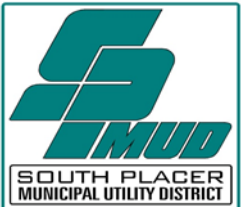


SOUTH PLACER MUNICIPAL UTILITY DISTRICT

RESOLUTION NO. 19-07, REVISING AND CREATING JOB DESCRIPTION

MARCH 7, 2019



JOB DESCRIPTIONS MEETINGS

DISTRICT'S PERSONNEL ADVISORY COMMITTEE

- DECEMBER 18, 2018, JANUARY 14, AND 21, 2019, AND FEBRUARY 6, 2019

MEET AND CONFER

- FEBRUARY 19, 2019

ALL EDITS AND COMMENTS HAVE BEEN INCORPORATED



JOB DESCRIPTIONS GENERAL CHANGES

- JOB DESCRIPTIONS ARE STANDARDIZED AND FORMATTED
- CHANGED HEADINGS AND EXPANDED UPON ESSENTIAL JOB FUNCTIONS, KNOWLEDGE & SKILLS AND CURRENT UTILITY SOFTWARE ; IE TYLER, LUCITY, AUTOCAD...
- PROBATIONARY PERIOD IS NOW 12 MONTHS FOR NEW HIRES AND 6 MONTHS FOR CURRENT EMPLOYEES MOVING WITHIN THE CLASS
- ADDED AMERICANS WITH DISABILITIES ACT (ADA) APPROVED LANGUAGE FOR REASONABLE ACCOMMODATIONS
- APPENDICES: WILL BE ADDING ADDITIONAL PHYSICAL NEEDS AND RETURN TO SERVICE CRITERIA UPON COMPLETION OF STUDY
- DOES NOT IMPACT INCUMBENTS, ONLY NEW HIRES AND PROMOTIONS



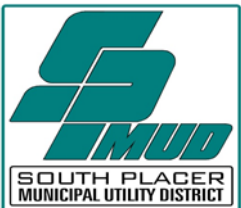
JOB DESCRIPTIONS SPECIFIC CHANGES

ADMINISTRATIVE SERVICES ASSISTANT I/II/III

- ADDED THE NEED FOR A VALID CALIFORNIA DRIVE LICENSE
- BROADENED BOTH KNOWLEDGE & ABILITY SECTIONS, WITH LESS SPECIFIC TASKS ALLOWING FOR CROSS TRAINING BETWEEN THE THREE LEVELS OF POSITIONS.
- EXPANDED PHYSICAL DEMANDS AND WORKING ENVIRONMENT TO INCLUDE SAFELY PERFORM THE NECESSARY FUNCTIONS OF THE POSITION.

ENGINEERING TECHNICIAN I/II

- COMPLETE/POSSESS AN ASSOCIATE'S DEGREE



JOB DESCRIPTIONS GENERAL CHANGES

INSPECTOR I/II

- NO LONGER REQUIRES A CLASS B DRIVER'S LICENSE.
- NO LONGER STATES THAT A CWEA GRADE III CERTIFICATION IN COLLECTION SYSTEM MAINTENANCE IS DESIRABLE.
- NO LONGER REQUIRED TO PERFORM DUTIES OF A MAINTENANCE WORKER II.
- NO LONGER REQUIRED TO RESPOND TO CUSTOMER SERVICE CALLS AND EMERGENCY CALLS.
- NO LONGER REQUIRED TO TAKE STAND-BY DUTY.
- REMOVED REFERENCE TO SUPERVISING INSPECTOR AND CONSTRUCTION MANAGER.
- NO LONGER REQUIRED TO RESIDE WITHIN 30 MILES OF THE DISTRICT CORPORATION YARD

ASSOCIATE CIVIL ENGINEER

- ADDED REQUIREMENT TO ACT AS DISTRICT ENGINEER IN DISTRICT ENGINEER'S ABSENCE.
- REMOVED REQUIREMENT FOR "OTHER SUB-PROFESSIONAL TECHNICAL CERTIFICATIONS ARE HIGHLY DESIRABLE".



JOB DESCRIPTIONS GENERAL CHANGES

FIELD SUPERVISOR

- ADDED COMPLETION OF ASSOCIATES DEGREE. EDUCATION REQUIREMENTS MAY BE SUBSTITUTED BY EVIDENCE OF APPROPRIATE EXPERIENCE.
- MUST POSSESS A CWEA GRADE III AND OBTAIN A GRADE IV W/IN 18 MONTHS.
- DELETED REQUIREMENT FOR A COMMERCIAL CLASS A LICENSE.
- UPDATED PHYSICAL DEMANDS TO BE MORE SPECIFIC TO TASKS PERFORMED.

LEAD WORKER

- MUST DEMONSTRATE COMPETENCY USING OFFICE PRODUCTIVITY SOFTWARE.
- COMPLETION OF ENGLISH 1A AT THE COMMUNITY COLLEGE LEVEL WITH GRADE OF C OR HIGHER.
- UPDATED PHYSICAL DEMANDS TO BE MORE SPECIFIC TO TASKS PERFORMED.
- MUST POSSESS A CWEA COLLECTION SYSTEM MAINTENANCE CERTIFICATION, GRADE III.



