

**CLASSIFICATION REPORT**  
**ALAMEDA COUNTY WATER DISTRICT**

**APRIL 2021**

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# INTRODUCTION

*Ralph Andersen & Associates* was retained by Alameda County Water District to conduct a comprehensive classification study encompassing approximately 230 positions currently allocated to approximately 140 classes. This report presents the classification concepts and recommendations supporting changes to the classification plan.

## Concepts Defined

The first section of this report presents the Classification Concepts. Classification Concepts provide information regarding the structure and guidelines used in defining the classification plan. This section is followed by the recommended classification plan, which includes an explanation of the major changes. The recommendations provided in this document were reviewed with the District's management staff. Following this review, each employee received a copy of their respective draft class specification in order to provide an opportunity to review and comment on the preliminary recommendation for their particular position.

The concepts and recommendations presented in this document are based on *Ralph Andersen & Associates'* analysis of the job duties and related knowledge, skills, and abilities of all District positions included in the scope of this study. Supporting this analysis, job analysis questionnaires, class specifications, current organizational charts, and other background materials were reviewed.

## Study Process

A classification plan provides the basis for all classification and compensation study end products. The processes employed to develop the classification plan included the following tasks:

- Review and finalization of the study process with appropriate District staff
- Briefings with employees to explain the purpose of the study, the process, and the job analysis questionnaires as well as to respond to questions from employees
- Completion of job analysis questionnaires by employees
- Review and analysis of completed questionnaires by the consultants
- Conduct of employee interviews with a majority of employees to clarify duties/responsibilities assumed and qualifications required by each position
- Distribute consultant's preliminary findings and recommendations and conduct an employee review and feedback process.

In developing the proposed classification plan for Alameda County Water District, sound principles of job analysis were used. The method of job analysis applied was the "whole job" analysis method, which identifies classes that reflect distinct differences in levels and types of work performed as determined through the application of relevant job analysis criteria. The criteria applied included expertise, decision-making, management control, contacts, and working conditions.

# Report Organization and Format

To facilitate review, the remainder of this report is organized into three sections and two appendices containing the following information:

- **Section I – Concepts of the Proposed Classification Plan** – A summary and description of the classification concepts used to define the proposed classification plan.
- **Section II – Recommended Classification Plan** – A written narrative of the significant changes and/or issues that were identified. The changes/issues presented in the narrative follow the same order as the attached Master List of Class Titles (Attachment A), which is organized generally by Organization-Wide classes and then by job family within each department.
- **Section III – Guidelines for Preparing Class Specifications** – An overview of the Americans with Disabilities Act (ADA) requirements and a proposed format for the revised classification specifications that supports implementation of the ADA.
- **Attachment A – Master List of Class Titles** – This table provides a master listing of current titles and the corresponding recommended title. The classes are organized generally by Organization-Wide classes and then by job family within each department.
- **Attachment B – Employee Allocation List** – This spreadsheet identifies all employees within each department who are included in this study and the recommendation for each respective position.

The guidelines contained in this report will provide District staff with the tools necessary to maintain the system over time as existing jobs change and/or new jobs are created.

# **SECTION I**

## **CONCEPTS OF THE PROPOSED CLASSIFICATION PLAN**

The classification plan is the foundation of any personnel management system. As such, it must be designed to provide a defensible and understandable rationale for assigning individuals to classifications based on the responsibilities they assume, and ultimately serve as the foundation for establishing defensible salary recommendations.

### **Developing an Effective Classification Plan**

A classification plan provides materials that can be used for recruitment, compensation, legal documentation, and a variety of other purposes. Specifically, an effective classification plan provides the following:

- A current and accurate description of the various jobs that are performed
- A basis for establishing a compensation program that is related to the nature of the work performed
- A means of ensuring internal equity among the overall work force.

A classification plan can also be helpful by:

- Providing an improved basis for recruiting, testing, and selecting employees
- Establishing a framework for evaluating employee performance during probationary and continuing periods of employment
- Identifying areas that are basic to employee training programs.

The job classes emerging from this analysis represent a carefully designed classification structure based upon a clear definition and consistent use of class levels, class series, and titling conventions. For example, the titling of classes utilizes terms having consistent meaning across all departments in the District, and the number of levels within a class series reflects clear differences in levels of work performed by, or expected of, positions.

It is important to note that the classification plan is a “snapshot” of the organization, in classification terms, at the time of the analysis. It is not static and, as the organization grows or changes, must be amended and updated. The concepts, terms, and definitions included in this report form the basis for that ongoing management and growth.

