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CALIFORNIA



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August 23, 2013

Honorable Members of the City Council
Los Angeles City Hall
c/o City Clerk, Room 395

RE: REQUEST FOR EXEMPTION PURSUANT TO CHARTER SECTION 1001 (D) (1)

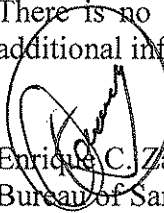
At its July 11, 2013 meeting, the Board of Civil Service Commissioners approved the civil service exemption for ten (10) Plant Equipment Trainee positions (classification code 1107) within the Bureau of Sanitation (BOS). This action is in accordance with Section 1001 (D) (1) of the Charter.

The need for wastewater treatment operations staff has grown tremendously over the years, and the Bureau has a greater than 20 percent vacancy rate in the class of Wastewater Treatment Operator. The Bureau anticipates that the attrition rate will increase significantly due to pending retirements, and the recruitment of certified Wastewater Treatment Operators has been insufficient to meet the continuing vacancy rate for this classification.

In light of these challenges and the critical nature of this work, the Bureau seeks to recruit trainees not presently working for the City as well as from the City's lower level classifications to train for future positions as Wastewater Treatment Operators. In that this is a trainee position, candidates are not required to possess a high school diploma or have completed any college level course work. The employees will receive on-the-job training in all facets of wastewater operations in accordance with State laws and regulations and will receive appropriate classroom training. This structured training is designed to prepare employees and to provide them with the experience and training necessary to obtain required State certifications. Following the training, incumbents will become eligible to take the City's Wastewater Treatment Operator examination.

A copy of the specific section of the July 11, 2013 minutes approving this request by the Board of Civil Service Commissioners and a position description are attached.

There is no impact to the General Fund as these positions are fully funded by the SCM. For additional information regarding this request, please contact Neil Guglielmo at (213) 485-2210.


Enrique C. Zaldivar, Director
Bureau of Sanitation

Attachments





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REGULAR MEETING – THURSDAY
JULY 11, 2013, 10:00 A.M.
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon 72 hours notice, will provide reasonable accommodation (assistive listening devices, sign language interpretation, and translation services) to ensure equal access to its programs, services and activities.

Digital recordings of Commission Board meetings are kept for 30 days. Information on acquiring an audio copy of a meeting may be obtained by contacting the Commission Office at (213) 473-9107.

Website Address: <http://www.lacity.org>

Present:
President Anthony de los Reyes
Commissioner Gabriel J. Esparza
Commissioner Sam S. Yebri

General Manager Maggie Whelan
Deputy City Attorney Jennifer Handzlik
Commission Executive Director
Bruce E. Whidden

Absent:
Vice President Nancy P. McClelland
Commissioner Paul W. Sweeney, Jr.

1. **CALL TO ORDER**
Meeting called to order at 10:10 a.m.
2. **COMMISSION ACTION ON ROUTINE AND OTHER MATTERS**
Unanimously APPROVED routine and nonappearance matters under Unfinished Business, Page 8, items 5 & 6 and New Business, Pages 9 through 14, items 7 and 8, on a motion by Commissioner Esparza, seconded by Commissioner Yebri.
3. **PUBLIC COMMENTS ON MATTER WITHIN BOARD'S JURISDICTION**
 - Christopher Escavel, a detention officer who wants to become a police officer.

NEW BUSINESS

7-11-13

8. CLASSIFICATION ACTIONS

a. The General Manager recommends that the Board approve the following Classification actions

1. Allocate the following new positions in the Joint System of the Department of Water and Power, as indicated:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR No.</u>	<u>Class Title and Code</u>
4400	1	95-91051	Utility Administrator, 9105
4402	1	95-78712	Environmental Engineering Associate, 7871
4403	1	91-17123	Public Relations Specialist, 1785

2. Allocate the following new position in the Power System of the Department of Water and Power, as indicated:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR No.</u>	<u>Class Title and Code</u>
4398	1	95-72463	Civil Engineering Associate, 7246

3. Allocate the following new positions in the Water System of the Department of Water and Power, as indicated:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR No.</u>	<u>Class Title and Code</u>
4395	1	95-72462	Civil Engineering Associate, 7246
4396	1	93-39100	Waterworks Mechanic, 3984
4397	1	95-72463	Civil Engineering Associate, 7246
4399	1	93-39002	Water Utility Worker, 3912

4. Reallocate the following existing position in the City Administrative Officer, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>From:</u> <u>Class Title and Code</u>	<u>To:</u> <u>Class Title and Code</u>
1900	1	Senior Project Coordinator, 1538	Principal Project Coordinator, 9134

5. Reallocate the following existing position in the Office of Finance, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>From:</u> <u>Class Title and Code</u>	<u>To:</u> <u>Class Title and Code</u>
1901	1	Finance Collection Investigator, 1758	Tax Compliance Officer, 1179