JOB DESCRIPTIONS GENERAL CHANGES

MAINTENANCE WORKER I, II

- COMPLETION OF VOLUME 1 “OPERATION OF WASTEWATER COLLECTIONS SYSTEMS” PUBLISHED BY THE OFFICE OF WATER PROGRAMS, CSUS WITHIN 6 MONTHS OF APPOINTMENT;
- COMPLETION OF VOLUME 2 “OPERATION OF WASTEWATER COLLECTIONS SYSTEMS” PUBLISHED BY THE OFFICE OF WATER PROGRAMS, CSUS WITHIN 12 MONTHS OF APPOINTMENT.
- UPDATED PHYSICAL DEMANDS TO BE MORE SPECIFIC TO TASKS PERFORMED.

MAINTENANCE WORKER / INSPECTOR

- UPDATED PHYSICAL DEMANDS TO BE MORE SPECIFIC TO TASKS PERFORMED.

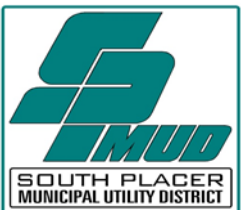
JOB DESCRIPTIONS SPECIFIC CHANGES

DISTRICT ENGINEER

- EXPANDED ESSENTIAL JOB FUNCTIONS
- EXPANDED SPECIFIC KNOWLEDGE AND ABILITIES TO MEET CURRENT REQUIREMENTS
- ADDED ABILITY TO ACT AS GENERAL MANAGER IN THEIR ABSENCE

ADMINISTRATIVE SERVICES MANAGER

- COMPLETION OF AN ASSOCIATE DEGREE IN BUSINESS OR RELATED FIELD WITH PREFERENCE FOR A BACHELOR'S DEGREE
- TEN (10) YEARS OF EXPERIENCE
- EXPANDED ESSENTIAL JOB FUNCTIONS WITH EMPHASIS ON OFFICE MANAGER, FINANCE, HUMAN RESOURCES AND BOARD SECRETARY
- ELIMINATED NON-ESSENTIAL JOB FUNCTIONS
- EXPANDED SPECIFIC KNOWLEDGE AND ABILITIES TO MEET CURRENT REQUIREMENTS
- ADDED ABILITY TO ACT AS GENERAL MANAGER IN THEIR ABSENCE



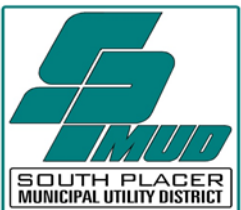
JOB DESCRIPTIONS SPECIFIC CHANGES

SUPERINTENDENT

- ADDED REQUIREMENT FOR A 4-YEAR DEGREE OR ASSOCIATES DEGREE AND 10 YEARS OF EXPERIENCE
- MUST POSSESS A GRADE III CERTIFICATION IN COLLECTION SYSTEMS AS ISSUED BY C.W.E.A. MUST POSSESS GRADE IV WITHIN 12 – 18 MONTHS
- EXPANDED SPECIFIC KNOWLEDGE AND ABILITIES TO MEET CURRENT REQUIREMENTS
- ADDED ABILITY TO ACT AS GENERAL MANAGER IN THEIR ABSENCE

ASSISTANT SUPERINTENDENT

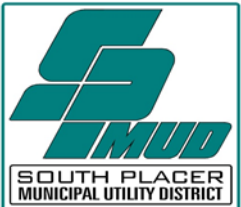
- REVISED JOB DESCRIPTION TO ALIGN WITH SUPERINTENDENT
- TO REMAIN VACANT
- TEMPORARY APPOINTMENT - 6 MONTHS
- SEAMLESSLY TRANSITION TO SUPERINTENDENT

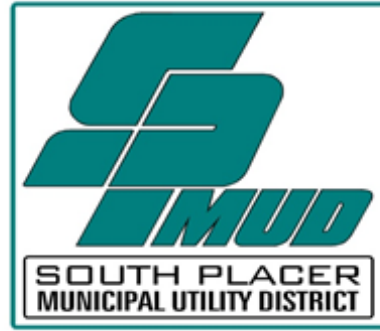


JOB DESCRIPTIONS ADDITIONS

GENERAL MANAGER

- CREATED NEW DESCRIPTION
- ESSENTIAL JOB FUNCTIONS TIED TO FUNCTIONS IN THE MUD ACT
- KNOWLEDGE AND ABILITIES TIED TO ORIGINAL JOB CIRCULAR DEVELOPED BY BOB MURRAY AND ASSOC
- COMPARABLE TO OTHER LOCAL UTILITY GENERAL MANAGER JOB DESCRIPTION





**STAFF RECOMMENDS THAT THE BOARD OF
DIRECTORS ADOPT RESOLUTION 19- 07,
REVISING AND CREATING JOB DESCRIPTIONS**