

AGENDA
CITY OF WATSONVILLE
PERSONNEL COMMISSION MEETING

Opportunity Through Diversity; Unity Through Cooperation.



Working with our community to create positive impact through service with heart.

Vacant, District 1
Raquel Mariscal, District 2
Vacant, District 3
Richard Dodge, District 4
Amy Newell, District 5
Casey Kraig Clark, District 6
Betty Bobeda, District 7

Remote Teleconference Meeting

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1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA

All items appearing on the Consent Agenda are recommended actions which are considered to be routine and will be acted upon as one consensus motion. Any items removed will be considered immediately after the consensus motion. The Chair will allow public input prior to the approval of the Consent Agenda.

A. [MOTION APPROVING MINUTES OF OCTOBER 21, 2020 MEETING](#)

Attachments: [October 21, 2020 Minutes.docx](#)

4. NEW BUSINESS

A. [APPROVAL OF NEW AIRPORT OPERATIONS MANAGER JOB CLASSIFICATION, JOB DESCRIPTION AND SALARY.](#)

Requested by: Airport Director Williams

Attachments: [Airport Operations Manager Job Description](#)
[Airport Operations Manager Staff Report](#)

a) Staff Report

- b) Commission Questions & Input
- c) Public Input
- d) Appropriate Action

5. HUMAN RESOURCES DIRECTOR'S REPORT

6. ORAL COMMUNICATIONS

(This time is set aside for members of the general public to address the Personnel Commission on any item not on the Agenda, which is within the subject matter jurisdiction of the Personnel Commission. No action or discussion shall be taken on any item presented except that any Commissioner may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Planning Commission will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Commissioner may place matters brought up under Oral Communications on a future agenda.)

7. ADJOURNMENT

**MINUTES
PERSONNEL COMMISSION
CITY MANAGER'S CONFERENCE ROOM**

**October 21, 2020
5:30 P.M.**

1. ROLL CALL

COMMISSIONERS PRESENT:

Bobeda, Dodge, Mariscal, Montesino

COMMISSIONERS ABSENT:

Clark, Newell

OTHERS PRESENT:

Christian Di Renzo, Assistant Public Works and Utilities Director, Nathalie Manning, Deputy City Manager, Frances Delfino, Sr. Human Resources Analyst and Monica Florez, Human Resources Analyst

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA

- A. A motion was made by Commissioner Mariscal, seconded by Commissioner Dodge and carried to approve the minutes of December 5, 2019.

4. NEW BUSINESS

A. APPROVAL OF REVISED SOLID WASTE DIVISION JOB DESCRIPTIONS

Christian Di Renzo introduced himself to the Commission as the Assistant Public Works and Utilities Director. He advised that he oversees the Utilities Operations of the Public Works and Utilities Department and discussed operations of the Solid Waste Division. He stated that the Waste and Recycling Center Worker I/II/III will merge the current Solid Waste Aide and Public Drop Off Attendants classifications. He then spoke about the new job description of Resource Waste Advocate I/II which would comply with the new requirements of SB 1383 (organic waste).

After further discussion with Commissioner Montesino, a motion was made by Commissioner Mariscal, seconded by Commissioner Bobeda, with Commissioner Montesino opposing, and carried to approve the revised Solid Waste Division job descriptions.

B. APPROVAL OF NEW AND REVISED FLEET DIVISION JOB DESCRIPTIONS

Di Renzo advised that the Fleet Division is fully staffed. He explained that the Equipment Mechanic I/II/III job descriptions were revised to reflect additional duties and required certificates in order to advance in the series. The new classification of Fire Vehicle and Equipment Mechanic, he stated, would service fire equipment and transport the engines to outside maintenance centers, rather than the Fire Department staff. He also advised that this position would require additional Fire Mechanic certifications. The new job description, Vehicle and Equipment Manager, would sufficiently oversee the Fleet Division's six mechanics and administer the IIPP, he stated. After discussion regarding the recruitment process and potential upcoming retirements, a motion was made by Commissioner Montesino, seconded by Commissioner Dodge and carried to approve the

new and revised Fleet Division job descriptions.

C. APPROVAL OF NEW AND REVISED WASTEWATER DIVISION JOB DESCRIPTIONS

Di Renzo discussed the Wastewater Division and water treatment functions. He advised that there are now new requirements and updated regulations. The Collection Systems Operator I/II job descriptions have been revised with the addition of a new tier, Collection Systems Operator III. The Utilities Maintenance Mechanic I/II job descriptions have also been revised to include Forklift Certification for Equipment Mechanic II and with the addition of a new tier, Utilities Maintenance Mechanic III to allow for advancement, he stated. Commissioner Mariscal appreciates how the City is doing in keeping up with Wastewater standards.

A motion was made by Commissioner Mariscal, seconded by Commissioner Montesino and carried to approve the new and revised Wastewater Division job descriptions

D. APPROVAL OF NEW AND REVISED WATER/CUSTOMER SERVICE DIVISION JOB DESCRIPTIONS

In the staff report, Di Renzo advised that minor changes were made to the Water Services Supervisor job description for a more competitive recruitment. He explained that the Customer Service Technician position is responsible for physically reading water meters, in addition to maintaining backflow and cross-connection programs. He added that two additional tiers were added for internal career advancement and with the Customer Service Technician III requiring additional certifications.