This chapter elaborates upon the classification concepts used to construct the classification plan developed for Alameda County Water District. The concepts addressed include the following:

- Classification Levels
- Titling Guidelines – Clerical, Maintenance, and Technical
- Titling Guidelines – Professional
- Titling Guidelines – Supervisory and Management Class Levels
- Additional Titling Guidelines

- Flexible Staffing
- Definitions of Levels of Supervision.

The specific classes recommended to be included within the revised classification plan are presented in Section II.

## Classification Levels

A job family is a group of two or more classes similar with respect to the duties performed but different in terms of the complexity and level of responsibilities assumed. Within a job family there may exist a classification at every level, or only at selected levels. It is important to note that while two given job families may both contain, for example, a journey level classification, the two journey level classes will likely be substantially different in the nature of the work performed and may be evaluated quite differently for compensation purposes. Distinctions between class levels within all job families may be expressed in terms of the complexity of assigned duties and the amount of responsibility assumed at each level. For supervisory and management classes, the levels are reflective of the District's organizational structure and thus provide a picture of how the classes fit into the District's organization. The following definitions generally describe the responsibilities assumed at each classification level identified.

- **Entry** level classes reflect positions responsible for performing more routine and repetitive duties assigned within a series. In some instances, this class level is designed to provide an on-the-job training opportunity under immediate supervision to an employee who has limited directly related work experience. Generally, positions at this level are not performing the full range of work assigned to the journey level class.
- **Journey** level classes are designed to recognize those positions that require the incumbent to perform a broad range of tasks relevant to the assumed duties, usually under general supervision. A journey level position is fully trained in the scope of duties associated with this class and performs the full range of assigned duties.
- **Advanced Journey** level classes possess a specialized, technical, or functional expertise. Incumbents are typically assigned significant responsibilities above the journey level, possess specialized knowledge, abilities, skills, and experience, and often exercise independent judgment in the performance of job duties. Advanced journey level classes may lead, oversee, and train subordinate positions. While advanced journey level positions may plan, assign, and evaluate the work of subordinates, they are not responsible for a major department work unit or section.
- The **Supervisor** class level recognizes supervisory positions that plan, assign, and evaluate the work of subordinates and are responsible for a major departmental work unit or section; positions at this level typically participate in the more complex functions of the work unit in addition to having direct supervisory responsibility.
- The **Division Head** class level recognizes positions assigned full management, administrative, and supervisory responsibility for a major division within a department.
- The **Department Head** class level recognizes positions with full management responsibility for a major District department and report directly to the General Manager.

The following sections clarify more fully the scope of duties assumed, nature of supervision received, and titling guidelines used to reflect each class level within the clerical/maintenance/technical, professional, and supervisory/management job families.

# Titling Guidelines: Clerical, Maintenance, and Technical

Clerical, maintenance, and technical job families may include classes at the entry through advanced journey levels. The following subsections identify the scope of duties assumed and the nature of supervision received and exercised within each of these levels.

- **Entry Level – “I” Classes** – Entry level classes recognize positions in which assignments are generally limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees. This class may provide on-the-job training to employees with limited related work experience. Typically, the employee works under immediate supervision, and as experience is acquired, the employee performs with less immediate supervision. Although many entry level classes are intended to provide training to incumbents for advancement to the journey level, some entry level positions are assigned primarily routine work and are not considered to be training positions. The “I” designation is commonly used in the title of classes at this level.
- **Journey Level – “II” Classes** – Journey level classes recognize positions that require the incumbent to work under general supervision and within a framework of established procedures. Incumbents are expected to perform a full range of duties with only occasional instruction or assistance. Positions at this level frequently work outside the immediate proximity of a supervisor. Work normally is reviewed only on completion and for overall results. Journey level positions may be expected to provide limited training and assistance to less experienced staff, as appropriate. The “II” designation is commonly used for this class level. For classes where there is no designation after the title, it is assumed that employees in those classes perform their duties at the journey level.
- **Advanced Journey Level – “III” or “Senior” Classes** – Advanced journey level classes recognize positions that assume responsibility for more specialized and complex functions assigned to the class series. This class level is often used to recognize positions that (1) require a technical or functional expertise beyond the journey level and/or (2) are considered strong lead positions that are expected to regularly provide functional and technical supervision over subordinate positions. Advanced journey level classes with lead supervisory responsibility perform the full scope of work assigned to classes within the series and, in addition, have daily responsibility for leading, overseeing, and training subordinate staff. The “III” or “Senior” is used to denote this level.

