

City of Brisbane

Agenda Report

To: City Council via City Manager

From: Maria Saguisag-Sid
Senior Human Resources Analyst

Subject: Approval of Resolutions 2011-02 and 2011-03 in order to Add New Classification to Class Specification Manual and Amend Current Memorandum of Understanding between the City of Brisbane and the Mid-Management/Professional Employees Group

Date: Meeting of January 18, 2011

Recommendation:

- 1) Adopt Resolution No. 2011-02 of the City of Brisbane City Council Adding the Classification of Program Manager (San Mateo Countywide Water Pollution Prevention Program) to the Class Specification Manual
- 2) Adopt Resolution No. 2011-03 of the City of Brisbane City Council Amending Resolution 2006-38, The Memorandum of Understanding Between the City of Brisbane and the Mid-Management/Professional Employees Group, Adding the Classification of Program Manager

Background:

The City has been supplying a portion of one of the Associate Civil Engineers time to the City/County Association of Governments of San Mateo County (C/CAG) for the purpose of coordinating the NPDES issues county-wide. C/CAG approached the City requesting to use 100% of that staff person's time at a higher level than the current Associate Civil Engineer position. Staff met with C/CAG staff and said any additional costs would need to be paid by C/CAG as well as a 5% administrative overhead fee. C/CAG staff has agreed to this and is working on drafting an amendment to our current agreement. This staff person would no longer perform and duties for the City. Instead, the person will be assigned to work at C/CAG's offices. This is similar to the set up for our former PEN-TV Assistant Director position.

Discussion:

Staff has created the Program Manager position to meet the higher level needs of C/CAG. The Administrative Services Director has met and conferred with the Mid-Management/Professional Employees Group to discuss the position and they have agreed that the Program Manager has similar interests that are in line with their bargaining group. The current Associate Civil Engineer performing the duties for C/CAG is also part of this group and once the position is approved and the amendment to

our current agreement is in place, staff plans to reclassify the Associate Civil Engineer to the Program Manager position.

Fiscal Impact:

There will be a slight positive fiscal impact for the City since the City will receive full reimbursement of salary and benefits costs for the Program Manager position from C/CAG as well as a 5% overhead fee.

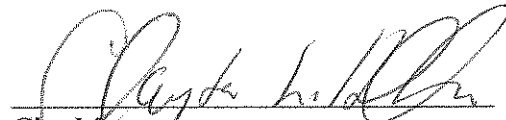
Measure of Success

The amount of money the General Fund saves by this change in organizational structure.

Attachments:

Resolution 2011-02
Resolution 2011-03


Senior Human Resources Analyst


City Manager

RESOLUTION 2011-02

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BRISBANE AMENDING RESOLUTION
2001-11 TO INCLUDE THE CLASSIFICATION OF
PROGRAM MANAGER
IN THE CLASS SPECIFICATION MANUAL**

WHEREAS, on February 13, 2001, the City Council approved Resolution 2001-11 establishing the Classification and Pay Plan and approving the class descriptions included in Exhibit "A" of said resolution for development of the Class Specification Manual; and

WHEREAS, the City Manager has established the need for the new classification of Program Manager; and

WHEREAS, the class description for Program Manager was developed in cooperation with and has been approved by the City Manager; and

WHEREAS, this newly developed class description for the Program Manager meets the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the class description for the classification of Program Manager in Exhibit "A" is approved for inclusion in the Class Specification Manual.

CYRIL G. BOLOGOFF
Mayor

I hereby certify that the foregoing Resolution No. 2011-02 was duly and regularly adopted at a regular meeting of the Brisbane City Council on January 18, 2011, by the following vote:

AYES:
NOES:
ABSENT:

SHERI MARIE SPEDIACCI
City Clerk

**RESOLUTION 2011-02
EXHIBIT "A"**

CITY OF BRISBANE

**PROGRAM MANAGER
(SAN MATEO COUNTYWIDE WATER POLLUTION PREVENTION PROGRAM)**

Definition

Under general direction of the Executive Director of the City/County Association of Governments of San Mateo County (C/CAG), the Program Manager performs advanced administration, coordination and oversight of the San Mateo Countywide Water Pollution Prevention Program (Countywide Program). This position is responsible for coordinating countywide activities related to the National Pollutant Discharge Elimination System (NPDES) permit program as governed by the San Francisco Bay Regional Water Quality Control Board.

