

Personnel Board Meeting Agenda Announcement

In-Person Public Comment is now Available

On September 16, 2021, Governor Newsom signed into law Assembly Bill 361, which allows Brown Act bodies to attend meetings telephonically. Please be advised that some, or all, Personnel Board Members may attend this meeting telephonically.

Speakers must limit their comments to three minutes. Please note, by order of the presiding officer, public comments minutes may be reduced if at their discretion a surplus of public speakers is present at the meeting.

Public Comment options:

- Email: hr@cityofwhittier.org
- Voicemail: (562) 567-6323 (Transcribed via automated software and original voicemail forwarded)
- Physical Mail delivery at City Hall: 13230 Penn Street
- Live Audio Only Public Comment via Zoom: (Speakers must limit their comments to three minutes. Please note, by order of the presiding officer, public comments may be limited if at their discretion a surplus of public speakers are present at the meeting.)

Email, Voicemail, Physical Mail Instructions: Please submit public comments by at least 2:00 p.m. on the date of the meeting to ensure Personnel Board members receive and have time to review them.

Americans with Disabilities Act

Disability-related services are available to enable persons with a disability to participate in this meeting, consistent with the Federal Americans with Disabilities Act of 1990. Spanish interpreters are also available. For information or to request services, please contact the Human Resources & Risk Management Department at least 24 hours in advance of the meeting at (562) 567-9830.

**AGENDA
SPECIAL MEETING
CITY OF WHITTIER
PERSONNEL BOARD
CITY COUNCIL CHAMBER, 13230 PENN STREET
JULY 19, 2022, 3:00 P.M.**

As a courtesy to others attending this meeting, please turn off or place in silent mode all cell phones and other communication devices while in the Council Chamber. Thank you.

1. CALL TO ORDER:

- 2. ROLL CALL:** Art Revueltas, Board Member
Monica Yep, Board Member
Stephanie Vallejo, Vice Chair
Sylvia Southerland, Chair

3. PLEDGE OF ALLEGIANCE:

4. PUBLIC COMMENTS:

This is the time for the public to address the Personnel Board regarding any item of Board business except for public hearing matters. Public hearing comments will be received during the hearings. Speakers must limit their comments to three minutes.

(NOTE: Pursuant to State Law, the Personnel Board cannot take action or express a consensus of approval or disapproval on any oral communications that do not appear on the printed agenda.)

Detailed instructions on how to provide public comments are provided on the Agenda Announcement Page.

5. STAFF REPORT:

- A. Staff recommends that the Personnel Board approve the proposed modifications to the classification specification for Water Treatment Plant Operator I/II.

6. CLOSED SESSION:

A Closed Session in accordance with Government Code Section 54957 regarding personnel matters will be held, if needed.

7. SECRETARY COMMENTS:

8. BOARD MEMBER COMMENTS/CONFERENCE REPORTS:

9. NEXT MEETING:

10. ADJOURNMENT:

Disability-related services are available to enable persons with a disability to participate in this meeting, consistent with the Federal Americans with Disabilities Act of 1990. Spanish interpreters are also available. For information or to request services, please contact the Human Resources & Risk Management Department at least 24 hours in advance of the meeting at (562) 567-9830.

The agenda packet for regular meetings is available three days before the meeting in the Human Resources & Risk Management Department at City Hall (13230 Penn Street), the Central Library (7344 Washington Ave.), and East Whittier Branch Library (10537 Santa Gertrudes Avenue). Additionally, the agenda packet can be viewed on the City's website. Materials distributed to the Personnel Board within 72 hours of the Board meeting are available for public inspection in the Human Resources & Risk Management Department.

Los servicios relacionados con la discapacidad están disponibles para permitir que las personas con discapacidad participen en esta reunión, de conformidad con la Ley Federal de Estadounidenses con Discapacidades de 1990. También hay intérpretes en español disponibles. Para obtener información o para solicitar servicios, comuníquese con El Departamento de Recursos Humanos y Gestión de Riesgos al menos 24 horas antes de la reunión al (562) 567-9830.

El paquete de la agenda está disponible tres días antes de la reunión con el [Departamento de Recursos Humanos y Gestión de Riesgos \(13230 Penn Street\)](#), la [Biblioteca Central \(7344 Washington Ave.\)](#), y la [Biblioteca sucursal del este de Whittier \(10537 Santa Gertrudes Avenue\)](#). Además, el paquete de la agenda se puede ver en el sitio web de la Ciudad. Los materiales distribuidos al Concejo Municipal dentro de las 72 horas de la reunión del Lista del Personal están disponibles para inspección pública en [Departamento de Recursos Humanos y Gestión de Riesgos](#).

