

CITY OF MERCED

"Gateway to Yosemite"



Jack Lesch, Chairperson

Board Members:

Fred Buckingham, Yolanda Chavez,

Helen Flores, Terri Lucas

WELCOME TO YOUR PERSONNEL BOARD

AGENDA

February 12, 2018

**DENEEN L. PROCTOR, DIRECTOR OF
SUPPORT SERVICES**

Regular Session 4:00 PM, Council Chambers

COUNCIL CHAMBERS

678 West 18TH Street

Merced, California

(www.cityofmerced.org)

COPIES OF THE STAFF REPORTS OR OTHER WRITTEN DOCUMENTATION RELATING TO EACH ITEM OF BUSINESS REFERRED TO ON THE AGENDA ARE ON FILE IN THE PERSONNEL OFFICE. ANY PERSON WHO HAS QUESTIONS CONCERNING ANY AGENDA ITEM MAY CALL THE PERSONNEL OFFICE AT 209-385-6837 TO MAKE INQUIRY REGARDING THE NATURE OF THE ITEM DESCRIBED ON THE AGENDA.

Assisted Hearing Devices Available for Hearing Impaired

THE PUBLIC HAS THE OPPORTUNITY TO ASK QUESTIONS OR COMMENT AT THE TIME SPECIFIC AGENDA ITEMS ARE CONSIDERED. NORMALLY, EACH AGENDA ITEM WILL HAVE A STAFF PRESENTATION, FOLLOWED BY COMMENTS OR QUESTIONS BY BOARD MEMBERS. AFTER ANY PUBLIC INPUT, THE BOARD MAY HAVE FURTHER DISCUSSION BEFORE TAKING ACTION OR MOVING TO THE NEXT AGENDA ITEM.

- A. **CALL TO ORDER** (4:00 PM, City Council Chambers, 2nd Floor, Civic Center)
- B. **ROLL CALL**
- C. **ORAL COMMUNICATIONS**

AT THIS TIME, AUDIENCE MEMBERS WHO WISH TO SPEAK ON ANY MATTER NOT LISTED ON THE AGENDA MAY DO SO. PLEASE COME TO THE PODIUM TO YOUR RIGHT, USE THE MICROPHONE, STATE YOUR NAME AND CITY OF RESIDENCE. THE BOARD WILL NOT TAKE ACTION ON THE ITEM THAT IS BROUGHT TO THEIR ATTENTION THIS EVENING. IF IT REQUIRES ACTION, IT WILL BE REFERRED TO STAFF AND/OR LISTED ON THE NEXT BOARD AGENDA. **PLEASE BE BRIEF AND TO THE POINT. AVOID REPEATING WHAT PREVIOUS SPEAKERS HAVE SAID. IF TWO OR MORE INDIVIDUALS ARE HERE AS A GROUP AND WISH TO SPEAK ON ONE SIDE OF AN ISSUE, PLEASE SELECT A SINGLE SPOKESPERSON TO PRESENT YOUR VIEWS.**

- D. **CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered routine and will be adopted by one action of the Board unless a member of the audience wishes to comment or a Board Member has a question or wishes to make a statement or discuss an item. In that event, the Secretary will remove that item from the Consent Calendar and place it for separate consideration.

- 1. **EMPLOYMENT ELIBILITY LIST-LESS THAN 3 NAMES**

CROSS CONNECTION SPECIALIST

**2. EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS
(INFORMATION ONLY)**

CROSS CONNECTION SPECIALIST
LEAD-MAIN SEWER/STORM DRAINS
PUBLIC WORKS SUPERVISOR-
LABORATORY/ENVIRONMENTAL CONTROL
SECRETARY I/II

3. PERSONNEL BOARD MINUTES OF

NOVEMBER 13, 2017

RECOMMENDATION: Approve and file.

