

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Human Resources

AGENDA DATE: 02/05/08

CONTACT PERSON/PHONE: Human Resources, Linda Ball Thomas, (915) 541-4509

DISTRICT(S) AFFECTED: City Wide

SUBJECT:

APPROVE: Resolutions for the creation of Job Specifications for Deputy Director of Clinical Services, Museum Director – History and Solid Waste Operations Manager.

BACKGROUND / DISCUSSION:

The creation of the proposed job class for **Deputy Director of Clinical Services** was requested by the Interim Director of the Department of Public Health Director to implement strategic and operational efficiencies. No current specification adequately describes the nature, scope and level of the assignments and requirements for this position.

The proposed job class of the **Museum Director – History**, will replace the one used for an existing position. This job class was requested by the Museums and Cultural Affairs Director to implement strategic and operational efficiencies. The revised duties more adequately describe and address the duties that will be required of the person sought during the recruitment.

The proposed job class of **Solid Waste Operation Manager** will replace the one used for an existing position. This job class was requested by the Director of Environmental Services to implement strategic and operational efficiencies. The revised duties more adequately describe and address the duties currently being performed. The incumbent will be reclassified into the position.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Budgeted for FY/2008

BOARD / COMMISSION ACTION:

Per Civil Service Commission approval on 1/25/08

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

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08 JAN 28 PM 2:43

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RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Solid Waste Operations Manager** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **17735**. The Grade is **PM 132**.

PASSED AND APPROVED this ___ day of February, 2008.

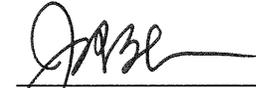
THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



John R. Batoon
Assistant City Attorney

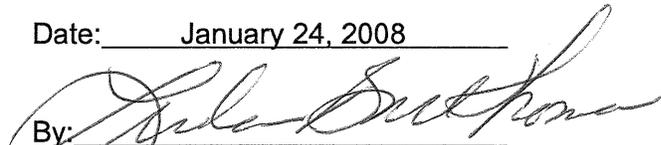
APPROVED AS TO CONTENT:



Linda Ball Thomas
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: January 24, 2008

By: 

Secretary

#20

JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

LINDA BALL THOMAS
HUMAN RESOURCES DIRECTOR

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CITY COUNCIL
ANN MORGAN LILLY, DISTRICT 1
SUSANNAH M. BYRD, DISTRICT 2
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BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

DATE: January 16, 2008
TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director
SUBJECT: Proposed Change to the Classification and Compensation Plan: New Job Specification

The Human Resources Department requests that the Civil Service Commission recommend the following new specification to the City Council for acceptance and approval.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED	Solid Waste Operations Manager	17735	PM 132

The creation of the proposed job class was requested by the Environmental Services Director to implement operational efficiencies. No current specification adequately describes the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and reviewed by the Environmental Services Director and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2 a. & b. Classification of New Positions:

"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."

"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."

Attachment (Proposed Job Specification)





JOB SPECIFICATION

Code 17735
Grade PM 132

SOLID WASTE OPERATIONS MANAGER

General Purpose

Under direction, plan, coordinate and manage daily operations of the citywide solid waste division, including refuse collection, curbside recycling, citizen collection stations, special collections, landfill, and community events.

Typical Duties:

Plan, organize and direct resources for effective solid waste collection operations. Involves: Develop long and medium range plans to meet organizational and community needs. Project property, equipment and manpower needs. Advise department management on regulatory requirements, and planning for projected environmental controls. Consult with State and Federal agencies. Meet with civic groups and representatives to obtain problem input. Prepare and recommend solutions and communicate results to management, employees and the public. Analyze trends, methods and procedures, recommend and make improvements. Review and project staffing and training needs. Develop, communicate and implement safety procedures and division rules, and ensure compliance.

Coordinate daily operations. Involves: Administer and assure contract compliance for solid waste projects. Review and interpret operating data to identify opportunities for improvement. Recommend improvement to systems and make appropriate changes to standard operating procedures to ensure continuous and efficient operations and enhance customer service. Establish performance and productivity standards, work priorities, monitor work progress, review incident, accident and other internal reports for accuracy and completeness. Develop and administer the departmental operating budget, prepare and oversee procurement of capital equipment. Approve purchases and expenditures. Prepare correspondence regarding division operations, policies and procedures. Develop and review bid specifications for equipment, materials, and services for submittal.

Provide direction and supervise assigned staff. Involves: Assign, schedule, guide and monitor work. Appraise employee performance and review subordinate supervisors' appraisals. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Interview applicants. Recommend hiring, discipline, merit pay, promotion or other employee status changes. Enforce personnel rules and regulations and work behavior standards firmly and impartially.

Perform related duties as required. Involves: Perform duties of immediate supervisor, coworkers or subordinates if necessary to ensure continuity of operations during absences. Maintain records and prepare reports. Create presentations. Respond to emergencies and resolve inquiries, complaints or unusual situations involving solid waste operations. Represent the City at various meetings and conferences and interact with a wide range of officials, county, state and federal agencies, department directors, vendors, consultants, utility companies, co-workers, media representatives and the public.

Effective

Page 1 of 2

As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines



JOB SPECIFICATION

Code 17735
Grade PM 132

SOLID WASTE OPERATIONS MANAGER

Knowledge, Skills, and Abilities

- Sufficient knowledge of supervisory theories and methods to perform a variety of supervisory functions.
- Skill in exercising initiative, judgment, and decision making in solving problems and meeting the objectives of the solid waste division.
- Sufficient knowledge of supervisory principles and practices to establish and implement subordinates' performance evaluation programs.
- Comprehensive knowledge of federal, state and local laws, regulations, rules and ordinances related to solid waste operations.
- Comprehensive knowledge of budgeting, fiscal administration and supervisory techniques and customer service and public relations practices and procedures.
- Ability to interpret and analyze complex financial and technical data and information for decision-making and reporting purposes, including decision-making in stressful situations.
- Establish and maintain effective working relationships with officials, county, state and federal agencies, department directors, vendors, consultants, utility companies, co-workers, media representatives and the public.
- Ability to safely operate a City vehicle and safely work around collection sites, landfill and moving equipment.
- Prepare and maintain detailed records in an automated environment.
- Clear, concise oral and written communication to make presentations and develop reports to management.

Other Job Characteristics

- Exposure to extreme weather conditions and hazardous chemicals.
- Subject to on-call during non-working hours and mandatory recall.

Minimum Qualifications

Education and Experience: A Bachelor's degree in Engineering, Environmental Science or a related field, and five (5) years of solid waste operations experience, including two (2) years in a supervisory capacity.

Licenses and Certificates: Valid Texas Municipal Solid Waste Technician Class "A" License from the Texas Commission on Environmental Quality within one (1) year of appointment. Texas Class "C" Driver License or equivalent from another state.

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