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted in accordance with the applicable legal requirements. Special meeting agendas may be amended up to 24 hours in advance of the meeting.

Dated this 13th day of July 2022.

/s/

YOLANDA MARTINEZ, Secretary to the Personnel Board



MEMORANDUM

DATE: July 19, 2022
TO: Personnel Board Members
FROM: Yolanda Martinez, Director of Human Resources & Risk Management
SUBJECT: Proposed Modification of Class Specification

Recommendation

Staff recommends that the Personnel Board approve the proposed modifications to the class specification for Water Treatment Plant Operator I/II and recommend City Council approval.

Background

The Public Works Department has requested that the Water Treatment Plant Operator I/II class specification be modified to reflect recent changes in certification requirements by the State of California. In particular, the current class specification indicates the "possession of or ability to obtain a Grade III Certification in Water Treatment issued by the California State Water Resources Control Board. The new language removes the "ability to obtain" phrase and makes it mandatory to possess the above certification for Water Treatment Plant Operator II. The proposed changes are indicated on the attached draft document.

In addition, the incumbents in the position will be given 1 year to obtain the required certification.

The Public Works Department provided input for the changes to the proposed modified class specification.

Attachment: Draft Water Treatment Plant Operator I/II Class Specification

c: Kyle Cason

Date Adopted: May 17, 2005

Revised: August 20, 2015

CITY OF WHITTIER
WATER TREATMENT PLANT OPERATOR I/II

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision, this position operates the Water Division's computerized supervisory control and data acquisition (SCADA) system and ensures an adequate supply of water and pressure; operates and maintains a GAC groundwater treatment plant, follows blending procedures for manganese and PCE treatment, ensures 4-log disinfection for treatment plant effluent, performs or facilitates repairs on all booster pumps, wells, reservoirs, automated valves, and related equipment; conducts water facility inspections and performs preventative maintenance procedures; understands water treatment chemistry and uses basic laboratory equipment to monitor, operate, and maintain chemical disinfection systems; coordinates and conducts the water quality sampling program and ensures compliance with appropriate regulatory agencies; responds to emergency situations; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

Water Treatment Plant Operator I

The **Water Treatment Plant Operator I** is the entry/trainee level class in the Water Treatment Plant Operator series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework, where there are minimal consequences of error, including a wide variety of operation and maintenance tasks in water treatment plant operations, maintenance, and repair. As experience is gained, there is greater independence of action within established guidelines. This classification is distinguished from the next higher level classification of Water Treatment Plant Operator II by the performance of work requiring a lesser degree of skill in performing installation, preventative maintenance, and repair to water systems equipment.

Water Treatment Plant Operator II

The **Water Treatment Plant Operator II** is the journey level class in the Water Treatment Plant Operator series in which incumbents are expected to independently perform the full scope of assigned duties and demonstrate experience in installation, preventative maintenance and repair activity of water treatment systems. This classification is distinguished from the next higher classification of Water Production Supervisor in that the latter is responsible for assisting in the overall supervision of the water production systems and programs.

SUPERVISION RECEIVED/EXERCISED:

Water Treatment Plant Operator I

Receives immediate supervision from the Water Production Supervisor or Water Production Specialist. Incumbents in this class do not routinely exercise supervision.