E. REPORTS

MONTHLY REPORT – JANUARY 2018

F. ADJOURNMENT

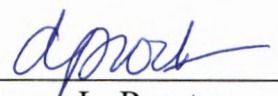
**INFORMATION FOR INDIVIDUALS WITH DISABILITIES: -
Accommodation for individuals with disabilities may be arranged by
contacting the Personnel Office at 209-388-7100.**

CITY OF MERCED
EMPLOYMENT LIST

CROSS CONNECTION CONTROL SPECIALIST
EXAM ID# - 1/22/18

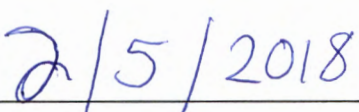
The following persons have competed in a competitive examination and have qualified for placement in the following numerical order:

1. William Glaser
2. Gary Hicks



Deneen L. Proctor
Director of Support Services

Jack Lesch
Personnel Board Chair



Date



CITY OF MERCED
invites applications for the position of:

Cross Connection Control Specialist

SALARY: \$25.48 - \$30.97 Hourly
\$2,038.11 - \$2,477.34 Biweekly
\$4,415.90 - \$5,367.57 Monthly
\$52,990.80 - \$64,410.84 Annually

OPENING DATE: 01/02/18

CLOSING DATE: 01/22/18 11:59 PM

DESCRIPTION:

DEFINITION

Under general supervision, the Cross Connection Specialist coordinates and administers various day-to-day activities related to the City's Cross Connection Control Program, including; testing and certification of back-flow prevention assemblies; maintains the City's backflow prevention device database; conducting cross-connection surveys and inspections to meet local and state requirements; and provides technical and functional support to the Water Department as needed.

DISTINGUISHING CHARACTERISTICS

The incumbent is expected to work independently and must apply breadth and depth of knowledge in cross-connection and back-flow prevention procedures and regulations in this journey level technical classification. In addition, this position has the sole responsibility for the Cross Connection and back-flow assembly program within the Water Department.

REPORTS TO

Public Works Supervisor – Water or designee

CLASSIFICATION SUPERVISED

This is not a supervisory classification.

EXAMPLES OF DUTIES:

EXAMPLES OF DUTIES

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Coordinate and administer the City's Cross Connection Control Program;
- Notification to City customers to ensure compliance with City and State regulations;

- Enforce public health regulations relating to backflow and cross connection control within the City's water distribution system;
- Conducts cross-connection surveys and inspections to identify water user premises where cross-connections are likely to occur and to determine degree of hazard;
- Inspects and surveys water services for the prevention, control and elimination of contamination or pollution hazards to the City's water supply;
- Tests back-flow prevention assemblies within the City's water distribution system;
- Maintains computerized records of back-flow prevention assemblies, locations, inspections and testing;
- Inspect premises for cross connections; certify backflow prevention devices on new construction or remodels when building permits are issued;
- Prepares surveys and reports required by the State related to the cross-connection program;
- Notifies customers of scheduled testing;
- Develop and maintain an annual backflow testing and maintenance schedule and monthly notification program; coordinate the testing, maintenance and repair of backflow prevention devices; communicate with testing contractors to investigate devices that have failed or have not been tested; issue letters and initiate water shut off procedures as necessary;
- Maintain the City of Merced list of certified backflow assembly testers;
- Test, maintain and repair backflow prevention devices on City property and buildings;
- Safe work practices and procedures;
- Performs related work as required.

TYPICAL QUALIFICATIONS:

TYPICAL QUALIFICATIONS

Typical Physical Requirements

Occasionally sits; frequently stand, walk, stoop, kneel, and crouch; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 90 pounds; ability to climb a stationary ladder a minimum of 150 vertical feet; exert unusual physical effort in the maintenance and repair of the underground water mains and related components; corrected hearing and vision to normal range; verbal communication; operate motorized equipment; use a variety of hand and power equipment; operate a two-way radio; and use a personal computer and telephone.

