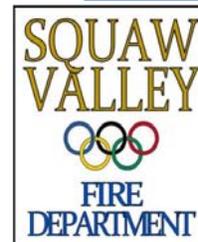




SQUAW VALLEY PUBLIC SERVICE DISTRICT



SUCCESSION PLANNING Junior Engineer and Assistant Engineer Positions

DATE: October 31, 2017

TO: District Board Members

FROM: Mike Geary, General Manager

SUBJECT: Succession Planning - Authorization of the Creation of Two Positions of Employment – *Junior Engineer* and *Assistant Engineer*

BACKGROUND: Succession planning is generally accepted as a way for organizations to address replacement of key employees, to support anticipated growth and to address training and/or skill shortages within the existing staff of an organization.

Succession planning is part of the District's Five-Year Strategic Plan, specifically Goal 5.

Goal 5 – Facilities, Operations and Management. Carry out the needed planning, organizational, operations and asset policies and activities to ensure excellence in all service areas.

The Strategic Plan's Work Plan identifies the following elements with a number one or two priority ranking:

5.1.0 – Meet staff challenges caused by District growth and retirements: capturing institutional knowledge, developing existing employees, etc.

5.1.1 – Identify and mitigate impacts to staffing levels from proposed development.

The District's existing *Operations Technology Specialist / Inspector* applied for a job as an *Operations Specialist II* when it was open earlier this year. He was offered the position and accepted, leaving his old position empty. Staff intends to hire a *Junior Engineer* instead of backfilling the *Operations Technology Specialist / Inspector* position.

DISCUSSION: At the November, 2015 meeting, the Board discussed staffing levels and planning efforts in anticipation of retirements and workload impacts from current and proposed development. The Board directed staff to continue efforts in support of the proposed transition and future staffing levels and organizational structures.

To effectuate the District's succession planning efforts it is recommended the Board authorize the creation of the following new positions:

- *Junior Engineer*, and
- *Assistant Engineer*

The job description for each position as well as their place in the proposed Organization Chart, Classifications and Salary Scales are attached. At this time staff proposed to hire for the *Junior Engineer* position only.

The duties and responsibilities of the new *Junior Engineer* will be similar to many of the technical and paraprofessional engineering duties of the vacant *Operations Technology Specialist / Inspector* position. While some field and inspection responsibilities of the vacant *Operations Technology Specialist / Inspector* position will be performed by the *Operations Specialist II* position, the paraprofessional engineering duties will become the responsibility of the new *Junior Engineer* position.

Examples of some of the expectations of the new position include support of:

- Plan Reviews
 - Capital Improvement Plan (CIP) projects
 - Developer projects
- Construction Inspection
 - CIP projects
 - Developer projects
- Groundwater Monitoring Program
- Code Compliance
 - Technical Specifications maintenance
 - Customer compliance
 - Easement compliance
- FOG (Fats, Oils and Grease) and Backflow Prevention Programs
 - Compliance letters
 - Facility inspections
- Mapping
 - GIS updates
 - Field GPS
- Easement Abatement Program
- Asset Management Implementation

ALTERNATIVES:

1. Authorize the creation of *Junior Engineer* and *Assistant Engineer* positions. Approve the attached Proposed Exhibit I (Organizational Chart) and Proposed Exhibit II (Classifications) and the Proposed Summary of Monthly Salary Schedules (Salary Scales).
2. Do not authorize the creation of the positions noted above or the Organizational Chart, Classifications, or Summary of Monthly Salary Schedules.

FISCAL/RESOURCE IMPACTS: The combined cost of salary and benefits for the new *Junior Engineer* position will be less than for the *Operations Technology Specialist / Inspector* position, which will remain vacant.

RECOMMENDATION: Staff recommends the Board authorize the creation of *Junior Engineer* and *Assistant Engineer* positions. Staff also recommends the approval of the attached Proposed Exhibit I (Organizational Chart) and Proposed Exhibit II (Classifications) and the Proposed Summary of Monthly Salary Schedules (Salary Scales).