Class Characteristics

This is an advanced-level, professionally registered engineering classification that performs a wide variety of engineering duties that require exercising independent judgment and initiative in prioritizing, scheduling, assigning and coordinating work. This class is distinguished from other engineering classes in that it is specific to managing implementation of general program tasks required under the Countywide Program for all agencies in San Mateo County. The Public Works Director/City Engineer oversees this position in conjunction with the Executive Director of C/CAG.

Examples of Duties (Illustrative Only)

- Act as C/CAG's liaison for the Countywide Program on a variety of committees, workgroups, regulatory agencies, professional associations and private organizations.
- Serve as a Director on the Bay Area Stormwater Management Agencies Association (BASMAA) board; attend board and committee meetings, review agenda material and perform follow up tasks.
- Provide oversight of Technical Advisory Committee, including chairing monthly meetings, arrange and distribute correspondence and prepare memos and reports; facilitate subcommittee meetings and convene ad hoc committees as necessary (e.g., Municipal Regional Permit Implementation Committee).
- Review current legislation, proposed legislation and other stormwater related regulatory issues, and provide analysis with recommendations.
- Work with C/CAG legal counsel regarding new mandates, appeals and litigation issues.
- Prepare, coordinate and administer the Countywide Program's annual budget, for review by the Technical Advisory Committee. Present proposed budget for C/CAG's approval.
- Oversee annual revenue programs for the Countywide Program, including facilitating activities of consultants to provide necessary information to the County Assessor's Office for collection of annual fees on the property tax rolls and managing Countywide Program portion of annual vehicle license fee revenue.
- Identify, recommend, and pursue grant programs and funding opportunities to support program(s).

- Coordinate the development of consultant requests for proposals for professional and/or construction services, including advertising and bid processes; evaluate proposals and make recommendations for project award; administer contracts after award.
- Prepare a variety of written correspondence, reports, grant applications, procedures, regulations and other documents.
- Responds to questions from the general public, various agencies and media.
- Directs the work of the program in the absence of the executive director.
- Performs related duties and responsibilities as assigned.

Qualifications

Knowledge of:

- Applicable Federal, state and local laws, legal issues and regulatory codes related to water pollution prevention.
- Principles, methods and practices of civil engineering as applied to the planning, designing and construction of municipal public works facilities, including streets, sewers, traffic and construction projects.
- Technical, legal, financial and public relations aspects of municipal government.
- Principles and practices of municipal management, including supervision and evaluation of personnel, budget planning, preparation, and implementation, and public affairs.
- Modern developments, current literature and sources of information on engineering laws and regulations.
- Basic principles and practices of program budgeting.

Skill in:

- Interpreting and accurately applying applicable Federal, state, and local policies, procedures, codes, laws, ordinances and regulations.
- Understanding and implementing laws, regulations, policies and procedures.
- Preparing contracts and requests for proposal; administering contracts.
- Planning and organizing own work, coordinating projects, setting priorities, meeting critical deadlines, and following-up on assignments with a minimum of direction.
- Developing and implementing improvements to systems, organization, and operations within the organization.
- Planning, supervising, coordinating, reviewing and evaluating a variety of work groups and committees.
- Representing C/CAG effectively with representatives of other agencies and the public.
- Communicating clearly and concisely, both verbally and in writing; preparing clear and concise written reports.
- Applying computer programs related to the work, including presentation, project management, GIS, and data management applications; using a personal computer, the Internet and other engineering technological resources.
- Making effective oral presentations.
- Establishing and maintaining cooperative and effective working relationships with those contacted in the course of the work, such as with employees, contractors, consultants, elected and appointed officials, and the public.