Typical Working Conditions

Work is performed both in a corporation yard and outdoors in varying temperatures and weather conditions; exposure to hazardous materials, smoke, gasses, and fumes; exposure to hazards such as moving machine parts and electrical current; continuous contact with other staff and regular contact with the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Procedures for inspection, testing, installation, cleaning repairing and removal of back-flow prevention assemblies.
- Rules, regulations and procedures of pertinent local and State laws.

Ability to:

- Identify water user connections and locations where cross-connections are likely to occur and the degree of hazard and type of back-flow prevention assembly required.
- Evaluate the degree of potential health hazard to the public water supply, which may be created because of conditions existing on a user premises.
- Perform a variety of skilled and complex work in the testing of back-flow prevention assemblies.
- Maintain accurate and timely records.
- Create required reports related to the cross-connection and back-flow prevention assembly programs.
- Understand and carry out oral and written direction.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships.
- Read and interpret construction plans and specifications.
- Tactfully deal with the public.
- Work independently.

Training and Experience

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Graduation from high school or equivalent and a minimum of 2 years of experience in directly related to a cross-connection control program and or 4 years of experience in installation, inspection and repair of utility hook-ups.

Special Requirements

- Possession of a valid California Driver license.
- Possession of a Backflow Prevention Assembly General Tester Certificate from the American Water Works Association (AWWA).
- Possess, or be able to obtain within one year of hire, a Cross-Connection Control Specialist Program Certificate from AWWA.
- Possess a Water Distribution D-2 Certificate from the State Water Resources Control Board.

Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://cityofmerced.org>

Position #659
CROSS CONNECTION CONTROL SPECIALIST
MH

678 W 18th Street
Merced, CA 95348
209-385-6822

personnel@cityofmerced.org



CITY OF MERCED
invites applications for the position of:

Lead-Main Sewers/Storm Drain

SALARY: \$24.16 - \$29.36 Hourly
\$1,932.46 - \$2,348.92 Biweekly
\$4,186.99 - \$5,089.32 Monthly
\$50,243.88 - \$61,071.84 Annually

OPENING DATE: 01/02/18

CLOSING DATE: 01/22/18 11:59 PM

DESCRIPTION:

DEFINITION

Under general supervision, leads and participates in the activities of wastewater and storm water collection system crews in the performance of manual, semi-skilled and skilled work using mechanical equipment and related tools in the servicing/cleaning, maintenance, inspection, repair and construction of wastewater and storm water collection systems. Performs a variety of duties related to scheduling, planning, assigning, and prioritizing construction and maintenance projects for the wastewater and storm water collection system infrastructure and equipment; to prepare and maintain project files and related documentation; and to provide technical support to supervisor. Regularly assists in the training of staff on equipment operations, City and department policies, procedures, rules and regulations, and safety practices.

DISTINGUISHING CHARACTERISTICS

This is a single-position lead class. Collection System Lead worker is the advanced journey-level lead position in the Collection System Maintenance Operator class. Incumbents provide lead direction and participate in the servicing/cleaning, maintenance, inspection, repair and construction of wastewater and storm water collection systems. Collection System Lead Worker incumbents may be assigned to work on-call, standby and holidays. Collection System Lead worker is distinguished from Collection System Supervisor in that incumbents of the latter have full first-line supervisory responsibilities. The Collection System Lead Worker is distinguished from Collection System Maintenance Worker I/II/III in that incumbents of the former have on-going advanced journey level lead responsibility for multiple crews.

REPORTS TO

Receives direction from Wastewater and Storm Water Collection System Supervisor and management staff.

CLASSIFICATION SUPERVISED

Exercises technical and functional supervision over crews engaged in operation,

maintenance and repair activities.

