



ANTONIO R. VILLARAIGOSA
Mayor

Commission
THOMAS S. SAYLES, *President*
ERIC HOLOMAN, *Vice President*
RICHARD F. MOSS
CHRISTINA E. NOONAN
JONATHAN PARFREY
BARBARA E. MOSCHOS, *Secretary*

RONALD O. NICHOLS
General Manager

February 28, 2013

The Honorable City Council
c/o Office of the City Clerk
Room 395, City Hall

Honorable Members:

Subject: Establish the Salary for Water Services Manager, Class Code No. 9602

This letter recommends the City Council approve the proposed salary range for Water Services Manager (WSM), Class Code No. 9602, which is consistent with the bargaining instructions received from the Executive Employee Relations Committee at its meeting on February 12, 2013. In addition, when the salary is established by City Council, LADWP requests approval to amend the Management Employees Association (MEA) Memorandum of Understanding (MOU) between the Los Angeles Department of Water and Power (LADWP) and MEA to reflect the established salary for the new WSM classification and corresponding Duties Description Records (DDR) for this classification and two pay-levels for use at LADWP.

Background

On August 9, 2012, the Board of Civil Service Commissioners (CSC) approved LADWP's request to establish the new classification of WSM, Class Code No. 9602. In accordance with the class specification, a WSM is responsible for ensuring that all applicable regulations and LADWP policies pertaining to the safe delivery of water through the water distribution system are adhered to. In addition, incumbents in the class represent Management before various private and public agencies and are considered bonafide supervisors.

The establishment of the new WSM classification was necessary to address water regulatory requirements that have continued to become more stringent and require a Water Distribution Operator Certificate¹ (Level D3 or higher) issued by the California Department of Public Health. The classification formerly assigned to fulfill the construction and operations duties for water distribution activities was a General

¹ The California Department of Public Health Certification requirement became effective January 1, 2001.

Water and Power Conservation ...a way of life



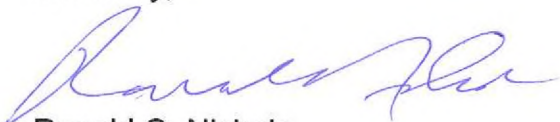
Services Manager (GSM). However, based on the specific certification requirements (related to water quality) and unique duties and responsibilities, the Water System GSM position is no longer interchangeable with other GSM positions at LADWP. This position manages the Water Distribution Division and oversees the work of approximately 800 subordinate supervisors and employees. The position requires the specialized knowledge of procedures and terminology related to administering the activities of a large organization engaged in major water system facility construction, installation, maintenance, operation, and repair.

Salary Proposal

As noted above, the position overseeing this function was formerly at the GSM A-pay level. As such, LADWP recommends establishing the two pay levels equivalent to GSM A-pay level (Salary Range 9669) and B-pay level (Salary Range 8762) respectively. The proposed salary range is commensurate with the LADWP management classifications of GSM and Electrical Services Manager, which share similar managerial responsibilities, as well as specialized technical expertise, knowledge, and span of control.

If you have questions or require further information, please contact Ms. Rose M. Garcia, Director of Labor Relations, at (213) 367-1373.

Sincerely,



Ronald O. Nichols
General Manager

RMG/VEB:jjja

Enclosures

c/enc: Mr. Miguel A. Santana, City Administrative Officer
Ms. Maritta Aspen, Chief Administrative Analyst
Ms. Rose M. Garcia

Department of Water and Power



the City of Los Angeles

ANTONIO R. VILLARAIGOSA
Mayor

Commission
THOMAS S. SAYLES, *President*
ERIC HOLOMAN, *Vice President*
RICHARD F. MOSS
CHRISTINA E. NOONAN
JONATHAN PARFREY
BARBARA E. MOSCHOS, *Secretary*

RONALD O. NICHOLS
General Manager

November 28, 2012

Mr. Miguel A. Santana
City Administrative Officer
Room 1500, City Hall East
Mail Stop 130

Dear Mr. Santana:

Subject: Salary Setting for Water Services Manager, Class Code No. 9602

The Los Angeles Department of Water and Power (LADWP) requests salary setting relative to the establishment of salaries for the newly established civil service classification of Water Services Manager (WSM), Class Code No. 9602 (class specification attached).

