



Santa Clara Valley Water District

File No.: 20-0470

Agenda Date: 6/23/2020

Item No.: 9.1.

BOARD AGENDA MEMORANDUM

SUBJECT:

Approve the Addition of Two (2) Unclassified Officer Positions

RECOMMENDATION:

- A. Receive information on the creation of two new unclassified positions: Assistant Officer, Emergency Services & Security and Environmental Health & Safety; and Assistant Chief Executive Officer, Operations over Watershed & Water Utility; and
- B. Approve the addition of an Assistant Officer level unclassified position and an Assistant Chief Executive Officer position per Governance Policies of the Board of Directors, Recruitment and Employment, Policy No. EL3.7, and salary range per Attachment 1.

SUMMARY:

Assistant Chief Executive Officer, Operations

The Assistant Chief Executive Officer position will be a new single position classification with responsibility for ensuring Watershed and Water Utility Enterprise Operations are strategic and collaborative in developing and execution of short- and long-term strategic goals and objectives; to ensure programs, and projects meet the needs of the community and comply with applicable regulatory requirements; to represent the Chief Executive Officer and Santa Clara Valley Water District (Valley Water) in interactions with the public and other organizations; to function as the CEO in his/her absence; and to perform related duties as assigned. The position provides highly complex assistance to the CEO in a variety of administrative, management, and liaison capacities, providing leadership to the Chief Operating Officers (COOs) and Deputy Operating Officers, and developing and implementing agency-wide and Watershed and Water Utility divisional programs, projects, initiatives, policies, and procedures. There is an existing position that will be reallocated for the unclassified position.

The Assistant Chief Executive Officer serves at the will of the CEO and is accordingly employed in Valley Water's unclassified service

Assistant Officer, Emergency, Security, & Safety

The recent emergency events such as the Public Safety Power Shutoffs (PSPS) and the COVID-19

Pandemic has served to highlight the importance of having well equipped, staffed, and prepared emergency services, security, and health & safety programs in place. The Emergency Services & Security Unit and the Environmental, Health & Safety Unit have been on the frontlines of both events in addition to continuing to support the daily operations and capital projects. Both units, currently report to the Chief of Information Technology & Administration and have nine (9) and seven (7) staff, respectively. This Assistant Officer would provide additional oversight and support to these two units and help to bring about additional best practices and preparedness for Valley Water. The Assistant Officer would establish strong Communication and enhance existing relationships between governmental agencies within the County and state along with utility providers and water retailers regarding cooperative opportunities related to emergency preparedness and response. Both Unit Managers currently report to the Chief of Information Technology & Administration. The Assistant Officer would help distribute the span of control for the COO as there are 160 staff in the COO - Information Technology & Administrative Services business area. An existing position code exists in the FY2020-21 budget that would be reallocated for this position.

The Assistant Officer, Emergency, Security & Safety serves at the will of the CEO and is accordingly employed in Valley Water's unclassified service.

FINANCIAL IMPACT:

Staff estimates an increase of \$175,000 associated with the repurposed vacant position of Supervising Program Administrator to Assistant Chief Executive Officer position. Staff estimates an increase of \$140,000 associated with the repurposed position of Senior Office Specialist for FY21, to the Assistant Officer position.

Staff anticipates the combined increase of \$315,000 can be absorbed by salary savings in FY2020-21. No additional budgetary appropriation is requested.

CEQA:

The recommended action does not constitute a project under CEQA because it does not have a potential for resulting in direct or reasonably foreseeable physical change in the environment.

ATTACHMENTS:

Attachment 1: Classification and Compensation Study

UNCLASSIFIED MANAGER:

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