ATTACHMENTS:

1. Job Announcement Junior Engineer
2. Job Description Junior Engineer
3. Job Description Assistant Engineer
4. Proposed Exhibit I – Organizational Chart from District’s Personnel Manual
5. Proposed Exhibit II – Classifications and Salary Ranges from District’s Personnel Manual
6. Proposed Summary of Monthly Salary Schedules (Salary Scales)

DATE PREPARED: October 17, 2017



Squaw Valley Public Service District

Job Employment Opportunity

Junior Engineer

LOCATION

Olympic Valley, commonly referred to as Squaw Valley is located five miles from the north shore of beautiful Lake Tahoe along State Highway 89 and hosted the 1960 Winter Olympic Games. Olympic Valley is about eight-miles south of Truckee, 40 minutes southwest of Reno and 100-miles northeast of Sacramento. Olympic Valley is home to world class skiing and the Lake Tahoe area offers an abundance of year-round outdoor recreational activities.

THE DISTRICT

The Squaw Valley Public Service District is an independent Special District located in Olympic Valley in eastern Placer County, California. Incorporated in 1964, the District provides water, sewer collection, and municipal solid waste services as well as fire protection and emergency medical services to approximately a thousand customers.

The District has 31 employees and is governed by a five-member Board of Directors. The District fulfills its mission by the work of three departments – Administration, Operations and the Squaw Valley Fire Department.

THE JOB

The Junior Engineer is an entry level position in the professional engineer series, which includes the Assistant Engineer and Associate Engineer positions. The Junior Engineer provides engineering and technical support for planning, design, permitting, operations, repair, and maintenance of water and wastewater systems.

The position requires frequent use of independent judgment, interpretative ability and initiative; the ability to communicate on a professional level with other departments, District management, employees, customers, vendors, and regulatory agencies. This is an exempt position.

Monthly Salary Range: \$5,545.68 - \$ 6,740.81

QUALIFICATIONS

Graduation from an ABET-accredited engineering program at a college or university with a Bachelor of Science degree in Civil Engineering or related engineering curriculum; OR an equivalent combination of education, training, and experience as determined by the General Manager. Possession of Engineer in Training certification is highly desirable. Ability to obtain Engineer in Training certification within twelve (12) months of hire date is required.

BENEFIT PACKAGE

PERS retirement, medical, dental, vision and life insurance plan; 11 paid holidays, vacation and sick leave; educational incentives, cafeteria plan, choice of two deferred compensation plans.

THE PROCESS

Applicants must complete a Squaw Valley Public Service District job application packet. This document along with the full job description is available online at: <http://www.svpsd.org>. It may also be obtained at the District office. Note that an original, signed application and supporting documentation (resume, cover letter) **must** be submitted by mail or in person – it cannot be submitted online.

The District office is located at 305 Squaw Valley Road, Olympic Valley, California.

The mailing address is:

Squaw Valley Public Service District
Post Office Box 2026
Olympic Valley, CA 96146-2026

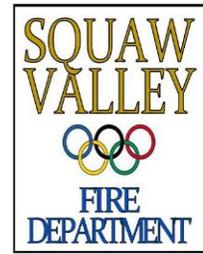
Candidates will be required to give Squaw Valley Public Service District permission to conduct a background check, including employment history, criminal and civil filings upon acceptance of offer of employment. Adverse findings may be cause for withdrawal of an offer of employment.

Application Deadline: Initial deadline is Friday, November 10, 2017 at 5:00 p.m./position open until filled.

Squaw Valley Public Service District is an equal opportunity employer.



SQUAW VALLEY PUBLIC SERVICE DISTRICT



JOB DESCRIPTION JUNIOR ENGINEER

JOB SUMMARY

The Junior Engineer, under direction of the District Engineer or General Manager, performs a variety of engineering activities ranging from planning and design of District water and wastewater facilities to contract administration.

This is the entry level position in the professional engineer series, which includes the Assistant Engineer and Associate Engineer positions. The Junior Engineer is distinguished from the Assistant level by the performance of less than the full range of duties assigned at the Assistant level. In addition, the Assistant Engineer requires registration as a Professional Engineer. Incumbents in this classification must possess a Civil Engineering degree from an ABET accredited school, but do not require practical professional engineering experience. Incumbents learn and perform the less complex tasks in preparation for advancement to the level of Assistant Engineer, while developing an understanding of various aspects of engineering as it relates to planning, permitting, design, construction, operations, and maintenance of water production, storage, treatment, and distribution systems and wastewater collection systems.

