

# CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI  
MAYOR

June 20, 2018

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—  
TIMEYIN DAFETA  
HYPERION EXECUTIVE PLANT MANAGER

—  
1149 SOUTH BROADWAY, 9<sup>TH</sup> FLOOR  
LOS ANGELES, CA 90015  
TEL: (213) 485-2210  
FAX: (213) 485-2979  
WWW.LACITYSAN.ORG

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

Dear Honorable Members of the City Council,

### **REQUEST FOR NON-MAYORAL EXEMPTION OF 10 PLANT EQUIPMENT TRAINEE POSITIONS (CHARTER SECTION 1001 (d)(1) EXEMPTIONS)**

At its October 26, 2017 meeting, the Board of City Service Commissioners approved the civil service exemption for 10 Plant Equipment Trainee positions (Class Code 1107) within the LA Sanitation (LASAN).

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

In light of these challenges and the critical nature of this work, LASAN seeks to recruit trainees not presently working for the City of Los Angeles (City) as well as from the City's lower level classifications to train for future positions as Wastewater Treatment Operators. Candidates are required to possess a high school diploma or equivalent. In addition, successful completion of college level courses in wastewater operation or science is required within four weeks from date of hire. The employees will receive on-the-job training in all facets of wastewater operations in accordance with State laws and regulations and will receive appropriate classroom training. This structured training is designed to prepare employees and to provide them with the experience and training necessary to obtain required State certifications. Following the training, incumbents will become eligible to be placed on the City's Wastewater Treatment Operator List of Eligibles.

A copy of the specific section of the October 26, 2017 minutes approving this request by the Board of Civil Service Commissioners and a position description are attached.

*zero waste • one water*

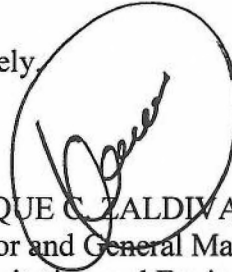
AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



There is no impact to the General Fund as these positions are fully funded by the SCM. For additional information regarding this request, please contact our Personnel Director II Rafael Porter, at (213) 485-2667.

Sincerely,

A handwritten signature in black ink, enclosed within a hand-drawn oval. The signature appears to be "Enrique C. Zaldivar".

ENRIQUE C. ZALDIVAR, P.E.  
Director and General Manager  
LA Sanitation and Environment

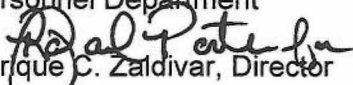
Attachments  
ECZ/TM:vg

c: Traci Minamide, LASAN  
Tim Dafeta, LASAN  
Rafael Porter, LASAN  
Adriene Murphy, LASAN

CITY OF LOS ANGELES  
INTER-DEPARTMENTAL CORRESPONDENCE

**DATE:** September 22, 2017

**TO:** Wendy Macy, General Manager  
Personnel Department  
Attention: Dominique Camaj

**FROM:**   
Enrique C. Zaldivar, Director  
LA Sanitation

**SUBJECT: REQUEST FOR EXEMPTION FROM CIVIL SERVICE UNDER CHARTER SECTION 1001 (D) (1)**

In accordance with Charter Section 1001(D) (1), LA Sanitation (LASAN) requests that the number of Plant Equipment Trainee positions exempted from Civil Service provisions be increased from twenty (20) to thirty (30) positions. The additional ten Plant Equipment Trainee positions are in-lieu of existing Wastewater Treatment Operator I positions in LASAN.

The need for wastewater treatment operations staff has grown tremendously over the years. Currently, LASAN has a 20 percent vacancy rate in the class of Wastewater Treatment Operator and it is projected that the attrition rate for Wastewater Treatment Operators will increase significantly due to anticipated retirements. In addition, LASAN expects to hire more Wastewater Treatment Operators as additional facilities are constructed to increase the production of recycled water.

The recruitment of certified Wastewater Treatment Operators has been insufficient to meet the increasing vacancy rate for this classification. As such, LASAN seeks to recruit trainees not presently working for the City, as well as, from the City's lower level classifications, to train for future positions as Wastewater Treatment Operators. In particular, LASAN seeks to establish a relationship with Los Angeles Trade Technical College in an effort to increase the pool of eligible and qualified candidates of the Plant Equipment Trainee classification.