WATER TREATMENT PLANT OPERATOR I/II

Page 2

Water Treatment Plant Operator II

Receives general supervision from the Water Production Supervisor or Water Production Specialist. May provide technical and functional supervision to maintenance workers and/or assigned workers.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Monitors SCADA system and makes necessary adjustments in order to maintain an adequate supply of water and pressure; reads and records water production and electrical usage meters at pump station and well locations and other related facilities; monitors and adjusts pressure regulators within the water system, may respond to emergency situations.
- Operates and performs installation, routine preventative maintenance, and repair of water systems, equipment, and facilities; investigates and may perform repair related to spills or pump failures; controls the level of water in the reservoir by reducing or increasing water production from wells.
- Operates valves and other controls to direct chemicals into water treatment systems; regulates and controls the flow of water from wells and through treatment systems; reads and interprets meters and charts; maintains related records.
- Draws samples and performs routine tests according to established procedures; monitors chlorine usage and residuals; maintains related records.
- Inspects water equipment and facilities on a daily basis; provides minor repairs as needed; maintains filters and control valves; assists in the collection and review of water samples from wells, reservoirs, and the distribution system; ensures water samples meet State water quality requirements.
- Operates and maintains pumping equipment, reservoirs, and treatment facilities; inspects and evaluates the operational efficiencies of booster pumps and wells; reads and understands the meaning of recording devices used in pumping operations; performs maintenance, repair, and installation on water facilities and related equipment; implements water quality testing programs, hydrant flushing/testing, and valve exercising; performs periodic preventative maintenance on system components.
- Maintains detailed records of lubrication, calibration, and maintenance performed on equipment, tools, and machinery; performs skilled maintenance work or coordinates contractual repairs on pump stations and well buildings or other related facilities.
- Establishes positive working relationships with representatives of community organizations, State/local agencies, City management and staff, and the public.

OTHER DUTIES: *(include but are not limited to the following)*

- Operates light and moderately heavy power-driven equipment, and performs routine equipment and vehicle maintenance.
- Answers emergency calls from the public and other agencies taking appropriate action.
- May be exposed to confidential and privileged information during the course of duties, which should be maintained as such.

- Performs other related duties as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work, reading documents, and operating assigned office and/or field equipment. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, carry, and push tools, equipment, and supplies weighing up to 50 pounds may also be required. Additionally, the position may require outdoors field work in all weather conditions, including wet, hot, and cold. The position may use chemicals and lubricants, which may expose the employee to fumes, dust, and air contaminants, and be exposed to mechanical, electrical and biological hazards. The nature of the work may also require the incumbent to work in confined spaces, climb ladders, and work at heights over 10 feet; use power and noise producing tools and equipment, and drive motorized vehicles in heavy vehicle traffic conditions. The incumbent may be required to respond to after-hours emergency call-outs and be able to respond preferably within 60 minutes.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Water Treatment Plant Operator I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of a high school diploma.

Water Treatment Plant Operator I:

Willingness to learn and perform duties associated with water operations.

Water Treatment Plant Operator II:

In addition to the above, one year of experience in the operation and routine maintenance of water systems equivalent to that of a Water Treatment Plant Operator I in the City of Whittier.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

Water Treatment Plant Operator I:

Possession of, or ability to obtain, a Grade II Certification in Water Treatment issued by the California State Water Resources Control Board.

Water Treatment Plant Operator II:

Possession of ~~or ability to obtain~~, a Grade III Certification in Water Treatment issued by the California State Water Resources Control Board.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Equipment and procedures involved in the operation and routine maintenance of water systems; maintenance requirements of pumps; modern principles, practices, methods, and materials used in the operation, maintenance, and treatment of potable water treatment facilities; operational characteristics of water facility equipment, including pumps, electric motors, electrical panels, piping, wells, hydrants, valves, and tanks; principles and practices of bacteriological sampling techniques and mathematical analysis; an operational understanding of high voltage electrical circuitry and motor controls; chemical dosage calculations and use of basic laboratory instruments; applicable Federal, State and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; and occupational hazards and standard safety practices.

Ability to:

Operate and perform routine maintenance on equipment related to water systems; draw samples and performs routine tests; read and interpret meters and charts; calculate chlorine dosages, blending volumes, reservoir volumes and water production; operate and maintain pumping equipment; read and understand the meaning of recording devices used in pumping operations; perform maintenance, repair, and installation on water facilities and related equipment; implement water quality testing programs, hydrant flushing/testing, and valve exercising; perform periodic preventative maintenance on system components; keep routine records; work effectively in the absence of supervision; understand and follow verbal and written directions; communicate effectively both orally and in writing; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; read and interpret water maps, blueprints, and schematics; organize, prioritize, and follow up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of diagnostic equipment and power and hand tools used in water production systems maintenance.

Commented [YM1]: Classifications – Treatment plant classification is changing by the State, City will be issued a new permit that requires employees classified as WTPOII to have a minimum of T3 certification (T4 system), no exceptions.

Future changes:
-Recruitment will be based off new requirement
-Current employees, will need to be certified:
Ryne Stern*, John Carrillo* *waiting for cert
-1 yr. for employees to receive certification