Education and Experience:

Education:

Graduation from an accredited college or university with a Bachelor's Degree in environmental engineering or a closely related field.

Experience:

Eight years of increasingly responsible professional civil or environmental engineering experience involving program oversight, project or construction management, policy interpretation and implementation. Municipal professional engineering and supervisory experience is highly desirable.

License:

Possession of or the ability to obtain a valid California Class C driver's license and have a satisfactory driving record. Possession of a valid certificate of registration as a Civil Engineer issued by the State's Department of Consumer Affairs, Board for Professional Engineers and Land Surveyors. Such licenses and certifications shall be maintained during employment.

Working Conditions:

Work in a standard office environment with some exposure to outdoors, mechanical hazards, traffic, and electrical hazards. Must be able to travel to various locations to fulfill job responsibilities.

Physical Demands:

Sufficient mobility and physical flexibility to negotiate difficult project sites and construction terrain where crouching, bending, stooping, climbing and/or kneeling would be required. Vision to adequately and quickly review plans and specifications, read printed materials, and a computer screen. Mental alertness and comprehension to learn and retain technical and administrative information, terminology, equipment, policies, procedures and safety practices. Physical stamina to work extended or irregular hours and attend lengthy meetings and attentively follow proceedings. Ability to maintain sustained posture in a seated position for prolonged periods of time. Hearing and speech to communicate in person and over the telephone. Ability to speak clearly and write clear and concise English.

Approved Date:

Resolution:

Revised Date:

Resolution:

Bargaining Unit: Mid-Management/Professional Employees Group

Resolution:

Former Titles:

Abolished:

RESOLUTION 2011-03

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BRISBANE AMENDING RESOLUTION 2006-38, THE
MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF
BRISBANE AND THE MID-MANAGEMENT/PROFESSIONAL EMPLOYEES
GROUP, BY ADDING THE CLASSIFICATION OF
PROGRAM MANAGER**

WHEREAS, on July 17, 2006, the City Council approved Resolution 2006-38 concerning the Memorandum of Understanding between the City of Brisbane and the Mid-Management/Professional Employees Group; and

WHEREAS, since the adoption of Resolution 2006-38 the City Manager has established the need for the classification of Program Manager for the San Mateo Countywide Water Pollution Prevention Program on a regular, fulltime basis; and

WHEREAS, the City Council has previously adopted Resolution 2011-02 approving the class description for Program Manager and including said class description in the Class Specification Manual as required by Rule 6.02b of the City of Brisbane Personnel Rules and Regulations; and

WHEREAS, the City Manager has previously approved the class description and has now determined that this classification, when filled on a regular, fulltime basis, shares a community of interest with those employees in the Mid-Management/Professional Employees Group; and

WHEREAS, the Administrative Services Director, on behalf of the City Manager, has met with the representative of the Mid-Management/Professional Employees Group and discussed this amendment to the Mid-Management/Professional Employees Group Memorandum of Understanding; and

WHEREAS, Article 2, Recognition, of the Memorandum of Understanding with the Mid-Management/Professional Employees Group is amended to include the classification of Program Manager; and

WHEREAS, the pay scales, Exhibit A, to the Memorandum of Understanding with the Mid-Management/Professional Employees Group are amended to include the following salary range for the classification of Program Manager:

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Monthly	8,254.55	8,667.28	9,100.64	9,555.67	10,033.45
Bi-weekly	3,809.79	4,000.28	4,200.30	4,410.31	4,630.82
Hourly	47.62	50.00	52.50	55.13	57.89

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the Memorandum of Understanding between the City of Brisbane and the Mid-Management/Professional Employees Group as adopted by Resolution 2006-38 be amended to include the recognition of and pay scale for the classification of Program Manager.

CYRIL G. BOLOGOFF
Mayor

I hereby certify that the foregoing Resolution 2011-03 was duly and regularly adopted at a regular meeting of the Brisbane City Council on January 18, 2011, by the following vote:

AYES:
NOES:
ABSENT:

SHERI MARIE SPEDIACCI
City Clerk