Candidates applying for Plant Equipment Trainee positions are not required to possess a high school diploma or have completed any college level course work. However, possession of a high school diploma and completion of college level course work is highly desirable. Hence, employees hired as Plant Equipment Trainees will receive the appropriate class room and on-the-job training in all facets of wastewater treatment operations in accordance with state laws and regulations. The structured training program is designed to prepare employees to acquire the appropriate skills and obtain the necessary certificates. Following the training, the incumbents will become eligible to take the Wastewater Treatment Operator examination.

The Plant Equipment Trainee class is vital to attracting and filling Wastewater Treatment Operator positions. Therefore, it is requested than an exemption from the Civil Service provision of the Charter be granted in accordance with Section 1001 (D) (1) for thirty (30) Plant Equipment Trainee positions in LASAN. The selection process will be conducted in an open and competitive manner with the most qualified candidates being granted the exempt positions. The appointment of trainable and responsible individuals to these positions is critical to meeting the long-term needs of the City's wastewater treatment operations.

If you or your staff requires additional information, please contact Rafael Porter of the Personnel Department at (213) 485-2667.

12. CLASSIFICATION ACTIONS, (Continued)

- d. The General Manager recommends that the Board of Civil Service Commissioners approve the revised requirements for the next exam administration for Senior Park Services Attendant, Code 2422 to be given both on an interdepartmental promotional and an open competitive basis. (The additions are in **bold** and deletions in ~~strikethrough~~.)

Senior Park Services Attendant, Code 2422 –  
REQUIREMENTS

1. ~~Two~~ One years of full-time paid experience with the City of Los Angeles as a Park Services Attendant or in a class at that level which provides experience collecting cash from the public, accounting for such collections, and providing public service in a customer service environment.;

or

2. **Two years of full-time paid experience, supervising employees engaged in collecting cash from the public, accounting for such collections, and providing public service in a customer service environment.**

File No.

- e. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following positions in the DEPARTMENT OF PUBLIC WORKS, BUREAU OF SANITATION, in accordance with Charter Section 1001(d)(1) for positions of unskilled laborers.

<u>CSC No.</u>	<u>No. of Positions</u>
2844	10

Class Title and Code  
Plant Equipment Trainee, 1107

File No.

COMMISSION ACTION:

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13. ADJOURNMENT

12. CLASSIFICATION ACTIONS, (Continued)

- d. The General Manager recommends that the Board of Civil Service Commissioners approve the revised requirements for the next exam administration for Senior Park Services Attendant, Code 2422 to be given both on an interdepartmental promotional and an open competitive basis. (The additions are in **bold** and deletions in ~~striketrough~~.)

Senior Park Services Attendant, Code 2422 –  
REQUIREMENTS

1. ~~Two~~ One years of full-time paid experience with the City of Los Angeles as a Park Services Attendant or in a class at that level which provides experience collecting cash from the public, accounting for such collections, and providing public service in a customer service environment.;

or

2. **Two years of full-time paid experience, supervising employees engaged in collecting cash from the public, accounting for such collections, and providing public service in a customer service environment.**

File No. 54869

- e. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following positions in the DEPARTMENT OF PUBLIC WORKS, BUREAU OF SANITATION, in accordance with Charter Section 1001(d)(1) for positions of unskilled laborers.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2844	10	Plant Equipment Trainee, 1107

File No. 54870

COMMISSION ACTION: RECOMMENDATIONS APPROVED

13. ADJOURNMENT

The meeting was adjourned by Commission President at 12:42 p.m.

\_\_\_\_\_  
JONATHAN M. WEISS,  
President

\_\_\_\_\_  
BRUCE E. WHIDDEN,  
Commission Executive Director

**POSITION DESCRIPTION**

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: _ Vacant	2. Employee's Present Class Title/Code: Plant Equipment Trainee / 1107	3. Present Salary or Wage Rate: \$49,000	Date Prepared: 6/11/08
4. Reason for Preparing Description:	<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	

5. Location of office or place of work: Hyperion Treatment Plant 12000 Vista Del Mar Playa Del Rey, CA. 90293	6. Name of Department: PUBLIC WORKS/SANITATION Division: 7007      Section: Operations
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7. Name and title of the person from whom you ordinarily receive instruction and who supervises or reviews your work:

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

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

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

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

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

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

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

Extension \_\_\_\_\_

**ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR**

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

Duties sufficiently described. Duties and responsibilities are accurate.

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

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

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

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

(b) Experience (type and length: list appropriate City classes, if any).

Some experience is preferred but not needed.

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

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

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

18. RESPONSIBILITIES.

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

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

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

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

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

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

Signature of the immediate supervisor \_\_\_\_\_ Date

Class Title \_\_\_\_\_ Extension

Signature of department head Rafael Porter \_\_\_\_\_ Date