EXAMPLES OF DUTIES:

EXAMPLES OF DUTIES

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

- Receives assignments: plans and directs the work of wastewater and storm water collection system and creeks maintenance crews; trains crew members; ensures adherence to policies, procedures, rules, regulations, work methods, and safety practices;
- Leads and participates in the safe performance of a variety of servicing/cleaning, maintenance, inspection, repair and construction work including hydroflush servicing/cleaning, television camera inspection and repair, maintaining and repairing air relief valves, and installation of manholes and pipelines;
- Ensures a safe working environment and observance of applicable safety practices: properly positions and removes safety cones, flags, signs, and other safety equipment around work site locations. Plan and coordinate routine to complex traffic control plans; obtain appropriate permits for work on state highways;
- Uses, adjusts, maintains and cares for a variety of manual and power operated tools, devices and equipment used in the servicing/cleaning, maintenance, inspection, repair and construction of wastewater and storm water collection systems;
- Writes service orders, maintains accurate records of all work and prepares reports; completes work reports and time records on all projects; responds to customer complaints;
- Research and solicit purchase quotes for equipment and supplies; makes recommendations on purchases;
- Assists in the identification of capital improvement projects necessary to upgrade the city's sewer and storm drain infrastructure for distribution to upper management;
- Read and interprets construction plans and specifications to ensure new sewer and storm drain line construction meets city design standards;
- Coordinate activities with other departments, utilities and outside organizations as needed to accomplish tasks;
- Oversee the use, maintenance, repair and inventory of equipment used in the maintenance and repair of the wastewater and storm water collection systems;
- Prepare project cost estimates; requisition supplies and materials;
- Perform the duties of assigned crews as needed;
- Perform confined space entries per City of Merced and Cal OSHA regulations;
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service;
- Operates on-line computer systems used in the City;
- GIS integration of sewer and storm drain assets with use of ipads for infrastructure updates and documentations;
- Assists with directing and overseeing the containment, cleanup, and reporting of sanitary sewer overflows (SSOs) as needed;
- Assigns employees, including self, in Underground Service Alert (USA) Utility identifications;
- Perform other related duties as required.

TYPICAL QUALIFICATIONS:

TYPICAL QUALIFICATIONS

Typical Physical Requirements

Frequently stand, walk, stoop, kneel, and crouch; occasionally sits; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 90 pounds; exert unusual physical effort in the maintenance and repair of the underground sanitary sewer and storm water mains and related components; corrected hearing and vision to normal range; verbal communication; operate motorized equipment; use a variety of hand and power equipment; operate a two-way radio; use a telephone; operate a personal computer, and iPad.

Typical Working Conditions

Work is performed both in a corporation yard and outdoors in varying temperatures and weather conditions; exposure to hazardous materials, smoke, gasses, and fumes; exposure to hazards such as moving machine parts and electrical current; continuous contact with other staff and regular contact with the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Materials, methods, practices and equipment used in wastewater and storm water collection system pipeline servicing/cleaning, maintenance, inspection, repair and construction.
- Safety practices applicable to biohazard conditions and wastewater collection systems operations.
- Basic communication techniques, both verbal and written.
- Principles and practices of technical and functional supervision and training.
- Confined space entry rules and regulations.
- State, Federal, and local laws, codes and regulations.
- Principles and practices of budget monitoring.
- Modern Office procedures, methods and computer equipment.

Ability to:

- Lead and direct the work staff.
- Observe workers performing duties and verify quality and content of work.
- Interpret a variety of policies, procedures, rules and regulations in the field.
- Continuously analyze layout, set up and safety of job sites.
- Identify potential problems, and determine and develop resolutions and proper courses of action.
- Operate all types of specialized wastewater collection system maintenance equipment.
- Perform heavy physical labor safely for extended periods under adverse weather conditions, and ability to work in confined spaces.
- Establish and maintain effective working relationships at all organizational levels, including public.
- Understand, follow and complete verbal and written instructions including wastewater and storm water collection system maps, work orders, and operational and safety manuals, as well as a variety of policies, procedures, rules and regulations.
- Keep accurate records and complete reports.

- Work with computerized information systems and use a personal computer.
- Supervise, train and assist in evaluation of assigned staff.

Training and Experience

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Graduation from high school or equivalent and a minimum of three (3) years experience in the operation and maintenance of a sanitary sewer and storm drain system.

