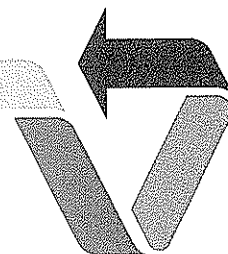


# VENTURA REGIONAL SANITATION DISTRICT

1001 PARTRIDGE DRIVE, SUITE 150 • VENTURA, CA 93003-0704



A Public  
Waste  
Management  
Agency

January 5, 2012

Board of Directors  
Ventura Regional Sanitation District  
Ventura, CA

## PROPOSED AMENDMENT TO THE POSITION CLASSIFICATION PLAN

### Summary

With the recent retirement of the District's Engineering Technician at the Toland Road Landfill, staff is requesting to re-allocate this vacant position to a Water/Wastewater Electrical Mechanical Worker position. The reason for this request is that with the installation of the biosolids and microturbines project it is imperative that we have in-house technical expertise from personnel who are qualified to monitor, repair and maintain this equipment.

### Background

The primary duties of the Engineering Technician include surveying, mapping, AutoCAD work and gas well monitoring and balancing. Now that we have installed the biosolids and microturbines at Toland, the need for greater technical expertise has increased. Due to the complexity of this equipment and the regulations governing access to electrical equipment, staff believes that electrical and mechanical skills are more important to the District at this time. Additionally, engineering duties such as AutoCAD work or surveying is fairly easy to contract out. Therefore, staff is recommending the re-allocation of the Engineering Technician position to a Water/Wastewater Electrical Mechanical Worker position.

Finally, it should be noted that the Water & Wastewater Division will also be hiring an Electrical Mechanical Worker. Hiring another person within this classification at the landfill will allow the District to cross-train personnel for more depth within the organization and provide adequate staffing for standby coverage.

If you have any questions or require additional information, please contact me at [sallycoleman@vrzd.com](mailto:sallycoleman@vrzd.com) or 658-4674.

**Fiscal Impact**

The salary range for an Engineering Technician is \$4,290.00 - \$5,226.00 per month and the salary range for a Water/Wastewater Electrical Mechanical Worker is \$4,595.07 - \$5,586.53 per month. Sufficient salary savings exist in the adopted Fiscal Year 2011-2012 budget to cover the proposed increase and therefore, no budget adjustment is necessary.

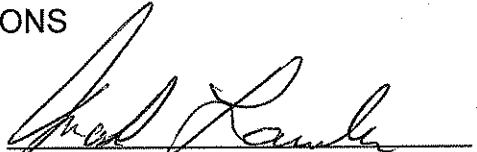
**Recommendation**

It is recommended the Board amend the Fiscal Year 2011-2012 classification plan by re-allocating the position of Engineering Technician to a Water/Wastewater Electrical Mechanical Worker. The total number of funded allocations Districtwide will remain unchanged at 61.25 full time equivalents.



SALLY COLEMAN – DIRECTOR OF OPERATIONS

APPROVED FOR JANUARY 5, 2012 AGENDA

  
Mark Lawler, General Manager