This job description is similar to that of the Assistant Engineer and is distinguished from that position by the level or efficiency, thoroughness, independence, and professionalism of which similar duties and responsibilities are performed and completed, which presumably is a function of the employee's education, experience and individual performance and innate capabilities.

DESCRIPTION

This position requires the ability to perform capably in all aspects of the District's engineering projects. The position requires frequent use of independent judgment, interpretative ability and initiative; the ability to communicate and work cooperatively on a professional level with customers, other departments, District management, vendors, and regulatory agencies. The individual understands the importance of collaboration and communication in a small team setting. This is an exempt position.

EXAMPLES OF DUTIES

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position of the work is similar, related, or a logical assignment to the position.

- Provides engineering and technical support for planning, design, permitting, operations, repair, and maintenance of water and wastewater systems.
- Maintains and advances the District's asset management systems and software.
- Maintains and advances the District's groundwater management database, including data collection and input.
- Ensures compliance with the District's Fats, Oils, and Grease (FOG) program.
- Maintains the District's engineering document databases, including District record drawings and maps.
- Assists in the preparation of plans, specifications, and cost estimates of various capital improvement projects (CIP); obtains all required permits and approvals; and assists in project advertisements and bid selections.
- Prepares engineering studies and reports.
- Review the work of contracted consultants for planning studies and reports, and design of water and wastewater system improvements.
- Administers construction contracts and performs a variety of construction inspections for District capital projects and compliance inspections for non-District projects to ensure compliance with applicable District, county, State and Federal standards, guidelines and regulations. Acts as the District's sole on-site representative on a construction project.
- Acts as the District's Code Compliance Officer, including review of improvement plans submitted by developers
- Assists in the implementation of the District's easement abatement program and ensures customer compliance.
- Assists with the preparation, update, maintenance and distribution of District construction standard details, specifications, ordinances, policies or other documents as required.
- Develops and maintains standard ACAD drawings, templates, details, blocks, and other standard drawing elements.
- Prepares a variety of plans, maps, exhibits, charts, graphs and tables for District reports and presentations utilizing appropriate computer software.
- Prepares grant applications to funding agencies for various projects and manage District projects to ensure compliance with grant funding requirements.

- Assists in the preparation and administration of the annual operating budget and capital budgets for assigned area of responsibility; monitors and controls budgets utilizing computerized financial accounting system.
- Provides excellent customer service to internal and external customers and business partners.
- Responds effectively to inquiries or complaints from customers, contractors, and/or regulatory agencies.
- Coordinates with all other departments of the District to support the planning, development, implementation, and management of the District's capital improvement and replacement programs. Compiles project scopes, budgets and schedules and helps develop project prioritization.
- Follows and enforces safety procedures and guidelines.
- Performs various other related duties as directed by the District Engineer or General Manager, including support for the Administration, Finance, Operations, and Fire Departments.

REQUIRED KNOWLEDGE AND SKILLS

- Civil and hydraulic engineering principles and practices.
- Ability to read and understand contract drawings and specifications.
- Computer principles as related to the solution of engineering problems.
- Proficiency in AutoCAD.
- Use of GPS equipment to collect field data.
- Water and wastewater system materials and construction.
- Water and wastewater system processes, and operation and maintenance of facilities.
- Methods of water and wastewater system planning.
- Practices of feasibility studies and cost estimating.
- Principles and practices of surveying and mapping.
- Interpreting and applying applicable federal, state and local laws, regulations and guidelines.
- Modern office equipment including use of word processing, database and spreadsheet applications.
- Principles and practices of customer service.
- Work independently and identify and resolve potential problems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective and professional working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE - Graduation from an ABET-accredited engineering program at a college or university with a Bachelor of Science degree in Civil Engineering or related engineering curriculum; OR an equivalent combination of education, training, and experience as determined by General Manager.

LICENSE AND CERTIFICATES - Possession of a valid California Engineer in Training certificate is highly desirable. Otherwise, ability to obtain a valid California Engineer in Training certificate within twelve (12) months of hire date required. Valid Driver's License.

PHYSICAL WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

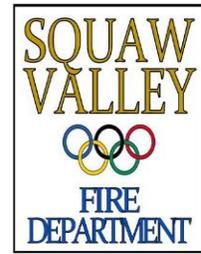
While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally required to work in confined space and is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock; explosives and vibration. The noise level in the work environment is usually moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, that may be required by their supervisor.

