

County of Lassen
ADMINISTRATIVE SERVICES



CHRIS GALLAGHER

District 1

DAVID TEETER

District 2

JEFF HEMPHILL

District 3

AARON ALBAUGH

District 4

TOM HAMMOND

District 5

Richard Egan
County Administrative Officer
email: coadmin@co.lassen.ca.us

County Administration Office
221 S. Roop Street, Suite 4
Susanville, CA 96130
Phone: 530-251-8333
Fax: 530-251-2663

August 19, 2019

TO: Board of Supervisors
Agenda Date: August 27, 2019

FROM: Richard Egan, CAO 

SUBJECT: Deputy Public Works Director for Solid Waste

RECOMMENDATION: Adopt resolution adding and authorizing a 1.0 FTE Deputy Public Works Director for Solid Waste.

PRIOR BOARD ACTIONS: On August 13, 2019, the Board directed to staff to return to the Board with a proposed job description as soon as possible.

DISCUSSION: See attached resolution and job description.

Adoption of this resolution would add and authorize the Deputy Public Works Director for Solid Waste position. Pursuant to Lassen County's Personnel Rules & Regulations, Article IV. Classification Plan, Section 402, any new positions or additions in the number or change in classification from the previous year's budget must be listed and approved by the Board of Supervisors separate from the budget approval process.

The job description is similar to and modeled after the job description for the Deputy Director of Public Works for Facilities Maintenance. Compensation for the position is \$4,827 to \$5,825, monthly.

The Lassen County Management and Professionals Association represent the position. The proposed job description was reviewed by and contains edits and suggestions made through the meet and confer process. The Association's leadership has approved the job description. Accordingly, the position should be added into Appendix A, Position Classifications For Mid-Management Unit Employees, of the Association's Memorandum of Understanding (MOU) when the MOU is amended during the next cycle of negotiations.

Because of the Authority's desire to fill the position as soon as possible, it is my intention to start recruiting immediately. I will postpone making a hiring decision until after final budget approval.

FISCAL IMPACT: Pursuant to JPA Agreement Article V, Section E, City of Susanville and County of Lassen charges against the Authority are recoverable through the A-87 or approved by the Authority before services are rendered. Following adoption of the resolution, County staff will incorporate the position and fiscal impacts into the proposed Final Budget for Fiscal Year 2019/20 for consideration by the Board. Staff will also prepare a staffing services agreement for consideration by the Board of Supervisors and Authority's Board and to finalize the arrangement.

OTHER AGENCY INVOLVEMENT: Lassen Regional Solid Waste Management Authority. The proposed job description was provided to Tom Valentino, TGV Solid Waste Inc. for his information and review.

ALTERNATIVES: Provide direction to staff.



RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LASSEN ADDING AND AUTHORIZING A 1.0 FTE DEPUTY PUBLIC WORKS DIRECTOR FOR SOLID WASTE AND RELATED AUTHORIZATIONS

WHEREAS, prior to 1999 the City of Susanville (City) and the County of Lassen (County) administered, operated and managed their own solid waste management functions and sites to be in compliance with state and federal requirements; and

WHEREAS, in 1999 the City and County entered into an a Joint Exercise of Powers Agreement (JPA) to form the Lassen Regional Solid Waste Management Authority (Authority); and

WHEREAS, the Authority is an independent public agency separate from the City and County, for the purpose of serving as a regional authority with all the powers and authorities to manage solid waste for the City and County; and

WHEREAS, the purpose of creating the JPA was for *“creating a public entity which shall serve as a Regional Authority, as provided by PRC Section 40980, et seq., and as a public entity with the authority to fund, plan, operate, administer and maintain solid waste facilities, sites and services, including all mandated costs for planning, waste, diversion, and both closure and post-closure of sites, as well as public education, waste transfer, material recovery, recycling, household hazardous waste programs, and other AB939 programs.”*; and

WHEREAS, the Authority is independent and separate in its decision-making and has contracted with independent contractors for providing the Authority with general management, engineering, legal, and other services to implement the Authority's purpose; and

WHEREAS, the Authority also receives staffing services from County employees, approximately 11.85 FTEs in Fund 585-241 Solid Waste, as of Fiscal Year 2018-19, who staff the Authority's office and landfill operations; and