## Titling Guidelines: Professional

Professional classes perform duties of a complex analytical nature requiring a skill and ability level typically achieved through a formal, higher education or training program. Professional job families may include classes at the entry through advanced journey levels.

The following subsections define the scope of duties typically assumed and the nature of supervision received and exercised at the entry, journey, and advanced journey level within a professional class series. As compared to other class levels within the District, distinctions between professional class levels differ primarily in terms of the level of training and education required, decision-making, and supervision received and exercised.

- **Entry Level – “I” or “Assistant” Classes** – Entry level professional classes are designed to provide on-the-job training opportunities. Incumbents typically have appropriate specialized training with little or no job-related experience. Positions at this level perform a significant portion of the work assigned to the journey level, but without

the independence or full responsibility expected of positions at the journey level. Assignments are generally limited in scope and set within procedural frameworks established by higher-level positions. As experience accrues, however, the incumbent is expected to perform with increasing independence. The “I” or “Assistant” designations are commonly used to denote this class level.

- **Journey Level – “II” or “Associate” Classes** – Journey level professional classes include positions that perform a full range of complex analytical tasks and work under direction within a framework of established procedures. At this level, incumbents work with only occasional instruction or assistance and, therefore, require some level of prior related work experience. Employees in a professional journey level classification may be expected to exercise supervision over subordinate clerical or technical staff; however, supervisory responsibilities are ancillary to the main intent and focus of the position. Positions at this level may assume responsibility for a specific program area. Work is normally reviewed only upon completion and for overall results. The “II” or “Associate” designations are commonly used to reflect classes at this level. In some cases, job families may break out II’s from Associates where there are significant differences in knowledge, skills, and abilities, as well as responsibilities or licensing between classes. Where there is no designation after the title, it is assumed that the incumbent performs the assigned duties at the journey level.
- **Advanced Journey Level – “Senior” Classes** – Advanced journey level professional classes possess a significant level of specialized, technical, or functional expertise beyond that expected at the journey level. Positions at this level require highly specialized knowledge, abilities, skills, and experience, and often exercise independent judgment in the performance of their duties. Advanced journey level classes may exercise supervision over professional subordinate positions, or assume responsibility for coordinating a defined program. The “Senior” designation is commonly used to designate classes at this level.

## **Titling Guidelines: Supervisory and Management Class Levels**

Distinctions between class levels and the scope of duties assumed at each level within the supervisory and management group are clarified below and on the following pages. As indicated, distinctions between class levels take into account organizational impact, decision-making responsibilities, and management control.

- **Supervisor** – The term “Supervisor” is used in the job title of those classes where the focus of the class is on the direct supervision and coordination of a significant work unit within a division or department and also includes hands-on work activities. Classes at this level:
  - Supervise, assign, and review the work of subordinates in assigned section or work unit
  - Work under direction or general direction, assuming responsibility for a program or function(s) and carrying out necessary activities without direction except as new or unusual circumstances require
  - Monitor and review work in progress, and provide technical assistance and guidance
  - Ensure that appropriate policies and procedures are followed by subordinates
  - Assume responsibility for recommending a variety of personnel actions in such areas as performance evaluation, training, selection, and disciplinary measures

- Perform the most difficult and complex duties of the work unit
- Recommend procedures consistent with departmental directives, policies, and regulations, which are developed by higher-level management staff
- Participate in monitoring, coordinating, and developing the budget for assigned area.

In comparing this class level to that of “Manager” the scope of supervision is more limited to the supervision of a work unit within the division and there is greater emphasis on participating in the work of the unit.

- **Manager** – When the term “Manager” appears in a job title, the predominant focus of the class is on the management of a division and also involves hands-on work activities. Specifically, classes at this level:
  - Manage, plan, supervise, and coordinate the operations and activities of a District division
  - Work under general direction, exercising discretion in applying general goals and policy statements and in resolving organizational and service delivery problems
  - Organize and direct the work of subordinate staff
  - Assume significant responsibility for a variety of personnel activities in such areas as selection, training, and disciplinary actions
  - Participate in the preparation and administration of the assigned budget(s).

In comparing this class level to that of “Director”, the scope of managerial responsibility is more limited to a specific division within the department and may involve a higher degree of hands-on work activities.