A motion was made by Commissioner Dodge, seconded by Commissioner Mariscal, with Commissioner Montesino opposing, and carried to approve the new and revised Water/Customer Service Division job descriptions.

E. APPROVAL OF NEW AND REVISED PUBLIC WORKS AND UTILITIES ADMINISTRATION JOB DESCRIPTIONS

DiRenzo explained that because of advanced technology, state regulations and additional experience and education, the job description for the Safety and Regulatory Compliance Officer has been updated as well as the salary. He stated the job description for the Environmental Sustainability Manager was created to administer the environmental sustainability efforts and climate action goals. The position would also be responsible for flood management and administration of grants.

A motion was made by Commissioner Montesino, seconded by Commissioner Dodge and carried to approve the new and revised Public Works and Utilities Administration job descriptions.

5. HUMAN RESOURCES DIRECTOR'S REPORT

Manning reported due to the pandemic, City departments have partially opened to the public, with some employees continuing to work from home. She advised there were some layoffs, but pretty minimal with some bargaining groups taking furlough days through December 2020. She also advised that a Battalion Fire Chief was hired and with the retirement of the former Library Director, Carol Heitzig, Principal Librarian Alicia Martinez is currently the Interim Library Director.

6. ORAL COMMUNICATIONS

Commissioner Mariscal praised the City for their commitment during these times, with Commissioner Bobeda in agreement.

7. ADJOURNMENT

A motion to the adjourn the meeting at 6:22 p.m. was made by Commissioner Mariscal, seconded by Commissioner Dodge and carried to adjourn the meeting.

Chairperson

ATTEST:

Personnel Director



**City of Watsonville
M E M O R A N D U M**

DATE: December 2, 2020

TO: Personnel Commission

FROM: Rayvon Williams, Municipal Airport Department Director

SUBJECT: Approval of Airport Operations Manager Job Classification, Job Description and Salary at Municipal Airport

MEETING: December 9, 2020

RECOMMENDATION:

It is recommended the Personnel Commission approve the creation of an Airport Operations Manager job description, which is in accordance with the January 2017 reclassification of the Municipal Airport Division to a Department level organization. This position reports to the Municipal Airport Director.

DISCUSSION:

The Municipal Airport consists of multiple functions including operations, planning, construction, administration and as an enterprise fund, accounting. As the airport has expanded its role, reach and impact there is a requirement to improve the director's span of control with a focus on assigning operations to dedicated division consisting of a manager, supervisor and two four man Airport Operations Specialist "Crews". A Regional Airport of Watsonville Municipals' size and scope requires a substantial subject matter expert responsibility within the department. For the Municipal Airport this level of expertise is similar in scope, managerial acumen and skill set, as in Public Works (Water Services Manager).

This recommendation would institute and establish an Airport Operations Manager role as detailed in the attached proposed Job Description.

Salary

An examination of similar organizational structure and requirements for professional certifications in Water Services and Traffic Operation department yields parallels span-of-control and size of operating budgets. Based on the current level of compensation there is a systematic relationship between the aforementioned Service Divisions.

To ensure the analysis for the Airport Operations Manager is “in line” this internal salary comparison was limited to the City’s Public Works Water Services (similar number of employees) and Traffic Operations (similar scope for multiple services over large area).

Additionally a comparison of Airport Operations Manager salaries at Bay Area, non-towered airfields at Half Moon Bay (San Mateo County), Marina Municipal, (City of Marina), San Martin (Santa Clara County) reflect the proposed salary range is at approximately midpoint of peer airports.

Table 1
Internal Salary Comparison

Internal Salary Comparison – Operations Managers					
Position	Hrs	Bargain Unit	Grade	Min	Max
Water Services Manager	40	MM	2068	7,412.21	9,933.08
Traffic Operations Manager	40	MM	2075	7,042.46	9,477.76
Proposed Airport Ops Mgr	40	MM	TDB	7,242.33	9,705.42

Table 2
External Salary Comparison (Comparable airports with Airport Operations Management level responsibilities with similar job classifications.)

External Salary Comparison – Airport Operations Manager (non-towered)			
Airport(s)	Title	Min	Max
San Mateo County	Asst Airport Manager (Operations)	8,552.27	10,692.93
City of Marina	Airport Services Manager	7,427.33	9,027.20
Santa Clara County	Airport Operations Supervisor	6,708.17	8,152.73

ALTERNATIVES:

Continue to task Airport Director with a high span of control metric and continued limiting potential for expanding roles of Airport Operations Supervisor and Airport Operations Specialists Crew leads.