Special Requirements

Possession of a valid California Class A driver license (without restriction 48 or 64), including Tank vehicles endorsement.

Possession of a valid California Water Environment Association (CWEA) Collection System Operator Grade II with ability to obtain Grade III within 6 months of appointment. Must be able to pass a City-administered equipment operator's test.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07. The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.

Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://cityofmerced.org>

Position #654
LEAD-MAIN SEWERS/STORM DRAIN
MH

678 W 18th Street
Merced, CA 95348
209-385-6822

personnel@cityofmerced.org



CITY OF MERCED
invites applications for the position of:

**Public Works Supervisor -
Laboratory/Environmental Control
(Assignend to Laboratory)**

SALARY: \$32.48 - \$39.48 Hourly
\$2,598.40 - \$3,158.40 Biweekly
\$5,629.87 - \$6,843.20 Monthly
\$67,558.40 - \$82,118.40 Annually

OPENING DATE: 12/14/17

CLOSING DATE: 01/28/18 05:34 PM

DESCRIPTION:

POSITION ASSIGNED TO LABORATORY

DEFINITION

Under general direction, to supervise, plan, direct and coordinate the activities of the City's Laboratory / Environmental Control Divisions of the Department of Public Works Water Resources and Reclamation, including testing for process control and pretreatment programs; ensure Regional Water Quality Control Board (RWQCB), National Pollution Discharge Elimination System (NPDES), California Department of Health Services (CDHS) and the Clean Water Act (CWA) regulations are followed; to prepare correspondence and reports associated with NPDES discharge requirements; to ensure compliance with all City, State, and Federal regulations and requirements; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a first-line supervisory class position in the Public Works Water Resources and Reclamation Department Laboratory / Environmental Control Divisions.

REPORTS TO

Director of Public Works or designee.

CLASSIFICATIONS SUPERVISED

Staff assigned to the Laboratory/Environmental Control Divisions of the Public Works Water Resources and Reclamation Department.

EXAMPLES OF DUTIES:

(The following is used as a partial description and is not restrictive as to duties required.)

Plans, schedules and coordinates laboratory sampling and analytical activities for

monitoring Wastewater Treatment Plant operation, effluent quality, and industrial discharges; develops programs for monitoring, sampling, testing, and enforcement to protect City's infrastructures and receiving waters in accordance with State, Federal, and local laws, regulations and ordinances. Interprets and implements City, State, and Federal regulations to assist in developing the City's Water Quality Control sampling and testing programs in accordance with regulations, standards, and quality assurance requirements.

Trains, counsels, and supervises staff, including training staff in the performance of routine sample collection and testing; assigns and reviews work performed; ensures all rules, policies and procedures are followed, and enforces disciplinary action when necessary.

Maintains records of sampling and analyses; selects and oversees analytical procedures to be used in Laboratory/Environmental Control; participates in the development, preparation, and submission of required reports and correspondence to State, Federal, and local regulatory agencies; reviews data for accuracy and compliance; investigates reasons for anomalous data, reports findings and develops and implements correction action, if necessary. Assists in the development and management of program budgets; maintains programs within budget to ensure funding of established goals. Coordinates, supervises, and may perform required analyses by Environmental Protection Agency (EPA) approved and laboratory verified methods; represents the City during inspections by State, Federal, or local regulatory agencies. Develops and coordinates manual and computerized record keeping systems to maintain required records and data related to operations and quality assurance as it may pertain to our document retention program. Participates with staff to resolve plant process and effluent quality issues and assists in developing process control strategies for new or existing processes. Determines appropriate requirements for Wastewater Discharge Permits, according to City, State, and Federal regulations; assures staff is properly trained in all sampling and safety procedures.