While WSM is currently not represented by any labor union, we believe that the Management Employees Association (MEA) will seek to accrete the class. In anticipation that the Employee Relations Board will approve accretion to MEA, LADWP has discussed the proposed salary with MEA. MEA has no objections regarding the proposed salary.

Background

On August 9, 2012, the Board of Civil Service Commissioners (CSC) approved the Los Angeles Department of Water and Power's (LADWP) request to establish the new classification of WSM, Class Code No. 9602 (Personnel Department's report attached). In addition, at this meeting the CSC found an incumbent employee in the classification of General Services Manager (GSM) legally employed as a WSM, without further examination in the WSM classification, with assignment rights only to those positions properly allocated in the Water System.

The establishment of the new WSM classification was necessary to address water regulatory requirements that have continued to become more stringent and

Water and Power Conservation...a way of life

111 North Hope Street, Los Angeles, California 90012-2607 Mailing address: Box 51111, Los Angeles 90051-5700
Telephone: (213) 367-4211 Cable address: DEWAPOLA

Recyclable and made from recycled waste.



require a Water Distribution Operator Certificate¹ (Level D3 or higher) issued by the California Department of Public Health. The classification formerly assigned to fulfill the construction and operations duties for water distribution activities was GSM. However, based on the specific certification requirements and unique duties and responsibilities, the GSM position in the Water System is no longer interchangeable with other GSM positions at LADWP. This position requires knowledge of procedures and terminology related to administering the activities of a large division engaged in major water system facility construction, installation, maintenance, operation, and repair.

WSMs are responsible for ensuring that all applicable regulations and LADWP policies pertaining to the safe delivery of water through the water distribution system are adhered to. Incumbents in the class represent Management before various private and public agencies and are considered bonafide supervisors.

Salary Proposal

Based on the level of duties and responsibilities of the WSM, LADWP is proposing to have two pay levels. LADWP proposes setting the WSM salaries commensurate with LADWP classifications having similar managerial responsibilities, technical expertise, and span-of-control. As the salary of the position overseeing this function in the recent past was at the GSM pay level, LADWP recommends establishing the two pay levels equivalent to GSM "A" (Salary Range 9669) and "B" pay level (Salary Range 8762) respectively. As of October 1, 2011, the salary for the A-pay level at fifth step would be approximately \$120 hourly, \$20,901 monthly, or \$250,811 annually. The salary for the B-pay level at fifth step would be approximately \$109 hourly, \$18,943 monthly, or \$227,321 annually.

The proposed salary range is the same as equivalent job classifications of GSM and Electrical Services Manager, which share similar managerial duties as well as specialized technical expertise and knowledge.

Fiscal Impact

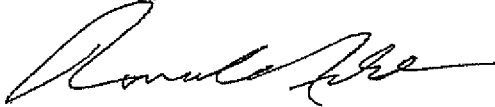
There is no additional fiscal impact for the incumbent employee that was found "legally employed" as WSM "A" level, as the annual salary for this employee was already accounted for in LADWP's labor costs for fiscal year 2012/13. However, a current vacancy exists for a WSM "B" level position; therefore, if the position is filled this fiscal year, an additional fiscal impact of approximately \$100,000 may be realized for the next six months. However, there is no fiscal impact to the City of Los Angeles General Fund.

¹ The California Department of Public Health Certification requirement became effective January 1, 2001.

Miguel A. Santana
Page 3
November 28, 2012

Recommendation by the EERC for City Council approval of this proposed salary is requested. If you have any questions or require further information, please contact Director of Labor Relations, Ms. Rose M. Garcia, at (213) 367-1373.