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SQUAW VALLEY PUBLIC SERVICE DISTRICT



JOB DESCRIPTION ASSISTANT ENGINEER

JOB SUMMARY

The Assistant Engineer, under direction of the District Engineer or General Manager, performs a variety of engineering activities ranging from planning and design of District water and wastewater facilities to contract administration.

This is the second level in the professional engineer series, which includes the Junior Engineer and Associate Engineer positions. The Assistant Engineer must possess a Civil Engineering degree from an ABET accredited school, minimum of three (3) years of progressive experience in the water/wastewater field, and registration as a Civil Engineer in the State of California. The Assistant Engineer must have working knowledge of various aspects of Civil Engineering as it relates to planning, permitting, design, construction, operations, and maintenance of water production, storage, treatment, and distribution systems and wastewater collection systems.

This job description is similar to that of the Junior Engineer and is distinguished from that position by the level or efficiency, thoroughness, independence, and professionalism of which similar duties and responsibilities are performed and completed, which presumably is a function of the employee's education, experience and individual performance and innate capabilities.

DESCRIPTION

This position requires the ability to perform capably in all aspects of the District's engineering projects. The position requires frequent use of independent judgment, interpretative ability and initiative; the ability to communicate and work cooperatively on a professional level with customers, other departments, District management, vendors, and regulatory agencies. The individual understands the importance of collaboration and communication in a small team setting. This is an exempt position.

EXAMPLES OF DUTIES

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position of the work is similar, related, or a logical assignment to the position.

- Provides engineering and technical support for planning, design, permitting, operations, repair, and maintenance of water and wastewater systems.
- Maintains and advances the District's asset management systems and software.
- Maintains and advances the District's groundwater management database, including data collection and input.
- Ensures compliance with the District's Fats, Oils, and Grease (FOG) program.
- Maintains the District's engineering document databases, including District record drawings and maps.
- Assists in the preparation of plans, specifications, and cost estimates of various capital improvement projects (CIP); obtains all required permits and approvals; and assists in project advertisements and bid selections.
- Prepares engineering studies and reports.
- Review the work of contracted consultants for planning studies and reports, and design of water and wastewater system improvements.
- Administers construction contracts and performs a variety of construction inspections for District capital projects and compliance inspections for non-District projects to ensure compliance with applicable District, county, State and Federal standards, guidelines and regulations. Acts as the District's sole on-site representative on a construction project.
- Acts as the District's Code Compliance Officer, including review of improvement plans submitted by developers
- Assists in the implementation of the District's easement abatement program and ensures customer compliance.
- Assists with the preparation, update, maintenance and distribution of District construction standard details, specifications, ordinances, policies or other documents as required.
- Develops and maintains standard ACAD drawings, templates, details, blocks, and other standard drawing elements.
- Prepares a variety of plans, maps, exhibits, charts, graphs and tables for District reports and presentations utilizing appropriate computer software.
- Prepares grant applications to funding agencies for various projects and manage District projects to ensure compliance with grant funding requirements.
- Assists in the preparation and administration of the annual operating budget and capital budgets for assigned area of responsibility; monitors and controls budgets utilizing computerized financial accounting system.
- Provides excellent customer service to internal and external customers and business partners.

- Responds effectively to inquiries or complaints from customers, contractors, and/or regulatory agencies.
- Coordinates with all other departments of the District to support the planning, development, implementation, and management of the District's capital improvement and replacement programs. Compiles project scopes, budgets and schedules and helps develop project prioritization.
- Follows and enforces safety procedures and guidelines.
- Performs various other related duties as directed by the District Engineer or General Manager, including support for the Administration, Finance, Operations, and Fire Departments.

REQUIRED KNOWLEDGE AND SKILLS

- Civil and hydraulic engineering principles and practices.
- Ability to read and understand contract drawings and specifications.
- Computer principles as related to the solution of engineering problems.
- Proficiency in AutoCAD.
- Use of GPS equipment to collect field data.
- Water and wastewater system materials and construction.
- Water and wastewater system processes, and operation and maintenance of facilities.
- Methods of water and wastewater system planning.
- Practices of feasibility studies and cost estimating.
- Principles and practices of surveying and mapping.
- Interpreting and applying applicable federal, state and local laws, regulations and guidelines.
- Modern office equipment including use of word processing, database and spreadsheet applications.
- Principles and practices of customer service.
- Work independently and identify and resolve potential problems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective and professional working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from an ABET-accredited engineering program at a college or university with a Bachelor of Science degree in Civil Engineering or related engineering curriculum.