- **Department Director** – When the term “Director” is used in a job title, it designates classes that assume full management responsibility for a District department and that:
  - Plan, direct, manage, and oversee the activities and operations of an assigned department
  - Work under general administrative direction, fulfilling assigned responsibilities within broad guidelines
  - Assume management responsibility for all divisions and programs within the Department
  - Assume responsibility for program development and management including responsibility for the development and implementation of goals, objectives, policies, and priorities for all department activities
  - Assume responsibility for a variety of personnel activities including training, selection, and disciplinary actions for a department
  - Assume responsibility for the preparation and administration of a department budget.

The above serves to establish consistency in titling; however in some cases industry standard titles are used to describe classes with management and/or supervisory responsibilities.

# Additional Titling Guidelines

In addition to the above titling guidelines, particular terms are sometimes used to more clearly delineate level of responsibility and associated knowledge within a job family. The following provides a general explanation of these terms:

- **Analyst** – The term “Analyst” is used in the job titles of those classes where the focus of the class is on the collection, examination, and interpretation of data for purposes of improving or amending policies, procedures, goals, objectives, or guidelines. Analyst classes typically deal with issues that are more conceptual in nature and require the ability to analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of goals. This is considered a professional level and may be expected to exercise direct or technical and functional supervision over lower level classifications.
- **Officer** – The term “Officer” is used in job titles where the focus of the class is primary responsibility for overseeing a major autonomous function with District-wide impacts. Duties for these jobs may include overseeing professional and technical staff. The use of this title follows industry titling practices for major functions such as purchasing, emergency services, and safety programs that have a District-wide impact.
- **Specialist** – The term “Specialist” is used in job titles where the focus of the job requires significant knowledge, skills, and abilities of a highly specialized nature. Duties require the application of significant expertise in a specific area or professional field in combination with technical and analytical skills. Positions at this level may be expected to exercise direct or technical and functional supervision over lower level classifications.
- **Technician** – The term “Technician” is used in a job title to describe para-professional classifications where the focus of the class is on the performance of various duties that are considered complex and at a technical level. Positions at this level perform work of a specialized nature, requiring experience, knowledge, skills, and abilities of greater breadth and depth than other classes in the series, but not at the specialist or professional level. Examples of such technical work include certain accounting and engineering positions.
- **Operator** – The term “Operator” is used throughout the District to describe positions that operate treatment and distribution facilities.
- **Assistant/Worker** – The term “Assistant” is used throughout the District to describe positions that perform administrative, technical, and/or clerical duties in support of the assigned function or program. The term “Worker” is used to describe maintenance classifications.
- **Trainee** – The term “Trainee” is used throughout the District to describe positions that are performing on-the-job training activities within a job series.

While certain exceptions to the titling guidelines may be necessary, it is important that titles be clearly defined and applied as consistently as possible across an organization in order to maintain the integrity of a class plan. To the extent practical, the above guidelines and definitions of terms can assist the District in maintaining the class plan over time.

# Flexible Staffing

Associated with series classifications is the practice of flexible staffing. The District may choose to flexibly staff positions within any class series containing an entry and a journey level position. Flexible staffing gives the District the flexibility to hire employees at the entry level or the journey level depending upon applicant qualifications and District staffing needs. Positions budgeted at the journey level and encompassing the full range of journey level work would normally be filled at the entry level when they become vacant, unless the needs of the District require that the position be filled at the journey level. In a flexibly staffed series, the distinction between the entry and the journey level may be based upon experience, expertise and license requirements rather than on the types of duties assigned. After gaining the experience and knowledge to perform the full range of journey level tasks, the employee could reasonably expect to progress to the journey level based upon the judgment of appropriate management staff.

It is emphasized that flexible staffing does not preclude the District from identifying certain positions in the class that contain primarily routine and repetitive tasks and assigning those positions to the entry level permanently. In these cases, the employee at the entry level could not reasonably expect to advance to the journey level while in the assigned position.

The classes presented in Exhibit A reflect areas identified where the flexible staffing concept can legitimately be applied.