Sincerely,



Ronald O. Nichols
General Manager

VEB/RG:jjj

Enclosure

c: Ms. Maritta H. Aspen, Senior Labor Relations Specialist
Office of the City Administrative Officer

Mr. James B. McDaniel, Senior Assistant General Manager
Water System

Ms. Rose M. Garcia

Date: July 12, 2012
To: Board of Civil Service Commissioners
From: Margaret Whelan, General Manager
Personnel Department
Subject: **CLASSIFICATION ACTIONS – NEW
WATER SERVICES MANAGER
CLASSIFICATION**

CIVIL SERVICE COMMISSION	
File No. _____	
Routine/nonappearance	☒
No routine/appear	☐
AGENDA	
Date:	July 26, 2012
Page:	_____
Item:	_____
FINAL ACTION:	
_____	RECOMMENDATION APP
_____	DISAPPROVED _____ WDRN
_____	DENIED _____ GRANTED
_____	MATTER OF RECORD
_____	OTHER _____

Recommendation: The General Manager recommends that the Board of Civil Service Commissioners give 10 days notice of intention to:

1. Create the new classification of Water Services Manager, Class Code 9602.
2. Adopt the new class specifications for Water Services Manager, Class Code 9602.
3. Reallocate one position in the class of General Services Manager to Water Services Manager in the Department of Water and Power, Water System.
4. Find the following employee with status as indicated "legally employed" without further examination in the class of Water Services Manager, Code 9602, with assignment rights only to those positions properly allocated in the Water System:

<u>Name</u>	<u>Present Class and Code</u>
Joey Arthur Castruita	General Services Manager, 9601

5. Approve the use of a Charter Section 1014 Transfer so that the named incumbent may obtain status in the class of Water Services Manager, Code 9602 as indicated.

Note: Actions 3 through 5 become effective at such time as the City Council approves salaries for the new class.

Discussion: The classification of General Services Manager (GSM) is used throughout the Los Angeles Department of Water and Power (LADWP). However, the GSM position in the Water System is the only GSM position which requires a Water Distribution Operator Certificate (Level D3 or higher) issued by the California Department of Public Health. This requirement became effective on January 1, 2001 under new state regulations.

The GSM assigned to Water System is the only position which requires this certification due to its unique duties. Based on the specific certification requirements and uniqueness of duties and responsibilities, this position is no longer interchangeable with other GSM positions in LADWP. This position requires knowledge of procedures and terminology related to administering the activities of a large division engaged in major water system facility construction, installation, maintenance, operation, and repair.

In order to better prepare LADWP's Water System to meet future challenges and to ensure that the appropriate use of job classifications, the Personnel Department recommends approving LADWP's request to create the new job classification of Water Services Manager (WSM).

Management Employees Association (MEA), the employee organization that represents the GSMs, was given the opportunity to review the proposed Water Services Manager class specification and is agreeable to the creation of the new classification.

Submitted by:



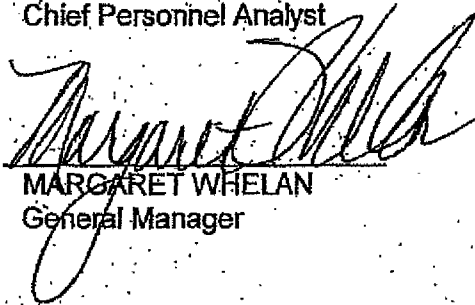
CEDRIC REID
Personnel Analyst II

Reviewed by:



RAUL LEMUS
Chief Personnel Analyst

Approved by:



MARGARET WHELAN
General Manager

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION
WATER SERVICES MANAGER, 9602**

08-09-2012

Summary of Duties: Manages, through subordinate managers and supervisors, the planning, design, construction, maintenance, and operation of waterworks facilities and structures; may act as staff advisor to an Assistant General Manager and/or the General Manager. Employees in this class demonstrate commitment to safety by engaging in activities with the Joint Safety Institute; enforce all LADWP safety policies and applicable federal, state, and local regulations; and support employee training and development. Water Service Managers must apply sound supervisory and managerial principles and techniques in building and maintaining an effective workforce; fulfill Equal Employment Opportunity responsibilities; direct the development, review, implementation, and maintenance of division policies, procedures, work programs, training, and safety programs.

Distinguishing Features: A Water Services Manager (WSM) is assigned duties and responsibilities that are at a higher level than those assigned to other construction and operations managers in the Water System. An employee in this classification is responsible for the leadership of a major division or group of minor organizations; setting priorities; short-term goals and long term goals for a division; and developing strategies to achieve a division's mission. The classification is also distinguished from management-level engineering classifications in that it does not perform engineering duties nor approve engineering plans. The Water Services Manager may manage/supervise lower-level engineering managers, but the primary focus is on management of craft classifications and activities.