- Minimum of three (3) years' of increasingly responsible civil/environmental engineering experience in the water and wastewater field at a level comparable or higher than the Junior Engineer classification.

LICENSE AND CERTIFICATES

- Registration as a Civil Engineer in the State of California or ability to obtain registration with twelve (12) months of hire date. Registration in another state may be accepted with the requirement that the California Registration is obtained within twelve (12) months of hire date.
- Valid Driver's License.

PHYSICAL WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally required to work in confined space and is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock; explosives and vibration. The noise level in the work environment is usually moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, that may be required by their supervisor.

EXHIBIT I SQUAW VALLEY PUBLIC SERVICE DISTRICT ORGANIZATION CHART

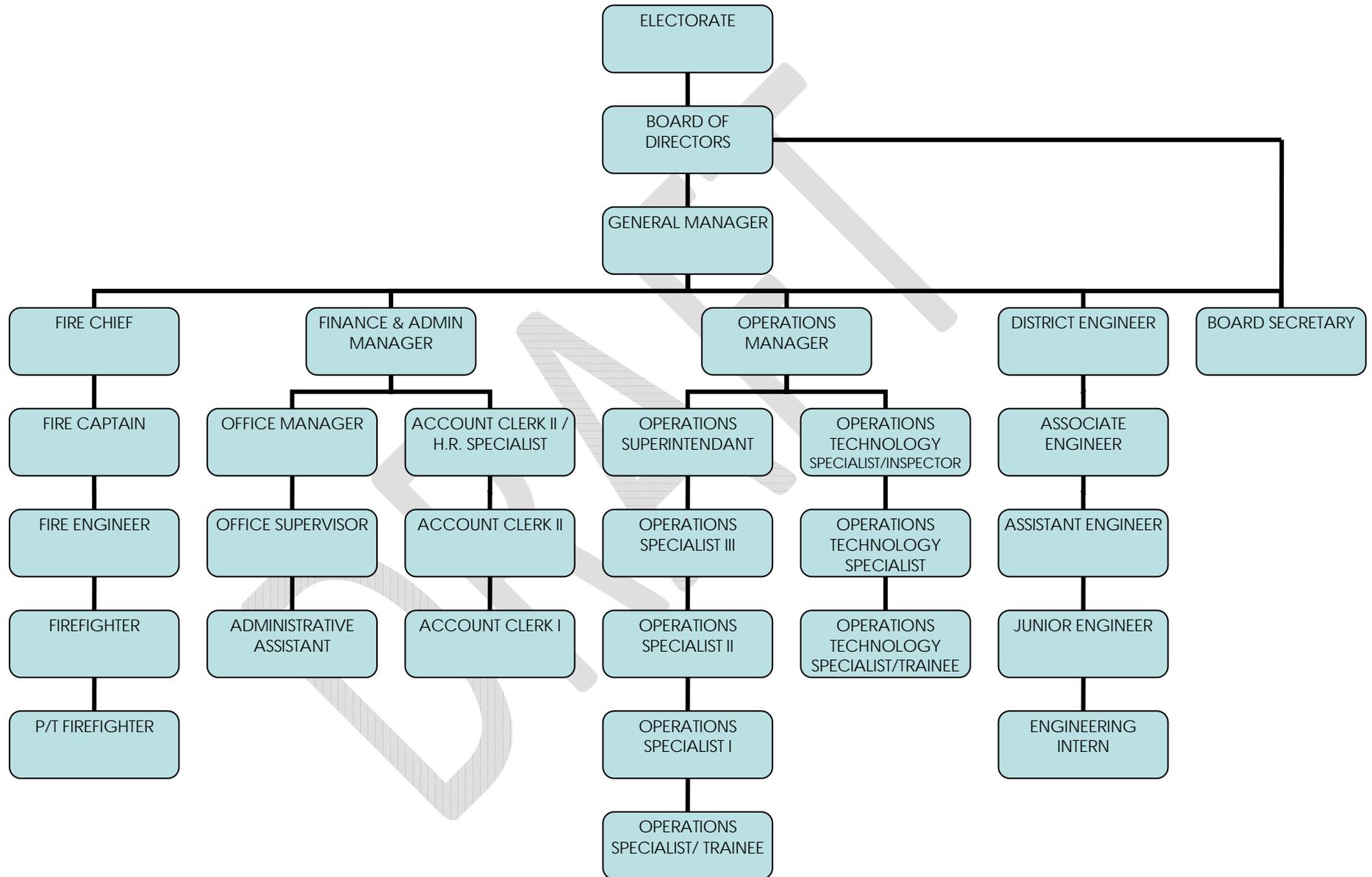


Exhibit II

CLASSIFICATIONS

FINANCE AND ADMINISTRATION DEPARTMENT

General Manager
Finance and Administration Manager
Account Clerk II / Human Resource Specialist
Account Clerk II
Account Clerk I
Office Manager
Office Supervisor
Administrative Assistant
Board Secretary

OPERATIONS DEPARTMENT

District Engineer
Associate Engineer
Assistant Engineer
Junior Engineer
Operations Manager
Operations Superintendent
Operations Specialist III
Operations Specialist II
Operations Specialist I
Operations Specialist / Trainee
Operations Technology Specialist / Inspector
Operations Technology Specialist
Operations Technology Specialist Trainee

CLASSIFICATIONS & SALARY RANGES

FIRE DEPARTMENT

RANGE

Fire Chief	A
Fire Captain	B
Engineer	D
Firefighter	E

Other classifications can be added at the discretion of the Board of Directors.
(Revised by Board of Directors, October 31, 2017)

SQUAW VALLEY PUBLIC SERVICE DISTRICT

Summary of Monthly Salary Schedules