<b>EXHIBIT A CLASSES RECOMMENDED FOR FLEXIBLE STAFFING</b>
Accountant I/II
Accounting Technician I/II
Administrative Analyst I/II
Engineer I/II/Associate
Business Analyst I/II
Buyer I/II
Chemist I/II
Construction Inspector I/II
Customer Account Representative I/II
Electrician I/II
Engineering Technician I/II
Environmental Specialist I/II
Financial Analyst I/II
Gardener I/II
Human Resources Analyst I/II
Human Resources Assistant I/II
Human Resources Technician I/II
Hydrogeologist I/II/Associate
Information Technology Administrator I/II
Information Technology Analyst I/II
Instrument & Controls Technician I/II

**EXHIBIT A**  
**CLASSES RECOMMENDED FOR FLEXIBLE STAFFING**

Laboratory Technician I/II  
Meter/Cross Connection Worker I/II  
Office Assistant I/II  
Public Affairs Specialist I/II  
Storekeeper I/II  
TFO Trainee/TFO/Advanced TFO  
Utility Mechanic I/II  
Utility Worker I/II  
Vehicle & Equipment Mechanic I/II  
Water Controller I/II  
WTPO Trainee/WTPO/Advanced WTPO  
Water Use Efficiency Specialist I/II

It should be noted that the determination of how this concept should be used is a policy decision within the organization. Should the District choose not to flexibly staff a given class series, appointment to the journey level would be done through the traditional competitive selection methods or other practices the District has used in the past.

## Definitions of Levels of Supervision

In order to ensure consistency in revising and updating the District's class specifications, the following terms have been used to denote the different levels of supervision received and exercised by positions within the various classes of work.

- **Direct Supervision** – The basic characteristics of direct supervision are the assignment of tasks; the observance, review, and evaluation of performance; the administration of line personnel functions (e.g., selection, discipline, grievances, privileges); and responsibility *for the worker*, as well as the work. The levels of direct supervision are described below in terms of supervision received by employees.
  - **Supervision** – The employee works in the presence of his/her supervisor or in a situation of close control and easy reference. Work assignments are given with explicit instructions or are so routine that few, if any, deviations from established practice are made without checking with the supervisor. This type of supervision is generally exercised over entry level clerical, maintenance, and technical employees.
  - **General Supervision** – Assigned duties require the exercise of judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action. The employee may or may not work in proximity to his/her supervisor. This type of supervision typically pertains to the journey level clerical/maintenance/technical classes of a series or the entry level in professional classes.
  - **Direction** – The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. This category is usually applied to advanced journey level clerical/maintenance/technical, journey level professional and field

supervisory classes in which employees are expected to operate with a reasonable degree of independence.

- General Direction – The employee is responsible for a program or function(s) and is expected to carry out necessary activities without direction except as new or unusual circumstances require. This category is usually reserved for supervisors.
- Administrative Direction – The employee has broad management responsibility for a large program or set of related functions. Discretion is required in applying general goal and policy statements and in resolving complex organizational and service delivery problems. This category is usually reserved for division heads.
- General Administrative Direction – The employee works within a broad framework, with sole authority and responsibility for a given functional area of service. General administrative direction is usually received in terms of goals; review is received in terms of results. This category is usually reserved for department heads.
- Policy Direction – Employees at this level work under broad policy direction and guidelines provided by a governing body.
- **Indirect Supervision** – Indirect supervision is characterized by some form of authority over the technical aspects of work being performed or completion of a project, but the “supervisor” is not responsible for the worker. The following describes the types of indirect supervision that are exercised.
  - Technical Supervision – The “supervisor” is responsible for prescribing procedures, methods, materials, and formats as a technical expert within a specialty. He/she may produce or approve specifications, guidelines, lists, or directions. He/she may give direction to employees (usually on “how” and “why”), but does not assign tasks or observe and evaluate performance. “Technical supervision” relates to the exercise of an occupational specialty or function, rather than the oversight of specific employees.
  - Functional Supervision – The “supervisor” is responsible for a project or recurrent activities that involve tasks performed by persons over whom he/she has authority to give direction in regard to that project, even though they are under the direct supervision of someone else. The overall responsibility of an individual assuming functional and technical supervisory responsibilities is to ensure that work projects are completed. “Functional supervision” may include “technical supervision,” but also involves scheduling and assigning tasks, monitoring work progress, and reviewing work products. Functional supervision relates to a function or set of activities.

These supervisory guidelines have been used in making determinations between the various classification levels proposed for the classification plan. They will also be consistently incorporated in the class specifications. The guidelines will be beneficial to District staff in the ongoing maintenance and implementation of the classification system.

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# **SECTION II**

## **RECOMMENDED**

### **CLASSIFICATION PLAN**

Based upon the classification concepts presented in Section I, a revised classification plan has been prepared for the District. To introduce and summarize the new plan, this chapter discusses major issues and/or changes proposed in the new system, including the deletion, merging, and creation of new classes.