Carries out supervisory responsibility in accordance with the City's rules, regulations, policies, and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

When Assigned as Public Works Supervisor - Laboratory

In addition to Important and Essential Duties, incumbent is responsible for the following:

Plans, assigns, supervises, and inspects activities and work relating to the operation of the laboratory, including process for verification of Quality Assurance (QA) / Quality Control (QC). Obtains and maintains all necessary laboratory accreditations and certifications for the performance of a variety of bacteriological, biological, physical and chemical analyses.

When Assigned as Public Works Supervisor – Environmental Control

In addition to Important and Essential Duties, incumbent is responsible for the following:

Plans, assigns, supervises, and inspects activities and work relating to the operation of QC, including programs for the Storm Water Pollution Prevention Plan (SWPPP), water quality management plans, industrial dischargers, Fats, Oil, and Grease (FOG), and dental amalgam; investigating any violations related to these programs; and plan, organize, implement, and conduct complex pretreatment inspections. Interpret, implement, and have a working knowledge of City, State, and Federal regulations relating to pretreatment and the State of California MS4 Phase II permit. Obtains and maintains all necessary environmental compliance accreditations and certifications.

TYPICAL QUALIFICATIONS:**TYPICAL PHYSICAL REQUIREMENTS**

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, hear, taste and smell; use of office and laboratory equipment, including such items as microscope, beakers, autoclave, computers, telephone, copiers, and scanner.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment and outdoors, works near moving mechanical parts and with explosives, and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of radiation. Continuous contact with other staff and the public. The noise level in the work environment is usually moderate.

DESIRABLE QUALIFICATIONS**Knowledge of:**

Principles, procedures, and equipment currently used in:
 Physical, chemical, bacteriological and biological analysis of water, wastewater, pretreatment and storm water.
 Collection of water samples from the field and proper documentation.
 Qualitative and quantitative determination of inorganic and organic constituents in water and wastewater samples.
 Methods and standards issued by the EPA and the California State Department of Health Services for water sampling and analysis.
 State and Federal pretreatment program requirements.
 Safe work practices and procedures.
 Principles of public information.
 Development and implementation of source control and environmental monitoring programs.
 State and Federal Storm Water regulations and sampling procedures.

Ability to:

Plan, organize, implement, and conduct complex laboratory analyses.

Operate, maintain and calibrate the laboratory equipment used in water quality and pretreatment analyses, including ion meters, spectrophotometers, and gas chromatograph.

Prepare technical reports and correspondence and maintain accurate records.

Train, assign, and review the work of others.

Establish and maintain effective working relationships with City staff, outside agencies, the business community, the public, and others.

Interpret and apply City, State, and Federal regulation to wastewater treatment, pretreatment and process control.

Read and interpret guidelines, directives, laws and regulations regarding environmental

monitoring and control.

Develop, organize, and maintain a variety of data, information, and records.

Develop and prepare required reports.

Training and Experience:

Any combination of training and experience that provides the knowledge and abilities listed are qualifying. A typical way to obtain these qualifications would be through:

When Assigned as Public Works Supervisor - Laboratory

A Bachelor's degree from an accredited college or university in water/wastewater technology, chemistry, microbiology, or a closely related field, two (2) years experience in an analytical laboratory, plus one (1) year of supervisory experience.

OR

Two (2) years of college-level course in chemistry, including one (1) year of general chemistry and one (1) year organic chemistry, four (4) years experience in an analytical laboratory or a California certified wastewater treatment laboratory, and two (2) years of supervisory experience.

When Assigned as Public Works Supervisor – Environmental Control

A Bachelor's degree or an Associate's degree from an accredited college in a related field. Three (3) years experience in environmental compliance, plus two (2) years of supervisory experience.

Certificate, Licenses, Regulations:

Possession of a valid California driver's license, issued by the Department of Motor vehicles.

When Assigned as Public Works Supervisor – Laboratory

Possession of or ability to obtain a California Water Environment Association (CWEA) certification as a Laboratory Technologist Grade II certificate within 18 months of appointment as a condition of continued employment.

When Assigned as Public Works Supervisor – Environmental Control

Possession of or ability to obtain a CWEA certification as an Environmental Compliance Inspector Grade II certificate within 18 months of appointment as a condition of continued employment.