WHEREAS, at its July 23, 2019, regular meeting, the Authority reported out of closed session the formation of an ad hoc committee for the purpose of exploring options for the management of the Authority; and

WHEREAS, the Authority would like for the County to consider providing a management level position in Fund 585-241 Solid Waste to help the Authority Board of Directors to manage the Authority's affairs, including providing contract management of the Authorities' independent contractors; and

WHEREAS, JPA Article VIII - Powers of the Authority, Section E, provides that the Authority shall have the power and authority to “contract with any private business or governmental body, including parties to the Authority, to carry out the powers and duties designated in the JPA; and

WHEREAS, JPA Article V, Section E, provides that County charges against the Authority are recoverable through the A-87 process or as approved by the Authority before services are rendered; and

RESOLUTION NO. _____

WHEREAS, the Authority's approval of an annual budget has been considered to be the Authority's pre-approval of County provided services and charges for providing County employees and related costs; and

WHEREAS, at its August 13, 2019, regular meeting the Lassen County Board of Supervisors (Board) gave direction to county staff to prepare a job description for consideration by the Board for recruiting and hiring a management-level employee of the County for helping the Authority's Board of Directors with managing the Authority's affairs; and

WHEREAS, County staff has prepared a County of Lassen Job Description creating a new position of Deputy Public Works Director for Solid Waste and the Job Description has been reviewed and approved by the Management and Professional Association; and

WHEREAS, the essential duties and responsibilities of the Deputy Public Works Director for (Solid Waste) job description was written specifically for helping the Authority Board of Directors to plan, organize, direct and coordinate activities, policies and programs and responsibilities of the Authority as well as to assist the Authority with performing contract management oversight of the Authority's independent contractors; and

WHEREAS, the Deputy Public Works Director for Solid Waste would also exercise direct supervision over assigned county employees that are providing office and landfill services for the Authority, its customers and general public; and

WHEREAS, County employees, including appointed Department Heads, and elected officials, must follow and implement County policy and procedures; and

WHEREAS, the Deputy Public Works Director for Solid Waste will receive general policy direction and supervision from the Lassen County Public Works Director and/or from the County Administrative Officer; and

WHEREAS, pursuant to Lassen County's Personnel Rules & Regulations, Article IV, Classification Plan, Section 402, Allocation of Positions, any new positions or additions in the number or change in classification from the previous year's budget must be listed and approved by the Board of Supervisors separate from the budget approval process.

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of the County of Lassen that:

1. Job Description titled Deputy Public Works Director for Solid Waste is approved.
2. A 1.0 FTE Deputy Public Works Director for Solid Waste is added and authorized as an allocated position in Fund 585-241 Solid Waste to be funded in Fiscal Year 2019-20 Final Budget.
3. County employees providing services to the Authority shall follow all County policies and procedures, especially the County's Purchasing Policy and Personnel Policy.

RESOLUTION NO. _____

4. The County Administrative Officer or his designee is authorized to represent the County in all matters before the Authority.
5. County staff and services shall be provided by written agreement by and between the County and the Authority. The Agreement shall provide for, at a minimum, that:
 - a. All of the County's direct and A-87 costs for providing services to the Authority are recoverable and shall be paid by the Authority; including the County's direct costs of supervision and management of County employees by the Public Works Director and County Administrative Officer.
 - b. The Agreement shall require the Authority to fully pay for all post-employment benefits (OPEB) attributed to County employees in County Fund 585-241 Solid Waste or as to be determined by the County Auditor.
 - c. Reimbursement of all County's costs shall be paid by the Authority prior to exiting the agreement, should either party exit the Agreement, including payment of County's personnel and legal costs and expenses, costs of collective bargaining, unemployment expenses, layoffs or job abolishment costs, and OPEB costs.
 - d. Approval of the Authority's fiscal year budget is considered to be the Authority's approval and authorization to the County Auditor to transfer funds from the Authority to pay for the County's costs for providing services.
 - e. That the Authority's Board of Directors may authorize the County's Deputy Public Works Director for (Solid Waste) to act on behalf of the Authority, to represent the Authority, to implement the Authority's policies, such as the purchasing of services and supplies, inasmuch as such authorization(s) are compatible with County policy and procedures.
 - f. The County Administrative Officer shall represent the County in all matters by and between the County and the Authority, including but limited to, the standards of performance from County personnel, the assignment or discipline of County employees, and other matters incident to the performance of service and the control of County personnel.