Employees in this class ensure that all applicable regulations and LADWP policies pertaining to the safe delivery of water through a water distribution system are adhered to; coordinate with other LADWP organizations to perform investigations and implement procedures that will provide timely notification of customers during distribution events that may have the potential to compromise public health and safety. Incumbents in the class represent Management before various private and public agencies and entities; maintain effective working relationships with labor organizations with all levels of staff throughout various LADWP organizations; participate on Joint Labor/Management teams and committees in support of preventing and/or resolving issues at the lowest possible level.

Incumbents in the class of WSM, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities, including the application of discipline, training, processing and resolution of grievances, evaluation of performance, and administration of Memoranda of Understanding.

Water Services Manager, 9602

Page 2 of 3

Examples of Duties:

- Plans, assigns, directs, coordinates, and reviews, through subordinate managers and supervisors, of the design, construction, installation, operation, maintenance and repair activities of water facilities, including trunk lines, water mains, regulator stations, pumping stations, dams, earthworks, reservoirs, wells, and other LADWP facilities;
- Plans, organizes, and directs, through subordinate managers and supervisors, the development and implementation of safety and training programs;
- Directs the preparation of the budget of a major division in the Water System, formulates staffing levels, and reviews and authorizes budgetary requests submitted by subordinate supervisors;
- Develops division goals, objectives, work methods, procedures, and performance measures;
- Makes recommendations for the solution of complex and sensitive problems pertaining to operations, programs, finance, personnel, equipment, supplies, and physical facilities;
- Confers with and advises executive management and elected officials on a variety of difficult problems and/or operational issues;
- Meets other governmental jurisdictions/agencies, City departments, private agencies, and before City commissions, the City Council and its committees, and presents information and reports on actions taken;
- Directs and/or approves the resolution of employee and labor organization grievances;
- Communicates Equal Employment Opportunity information to employees;
- Responds to a variety of emergency situations and implementation and/or participates in National Incident Management System (NIMS) organizational structures; and
- May occasionally be assigned other duties for training purposes, to meet technological changes to lead special projects, and to provide guidance, leadership, or other expertise in a variety of situations.

Qualifications Incumbents must have the following knowledge and abilities:

Knowledge of:

- Procedures, problems, and terminology related to administering the activities of a large division engaged in major Water System facility construction, installation, maintenance, operation, and repair;
- Organization of the LADWP and the functions and interrelationships of its divisions;
- Charter provisions, rules, policies, and safe work practices affecting the operations of the LADWP;
- Fundamental principles of water as related to its transmission and distribution;
- Federal, state, and local regulations pertaining to the safe delivery of water through a water distribution system;
- State certified, competent and qualified to operate or supervise the operation of a Water Distribution system;

Water Services Manager, 9602

Page 3 of 3

- National Incident Management systems (NIMS) and Incident Command Systems (ICS);
- The laws and regulations related to Equal Employment Opportunity;
- Personnel management, supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;
- Intra-agency relations, memoranda of understanding (MOU) as they apply to employee relations and collective bargaining; and
- City personnel rules, policies, and procedures.

The ability to:

- Manage a diverse workforce engaged in complex field and office activities, through subordinate managers and supervisors;
- Plan, organize, and direct the work of a large group of technical, professional, craft, and clerical employees;
- Direct, resolve, and approve budgetary and personnel problems;
- Use sound judgment and take appropriate action in emergency situations;
- Deal tactfully and effectively with elected officials, commissioners, contractors, representative of other utilities, and the public;
- Establish and maintain a work environment to enhance both employee morale and productivity.

Minimum Requirements:

Two years full-time paid experience as a Water Utility Superintendent.

License & Certification:

- A valid California Driver's License may be required.
- A Water Distribution Operator Certification, level D3 or higher, issued by the California Department of Public Health is required, and must be maintained throughout employment in this classification.

Appointments to position in this class are subject to a one-year probationary period as provided by Section 1011 of the City Charter.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.