Possession of Quality Storm Water Practitioner (QSWP) certificate.

A water and/or wastewater treatment plant operator's certification is desirable.

Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://cityofmerced.org>

678 W 18th Street
Merced, CA 95348
209-385-6822

Position #801
PUBLIC WORKS SUPERVISOR -
LABORATORY/ENVIRONMENTAL CONTROL (ASSIGNED TO
LABORATORY)
MH

personnel@cityofmerced.org



CITY OF MERCED
invites applications for the position of:

Secretary I/II

SALARY: \$17.05 - \$21.75 Hourly
\$1,364.00 - \$1,740.00 Biweekly
\$2,955.33 - \$3,770.00 Monthly
\$35,464.00 - \$45,240.00 Annually

OPENING DATE: 01/02/18

CLOSING DATE: 01/23/18 11:59 PM

DESCRIPTION:

DEFINITION

General

Under general supervision, to coordinate and perform a variety of administrative support work in an assigned City Department; to provide support for designated management and/or administrative staff; to perform difficult and specialized office support, information gathering, information preparation, and public relations assignments, and to do related work as required.

City Attorney's Department

In addition to the above, when assigned to the City Attorney's Department, incumbents will be required to transcribe dictation from tapes. Incumbents will also be expected to gain an understanding of attorney-client privilege and to hold the confidences of the City, including confidential information related to personnel, employee relations, and grievances. Incumbents will assist the attorney staff in preparing and finalizing legal opinions requested by management regarding potential offers during the collective bargaining process, and also assist attorney staff in representing management position in personnel and other employee relations issues, including grievances.

DISTINGUISHING CHARACTERISTICS

General

This is the first working level in the Secretary class series. Incumbents perform a variety of specialized office and administrative support assignments. This level is distinguished from the next higher level of Secretary II by the scope of administrative support responsibilities performed at this level often work with some guidance and direction from a higher level Secretary position.

City Attorney's Department

When assigned to the City Attorney's Department, this position is distinguished from the next higher level of Legal Secretary by not requiring a background, training, education, or experience in a legal office, legal terminology, or practice.

REPORTS TO

General

Secretary III, or equivalent, and the Department Head in the Department to which the position is assigned.

City Attorney's Department

Legal Secretary, Paralegal, Chief Deputy City Attorney, and the City Attorney.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF DUTIES:

(The following is used as a partial description and is not restrictive as to duties required.)

General

Performs a variety of administrative support work for an assigned City management position(s); gathers information and performs special projects; performs fiscal support assignments; performs public information and relations assignments, including receiving office visitors and telephone callers, providing comprehensive information about Department policies, functions, and procedures; receives and handles public complaints; develops and processes activity reports; develops information systems and prepares distributions of forms related to Department functions; schedules tours and demonstrations at City facilities; may provide explanations of City codes and ordinances; may maintain Department and/or work unit payroll information for submission to City Finance; maintains permit and insurance data; prepares and distributes bills related to Department functions; maintains and updates accounts receivable data; develops and prepares special reports; creates forms; may receive and distribute Department and/or work unit mail; types or uses a word processing program to prepare a variety of documents; inputs data into computer records and generates reports; operates a variety of office equipment.

City Attorney's Department

In addition to the above, incumbents will also regularly use a transcription machine to transcribe dictated tapes from attorney staff.

TYPICAL QUALIFICATIONS:

Knowledge of:

City and Department policies, rules, and regulations.
Establishment and maintenance of files and information retrieval systems.
Modern office methods and procedures.
Fiscal record keeping methods and procedures.
Proper English usage, spelling, grammar, and punctuation.

Personal computers and software applications related to administrative support work.

Ability to:

General

Perform a wide variety of specialized office and administrative support work for an assigned Department and management/supervisory staff.

Interpret, explain, and apply City and Department policies, rules, and regulations.

