



Staff Report

March 4, 2024 Council Regular Meeting

Resolution 24-002 Adopting Creation of New Position Descriptions within the Public Works Department

Presenter: Jennifer Gorsuch, Administrative Services Director

Time Estimate: 5 minutes

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BACKGROUND: At the February 20 Council Workshop, staff presented two new positions for the Public Works Department: Cross-Connection Control Specialist (CCCS) and Laboratory Analyst. These positions are in the AFSCME bargaining unit and staff have worked with the union on the position duties and proposed salaries. Both positions are included in the 2023-2024 budget and funded by the utility rates.

SUMMARY:

Staff created and reviewed the job descriptions and comparable salaries.

In accordance with the Washington Administrative Code (WAC) 246-290-490, each water purveyor is required to have someone designated as a CCCS. The City does not currently have a designated staff member responsible for cross-connection control and instead has relied on a variety of staff to fill the role as part of their regularly assigned duties. Given the number of Backflow Devices and potential cross connections in the system, the City has made it a priority to add a Cross-Connection Control Specialist.

The City does not currently have a designated staff member responsible for the lab and has instead relied upon the Operators to "take turns" completing lab duties at the WWTP. The new Lab Analyst position will free up the operators to focus on their regular activities and put a much-needed single focus on completing lab activities, ordering supplies, and working with the WWTP Supervisor to use lab data to inform potential issues or concerns with WWTP operations.

BUDGET IMPACT: These positions were included in the 2023-2024 adopted budget (utilities fund) and no additional funding is requested. Approximate total cost for salary and benefits for: CCCS = \$100-110k and for Lab Analyst = \$110-120k annually.

RECOMMENDATION: Staff recommends Resolution 24-002 be approved by Council.