6. Exempt ten (10) positions in the Plant Equipment Trainee classification in accordance with Charter Section 1001(d)(1), from the civil service provisions of the Charter.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
1837	10	Plant Equipment Trainee, 1107 File No. 53485

POSITION DESCRIPTION
City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Plant Equipment Trainee / 1107	3. Present Salary or Wage Rate: \$49,000
4. Reason for Preparing Description:	<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation
5. Location of office or place of work: Hyperion Treatment Plant 12000 Vista Del Mar Playa Del Rey, CA. 90293		6. Name of Department: PUBLIC WORKS/SANITATION Division: 7007 Section: Operations

Date Prepared:
6/11/08

7. Name and title of the person from whom you ordinarily receive instruction and who supervises or reviews your work:

Name and Title of supervisor: Senior Wastewater Treatment Operator or Chief Plant Operator [from Title 23 of SWRCB]

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of you time and then describe the duties that infrequent. Be certain to tell **what** is done, **how** it is done and what **materials or equipment** are used. Using percentages show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
90%	Assist a journey-level Wastewater Treatment Operator and receives training in the field and classroom to safely operate wastewater water treatment equipment, including pumps, motors, drives, valves, compressors, clarifiers, aerations reactors, anaerobic digesters, and thickening and dewatering centrifuges, inspect equipment, collect samples, monitor operating conditions, record meter and gauge readings, record operational and lab data, clean tanks, perform housekeeping and routine maintenance.
10%	Will receive class room training in safety, basic chemistry, microbiology, electricity, instrumentation & controls, plant hydraulics, piping, valves & schematics, P & ID, EMPAC, Dtime. Learn formulas to calculate process control parameters, interpret numerical data, read and understand technical material, evaluate causes and determine solutions to operating problems and emergency situations.

9. How long have the duties been substantially as described above? New Position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.

Work in or around raw and treated sewage, sewage gases, process chemicals, heights and rotating equipment / machinery.11. Percent of time spent supervising (training and evaluation employees, assigning and reviewing work). 0%12. Indicate the number of employees supervised by class title. N/A.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____

Date _____

Extension _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties sufficiently described. Duties and responsibilities are accurate.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Trainees are closely supervised, they work closely with journey level operators. The work is reviewed by the field and classroom trainers.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

- (a) Education (include specific matter). **High school graduation is desired, but not required. Successful completion of high school or college level courses in wastewater is preferred. Valid California drivers license. Obtain a operator in trainee (OIT) certificate issued by the SWRCB within four weeks from date of hire. Obtain a grade 1 operators license within established time limits set by SWRCB, currently two years from the date the OIT is issued; and pass the city of Los Angeles Wastewater Treatment Operator examination and be appointed to the class of Wastewater Treatment Operator within three years of appointment.**
- (b) Experience (type and length: list appropriate City classes, if any).

Some experience is preferred but not needed.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities to do this job.

<input checked="" type="checkbox"/> Strength to: <input checked="" type="checkbox"/> Lift <input checked="" type="checkbox"/> Push <input checked="" type="checkbox"/> Pull			Hours per week
Average weight <u>25</u> Heaviest weight 50	<u> </u> SPECIAL NEED FOR:	<u> </u> EXTENSIVE USE OF:	<u> </u>
<input checked="" type="checkbox"/> Climbing (stairs, ladders, poles) How far	<input checked="" type="checkbox"/> Vision to read fine print/numbers	<input checked="" type="checkbox"/> Legs, for walking/standing	<u>20</u>
<input checked="" type="checkbox"/> Face severe working conditions Outdoors <input checked="" type="checkbox"/> on/near water <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Hearing, for telephones/alarms	<input checked="" type="checkbox"/> Hands and fingers	<u>10</u>
Average lifting up to 35lbs and occasionally up to 70 lbs in making minor mechanical adjustment; body ability and equilibrium involved in activities such as climbing and balancing; good speaking and hearing ability and good eyesight. May occasionally have to done a SCBA.	Other/Explain: <u>Normal Color Vision</u>	<input checked="" type="checkbox"/> Back, for strenuous labor	<u>10</u>
Other/Explain: <u>Corrosive chemicals</u>		Other Explain:	

- (a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above. **Assisting devices such as corrective lens and hearing aids may be used.**

18. RESPONSIBILITIES.

(a) Policy and Methods: Describe the responsibilities for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any and approval by higher authority required.
Responsible to follow all City of Los Angeles and plant policies, procedures and work instructions.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.
Responsible for the general economy of time and material in classroom and field.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.
Responsible for the prudent use of machinery and equipment.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiable, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiable handled each month, or the amounts which are authorized to be expended each month.
 Is position bonded? **NO** amount of bond \$

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.
Responsible to effectively communicate process and equipment status with trainers, supervisors, and coworkers.

(f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto.
Responsible for recording all activities and observations on appropriate forms. This documentation has legal ramifications and therefore must be accurate and truthful.

Signature of the immediate supervisor _____ Date

Class Title _____ Extension

Signature of department head Rafael Pater Date