Work with considerable independence and initiative while exercising good judgment in recognizing scope of authority.

Gather, organize, analyze, and present a variety of data and information.

Prepare clear, concise, and accurate records and reports.

Prepare public relations and informational material.

Use a personal computer and appropriate software for word processing and administrative support work.

Deal tactfully and courteously with the public, representatives of other agencies, and other City staff when explaining the functions and policies of the Department where assigned.

Establish and maintain cooperative working relationships.

City Attorney's Department (In addition to the above):

Learn and understand the parameters of the attorney-client privilege and confidential communications.

Proofread for accuracy and flow, documents prepared by the City Attorney's Department.

Use a transcription machine to prepare documents dictated by attorney staff.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be.:

Three years of increasingly responsible work experience performing a variety of office and administrative support work, including substantial experience in a position requiring frequent public/customer contact.

Special Requirements:

General:

Some positions may have additional departmental requirements such as specific typing skills.

Possession of a valid California Driver License.

City Attorney's Department:

Ability to accurately type at a speed of at least 50 words a minute.

Ability to transcribe documents using a transcription machine.

Possession of a valid California Driver License.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; lift, and move objects weighing up to 25 pounds, corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, typewriter, telephone, calculator, copiers, scanners and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; frequent contact with other staff and the public.

Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://cityofmerced.org>

Position #761
SECRETARY I/II
MH

678 W 18th Street
Merced, CA 95348
209-385-6822

personnel@cityofmerced.org

**CITY OF MERCED
PERSONNEL BOARD**

NOVEMBER 13, 2017

The Personnel Board of the City of Merced met in regular session November 13, 2017 in the City Council Chambers of the Civic Center, Merced, California. The meeting was called to order at 4:00 p.m.

ROLL CALL

Board Members Present: Jack Lesch, Chairperson
Fred Buckingham, Vice Chairperson
Yolanda Chavez
Helen Flores
Terri Lucas

Board Members Absent: None

ORAL COMMUNICATIONS

There were no oral communications

CEREMONIAL MATTER

There were no ceremonial matters

CONSENT CALENDAR

M/S CHAVEZ/FLORES TO ADOPT A MOTION TO APPROVE AND FILE CONSENT CALENDAR

Roll call vote was as follows:

AYES: BOARD MEMBERS: LESCH, BUCKINGHAM, CHAVEZ, FLORES, LUCAS

ABSTAIN: BOARD MEMBER: NONE

ABSENT: BOARD MEMBERS: NONE

REPORTS

M/S FLORES/LUCAS TO ADOPT A MOTION TO APROVE AND FILE REPORTS

Roll call vote was as follows:

AYES: BOARD MEMBERS: LESCH, BUCKINGHAM, CHAVEZ, FLORES, LUCAS

ABSTAIN: BOARD MEMBERS: NONE

ABSENT: BOARD MEMBERS: NONE

BUSINESS

M/S CHAVEZ/LUCAS TO ADOPT A MOTION TO NOMINATE JACK LESCH AS
CHAIRPERSON

M/S FLORES/CHAVEZ TO ADOPT A MOTION TO NOMINATE FRED BUCKINGHAM AS
VICE CHAIRPERSON

AYES: BOARD MEMBERS: LESCH, BUCKINGHAM, CHAVEZ, FLORES, LUCAS

ABSTAIN: BOARD MEMBERS: NONE

ABSENT: BOARD MEMBERS: NONE

ADJOURNMENT

There being no further business, Chairperson Lesch adjourned the meeting at 4:08
p.m.

Support Services'

Monthly Report Attachment

January 2018

Personnel:

Recruitment(s)	
Cross Connection Specialist	2
Lead-Main Sewer/Storm Drains	5
Public Works Supervisor-Laboratory/Environmental Control	24
Secretary I/II	167
New Hire(s) (Regular)	15
New Hire(s) (Temporary)	2
Separations	3
Retired	1
Layoffs	0
Full Time	447
Temporary	64
Total	511