

**MEMORANDUM
DEPARTMENT OF FACILITY SERVICES
COUNTY OF PLACER**

To: **BOARD OF SUPERVISORS**

Date: **DECEMBER 14, 2010**

From: **JAMES DURFEE / WILL DICKINSON**

Subject: **REQUEST TO AUTHORIZE A CLASSIFICATION/POSITION STUDY FOR THE WESTERN PLACER WASTE MANAGEMENT AUTHORITY (WPWMA)**

ACTION REQUESTED / RECOMMENDATION: That the Board of Supervisors authorize the Director of Facility Services to submit a request to the Personnel Director to conduct a classification/position study for the proposed position of "WPWMA Program Manager" in the Environmental Engineering Division of Facility Services.

BACKGROUND: The Placer County Department of Facility Services Environmental Engineering staff serves a dual role. In addition to serving as employees of the Environmental Engineering Division within Facility Services, they also serve as staff to the Western Placer Waste Management Authority (WPWMA). Thirteen (13) full time staff members are assigned to the WPWMA administrative offices on Fiddyment Road, all reporting to a Senior Civil Engineer. The Program Manager who is currently overseeing these employees maintains his office in Auburn, where he has responsibility for eighteen (18) additional staff members.

The Executive Director of the WPWMA has requested, via the attached letter, that the County create a new Program Manager position specifically to serve the function(s) of WPWMA. The new Program Manager would have responsibility for an annual budget of approximately \$25 million and oversight of two major operations contracts with annual revenues in excess of \$22 million. With the creation of the Program Manager position, it will no longer be necessary to retain the aforementioned Senior Civil Engineer position. Facility Services is requesting (if supported by the Civil Service Commission and the Board) that this position be reclassified or eliminated, therefore, there will be no net increase in allocations. Existing and proposed organization charts are attached.

In order for this proposal to move to the Personnel Department, your Board must first authorize Facility Services to submit the request. If approved by the Civil Service Commission, the Personnel Department will return to your Board with the appropriate implementing ordinances for approval.

ENVIRONMENTAL CLEARANCE: The requested action is not a project as defined in the California Environmental Quality Act.

FISCAL IMPACT: The net annual increased cost of the proposed position is estimated to be \$18,564. The WPWMA has sufficient funding to support this new classification.

JD:WD:LM

ATTACHMENT: LETTER FROM WPWMA
ORGANIZATION CHARTS

CC: COUNTY EXECUTIVE OFFICE

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WESTERN PLACER
WASTE MANAGEMENT AUTHORITY

JOHN ALLARD, ROSEVILLE, CHAIRMAN
ROCKY BOOTHBY, PLACER COUNTY
GEORGE MAGNUSON, ROCKY
SPENCER SHORT, LINCOLN
ROBERT ALLEGANDI, PLACER COUNTY
JAMES CURRAN, EXECUTIVE DIRECTOR

August 13, 2009

Mr. Thomas M. Miller
County Executive Officer
County of Placer
175 Fulweiler Avenue
Auburn, CA 95603

RE: WPWMA STAFFING RECLASSIFICATION REQUEST

Dear Mr. Miller:

Since the inception of the Western Placer Waste Management Authority (WPWMA) in 1978, the County of Placer (County) has provided staffing to the WPWMA. We believe this arrangement has worked extremely well for both our organizations and we would like to thank you for the County's continuing support.

While most of this staffing is dedicated solely to WPWMA operations, the current Program Manager's duties are currently divided between County and WPWMA related projects. Although this arrangement has worked well in the past, it has been one of the WPWMA's long-standing goals to establish an independent labor unit dedicated solely to WPWMA-related operations.

We understand that hiring an additional managerial-level individual could have a significant budgetary impact to both our organizations. To mitigate this potential cost impact, we suggest reclassifying the current Senior Civil Engineer position allocated to the WPWMA to that of Program Manager. The WPWMA will continue to pay 100% of the costs associated with this position, therefore there should be no additional fiscal impact to the County by making this requested staffing change.

On August 13, 2009, the WPWMA Board of Directors voted to submit this letter requesting that the County consider reclassifying the Senior Civil Engineer position currently allocated to the WPWMA, to that of Program Manager.

Thank you in advance for your favorable consideration of our request.

Sincerely,

John B. Allard, Chairman
Western Placer Waste Management Authority

RECYCLING AND DISPOSAL MADE EASY

11476 C AVENUE AUBURN, CA 95603
(916) 543-3960 / (916) 543-3990 FAX
WWW.WPWMA.COM

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Department of Facility Services

Environmental Engineering

Current

Deputy Director

Environmental
Engineering Program
Manager

31 Employees
15 Managerial/Professional
16 Technical/Administrative

Monitor and Maintain Eastern Regional Landfill (ERL) and Eastern Regional Material Recovery Facility (MRF). Manage collection and disposal of solid waste, hazardous wastes and recyclable materials. Maintain and monitor closed landfills.

Budget: \$40.5 Million

Utilities Program
Manager

37 Employees
1 Managerial/Professional
36 Technical/Administrative

Provide labor and materials to operate and maintain Sewer Maintenance Districts (SMDs) and County Service Areas (CSAs) with services. Sewage collection and disposal, domestic water service, drainage maintenance and water for fire protection.

Budget: \$19.5 Million

Department of Facility Services

Environmental Engineering

Proposed

Deputy Director

**WPWMA Program
Manager**

(Western Placer Waste Management Authority)

**Environmental
Engineering Program
Manager**

**Utilities Program
Manager**

13 Employees

4 Managerial/Professional

9 Technical/Administrative

18 Employees

11 Managerial/Professional

7 Technical/Administrative

37 Employees

1 Managerial/Professional

36 Technical/Administrative

Direct oversight of the Joint Powers Agreement which provides recycling and waste disposal services for regional cities who are members of the JPA.

Budget: \$ 1.6 Million

Monitor and Maintain Eastern Regional Landfill (ERL) and Eastern Regional Material Recovery Facility (MRF). Manage collection and disposal of solid waste, hazardous wastes and recyclable materials. Maintain and monitor closed landfills. (Remove direct oversight of WPWMA).

Budget: \$ 1.8 Million

Provide labor and materials to operate and maintain Sewer Maintenance Districts (SMDs) and County Service Areas (CSAs) with services. Sewage collection and disposal, domestic water service, drainage maintenance and water for fire protection.

Budget: \$ 2.5 Million