THE FOREGOING RESOLUTION WAS ADOPTED AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LASSEN, STATE OF CALIFORNIA, HELD ON THE _____ DAY OF _____, 20___ BY THE FOLLOWING VOTE:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

RESOLUTION NO. _____

CHAIRMAN OF THE BOARD OF SUPERVISORS
COUNTY OF LASSEN, STATE OF CALIFORNIA

ATTEST:
JULIE BUSTAMANTE
Clerk of the Board

BY: _____
Michele Yderraga, Deputy Clerk of the Board

I, Michele Yderraga, Deputy Clerk of the Board of Supervisors, County of Lassen
do hereby certify that the foregoing resolution was adopted by the said Board of
Supervisors at a regular meeting thereof held on the ____ day of
_____ 20 _____.

Deputy Clerk of the County of Lassen
Board of Supervisors



Class Title:	Deputy Public Works Director for Solid Waste	CLASS CODE	
Department:	Public Works	UNIT	MM
Reports to:	Public Works Director	FLSA Status	Exempt
Board Approval	8/2019	RANGE	26+10%

JOB SUMMARY

Plans, organizes, directs, administers and coordinates the activities and programs in support of solid waste disposal and diversion of solid waste from disposal facilities; Provides highly complex staff assistance to the Public Works Director and to the Lassen Regional Solid Waste Management Authority (Authority). Supervises and administers the operations, activities, facilities, contract administration, compliance monitoring, and related programs; Acts for the Public Works Director during absences.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director.

Exercises direct supervision over assigned staff. Exercises administrative supervision over Public Works Department personnel during the absence of the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.)

Assists in the planning, organizing, coordination and direction of programs, activities, and operations relative to solid waste disposal and diversion of solid waste from assigned disposal facilities, landfill sites and transfer stations.

Provides highly complex staff assistance to the Lassen Regional Solid Waste Management Authority Board of Directors; may be authorized by the Authority's Board of Directors to act on behalf of the Authority: to represent the Authority, to implement the Authority's policies, inasmuch as such authorization(s) are compatible with Lassen County's policy and procedures.

Develops and maintains a cooperative and effective working relationship with the Authority.

Manage, direct and organize a wide variety of daily operational responsibilities at office locations, landfills and transfer stations in compliance with regulatory and permit requirements. Including but not limited to: CalRecycle, Regional Water Quality Control Board, Air Resources Board, State Department of Tax and Fee Administration, Waste Discharge Requirement Orders and Solid Waste Facility Permits.

Assist in preparing the Solid Waste and Authority budgets; assist in budget implementation; participate in the forecast of funds needed for staffing, equipment, materials and supplies; administer the approved budget. Apply for and implement grant programs.

Administer various professional services agreements, franchise agreements, and capital project construction contracts.

As appropriate, brief the Board of Supervisors, advise the County Administrative Officer and/or appointive boards and commissions on projects and long range planning objectives.

Other duties may be assigned.

MINIMUM QUALIFICATIONS REQUIRED

(New) Deputy Public Works Director for Solid Waste 8/21/2019



Education and Experience

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

Experience:

Four years of increasingly responsible experience in directing public works activities or directly related technical experience. One year of supervisory experience in a public works organization preferred.

Training:

Range 26: Equivalent to a Bachelor's degree from an accredited college or university with course work in civil engineering or scientific/technical field preferred.

Range 26 + 10%: In addition to the training required for Range 26, possession of a valid Registered Civil Engineer license with the State of California.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of Public Works operating and capital project management.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures, methods and computer equipment.

Principles and practices of organizational analysis and management

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Safety principles and OSHA rules and regulations regarding transportation, construction, and the Americans with Disabilities Act requirements.

Briefing techniques.

Ability to:

Analyze a wide variety of technical data; prepare and understand technical plans and specifications; review and understand technical reports.

Inspect public works construction and maintenance activities.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Assist in preparing and administering a budget.

Interpret and apply County and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.



COUNTY OF LASSEN
JOB DESCRIPTION

Communicate clearly and concisely, both orally and in writing.

Ability to work cooperatively with other employees.

Physical Demands and Working Conditions:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform 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 regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision or input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.