ATTACHMENTS:

Proposed Job Description (Attached)



City of Watsonville

Job Description

JOB TITLE: Airport Operations Manager

DATE APPROVED:

DEPARTMENT: Municipal Airport

SUPERSEDES: N/A

REPORTS TO: Airport Director

SUPERVISION: Airport Operations Supervisor and others as assigned

EMPLOYEE UNIT: Mid-Management

FLSA : Exempt

JOB SUMMARY:

Plans, organizes, directs and manages functions and responsibilities required for the safe operation of the airport's four key operational areas: Airside, Landside, Security and Terminal.

These four areas include general aviation aircraft movement and non-movement areas; emergency planning, wildlife management, noise monitoring, all public/employee parking facilities, security compliance, access control/CCTV and maintenance equipment, and resource allocation.

This position requires coordination with Federal, State, and Local agencies/service providers. This job class is responsible for direct management of the Airport Operations Supervisors and Specialists for successful day-to-day and long term operations of the Municipal Airport.

DISTINGUISHING CHARACTERISTICS

This job class functions at the mid-management level and requires a thorough knowledge of General Aviation airport airside and landside operations, airport facility maintenance support methods, materials, procedures for management of movement and non-movement areas, on-going maintenance of lighting, signage, markings, and infrastructure are properly installed and maintained per Federal Aviation Administration standards and guidance.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Manages Airport Operation Supervisors to direct, plan, organize and coordinate day-to-day operations of the airport.
- Coordinates the review and approval of construction projects and specifications as they apply to Airport Operations
- Makes recommendations concerning Airport Operations policies and procedures.
- Coordinates rescue and post-accident recovery operations.
- Enforces Federal, State, and local rules and regulations governing airport operational use.
- Assists in the preparation of City ordinances in support of Airport Operations.
- Prepares the airport operations budget
- Establishes directs, publishes and maintains standard operating procedures;
- Organizes, directs, schedules, trains, and formally evaluates the work of an Airport Operations crews
- Acts as liaison between members of Federal agencies, fixed base operators, airport users and

the public relative to various phases of airport operations.

- Directs the preparation of daily inspection reports and log entries; analyzes and reviews operational and activity reports.
- Opens and closes airport to aircraft operations based upon conditions and safety issues.
- Provides customer service to the public (i.e., directing users, listening to and reporting complaints, etc.)
- Investigates and resolve tenant concerns and complaints

EMPLOYMENT STANDARDS

Knowledge of:

- general Aviation Airport Operations infrastructure
- federal Aviation Administration (FAA), and State regulations concerning commercial and private use of airport facilities
- mobile aircraft fueling, fuel storage, self-service fueling and handling facilities
- principles, practices, methods, tools, and equipment used at the Airport
- preventative maintenance and safety inspection practices
- safe operation of tools and equipment for ordinary and emergency use
- principles and practices of lead direction and training
- proper techniques and principles of Storm Water Pollution Prevention Programs (SWPPP)

Ability to:

- use sound independent judgment within general legal, policy and procedural guidelines.
- prepare accurate and effective reports, policies, procedures and other written materials.
- manage and direct Airport Operations Specialists to ensure daily operations and maintenance of a municipal airport to include the identification and resolution of problems associated with operations and maintenance.
- supervise, delegate work to subordinate employees, monitor and evaluate work assignments, and model leadership abilities for staff; foster team environment
- prepare and administer an Airport Operations budget.
- manage and interface with airport tenants; manage and resolve a wide variety of issues and situations.
- coordinate and cooperate with other City employees.
- communicate clearly and concisely, both orally and in writing.
- research, investigate, report and resolve situations and issues at the lowest level possible.
- be decisive and accept responsibility for work assignments.
- interpret and apply Federal, State and local policies, procedures, laws and regulations, including General Plans and Airport Master Plan, ordinances, and any other related jurisdictional codes and regulations.
- use a personal computer, including modern programs, software and cloud-based technology.

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Prolonged sitting
- Standing and walking on level and uneven surfaces
- Reaching, twisting, turning, kneeling, squatting and stooping

- Working in various weather conditions outdoors
- Working indoors in various conditions (i.e. dusty, humid, moist, cool, and noisy)
- Ability to sit in front of a computer for prolonged periods
- Ability to generate presentations and marketing material
- Ability to hear and provide radio, phone and personal service
- Ability to lift, drag and push display boards, folding tables, presentation materials, files and documents weighing up to 25 pounds
- Ability to work in odorous, around fumes, noisy, dusty, and slippery conditions inspecting airfield grounds and infrastructure.
- Working and walking around heavy equipment, tools and machinery
- Ability to drive motorized vehicles
- Walk on uneven surfaces
- See and hear in the normal visual and audio ranges with or without correction

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree from an accredited college or university with major course work in Aeronautics, Aviation Business Administration, Aviation Safety Systems, or a related field; plus, two (2) years of management/supervisory experience in an airport environment.
- Above Bachelor's degree may be substituted with an associate's degree from an accredited college or university in Aviation Business Administration, plus, four (4) years of increasingly responsible management experience in a public agency; with two (2) years' experience as an Airport Operations Supervisor.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Requires AAAE's Basic and Advanced Airport Safety and Operations Specialist certification
- Requires AAAE's Airport Certified Employee (ACE) Operations certification.
- AAAE's Certified Manager's (CM) designation highly desired