Includes 3% COLA effective July 8, 2017 for all Administrative positions and District Engineer.
 Includes adjustments to Operations Department personnel resulting from a salary survey of comparable positions.
 Includes 6.5% increase to offset increase in employee contributions to pension costs.
 General Manager wage per employment agreement effective July 1, 2017

Position	MONTHLY SALARY STEP				
	1	2	3	4	5
ADMINISTRATION					
General Manager	Contract				19,377.00
Finance & Administration Manager	9,088.86	9,543.30	10,020.47	10,521.49	11,047.56
Account Clerk II / Human Resource Specialist	6,295.92	6,610.72	6,941.26	7,288.32	7,652.74
Account Clerk II	-	-	-	-	-
Account Clerk I	-	-	-	-	-
Board Secretary	6,402.44	6,722.56	7,058.69	7,411.62	7,782.20
Office Manager	-	-	-	-	-
Office Supervisor	5,228.70	5,490.14	5,764.65	6,052.88	6,355.52
Administrative Assistant	-	-	-	-	-
OPERATIONS DEPARTMENT					
District Engineer	10,210.80	10,721.34	11,257.41	11,820.28	12,411.29
Associate Engineer	8,474.51	8,898.24	9,343.15	9,810.31	10,300.83
Assistant Engineer	7,261.16	7,624.22	8,005.43	8,405.70	8,825.98
Junior Engineer	5,545.68	5,822.96	6,114.11	6,419.82	6,740.81
Operations Manager	9,651.21	10,133.77	10,640.46	11,172.48	11,731.10
Operations Superintendent	8,612.05	9,042.65	9,494.78	9,969.52	10,468.00
Operations Specialist III	6,740.41	7,077.43	7,431.30	7,802.86	8,193.00
Operations Specialist II	5,563.11	5,841.27	6,133.33	6,440.00	6,762.00
Operations Specialist I	4,895.09	5,139.84	5,396.83	5,666.67	5,950.00
Operations Specialist / Trainee	4,107.75	4,313.14	4,528.80	4,755.24	4,993.00
Operations Technology Specialist/Inspector	6,192.35	6,501.97	6,827.07	7,168.42	7,526.84
Operations Technology Specialist	-	-	-	-	-
Operations Technology Specialist Trainee	-	-	-	-	-

Rev 07-08-17 - salaries with zero dollars are currently vacant and were not salary surveyed
 Rev 07-25-17 - GM salary revised and employment contract approved by Board.
 Rev 10-31-17- Addition of Junior Engineer and Assistant Engineer Postions