval of Job Content Value and Job Title

RESOLVED, by the Policy, Finance, and Personnel Committee, that the following job content value, pay grade, and job title are approved:

Current Title	Recommended Title	Recommended Points/Grade
Senior Project Manager	Plants Program Manager	810/14