#### **Master List of Class Titles**

The classification plan developed for the District consists of a total of 132 classes. These classes have been identified based on an analysis of the specific duties, responsibilities, knowledge, skills, and abilities assumed by current employees.

Appendix A summarizes the classes proposed to be incorporated into the District's classification plan by providing a master listing of current titles and the corresponding recommended title. The classes are organized generally by Organization-Wide classes and then by job family within each department. In some instances, a class may be located in more than one department. If not used District-wide, the job family and identified classes are presented in the department where the majority of classes are found. All classes have been developed consistently with the defined classification levels discussed in Section I, and are based on an analysis of the specific duties, responsibilities, knowledge, skills, and abilities assumed by current employees. The proposed employee allocation list, which is presented in Appendix B, clearly identifies the linkage of the current plan to the proposed classification system by summarizing recommendations for each individual employee.

#### **Comparison of the Proposed Classification Plan With the Current Plan**

The proposed classification plan reflects revisions and a general update of the current plan. Among other things, the proposed plan:

- Defines classification levels and titling guidelines that are consistently applied throughout the organization
- Documents the key factors that distinguish one classification level from another.

In achieving the above, new class series have been created, existing classes have been deleted or merged into the revised class series, and certain titling changes have been made to facilitate overall consistency. This section highlights some of the more significant changes proposed, as well as any identified issues, by Department. In job classifications that hold multiple incumbents, individual positions have been identified when the recommendation only impacts their specific position as opposed to affecting the entire classification.

## **DISTRICT-WIDE CLASSES**

### **Supervisor I/II's**

*Recommendation* – Eliminate the I/II designation from Supervisor titles.

*Discussion* – Based on our review, as well as industry standards, there is not a need to flexibly staff supervisory positions. Therefore, it is recommended that Supervisor I/II's be consolidated into one classification.

### **Administrative Analyst III**

*Recommendation* – Change title to Senior Administrative Analyst.

*Discussion* – This is considered a minor title change to keep current with industry standards.

### **New Class Level in Engineering Series**

*Recommendation* – Add a new level of Associate Engineer as part of the flexibly staffed series.

*Discussion* – In order to recognize employees that are registered professional engineers, it is recommended that a new class of Associate Engineer be added to the flexibly staffed series. The engineering series will be defined as follows:

- Engineer I – entry level engineer; requires a Bachelor's degree in engineering with EIT highly desirable.
- Engineer II – experienced, intermediate-level engineer; requires a Bachelor's degree in engineering, and two years of experience at a level comparable to an Engineer I with Alameda County Water District.
- Associate Engineer – journey level engineer, registered as a Professional Engineer.

This change is intended to assist recruitment activities as well as retention by recognizing employees that have obtained their Professional Engineer license. As with other flexibly staffed series, advancement to the next level is based on performance, certification/license, and is at the discretion and recommendation of management staff.

### **Engineer III**

*Recommendation* – Change title to Senior Engineer.

*Discussion* – This is considered a minor title change to keep current with industry standards, as well as create consistency with the titling guidelines outlined above, i.e., the Senior level is responsible for providing technical supervision and guidance to others and/or maintaining programmatic responsibilities.

# **ENGINEERING & TECHNOLOGY SERVICES**

## **ADMINISTRATION**

### **Manager of Engineering & Technology Services**

*Recommendation* – Change title to Director of Engineering & Technology Services.

*Discussion* – This is considered a minor title change to keep current with industry standards. In addition, this clearly distinguishes department heads from division managers.

### **Office Supervisor I/II**

*Recommendation* – Change title to Office Supervisor.

*Discussion* – See discussion under District-wide Classifications.

## **DEVELOPMENT/TECH SERVICES**

*No changes recommended for this Division.*

## **INFORMATION TECHNOLOGY**

### **Senior Business Analyst**

### **Senior Information Systems Analyst**

*Recommendation* – Consolidate the Senior Business Analyst into the Senior Information Systems Analyst class and change the title to Senior Information Technology Analyst.

*Discussion* – These classes are responsible for performing advanced level activities associated with the development, implementation, maintenance, and replacement of information technology systems and applications. Because both of these positions perform advanced level information technology activities, it is recommended that the Senior Business Analyst be consolidated into the Senior Information Systems Analyst classification.

Further, it is recommended that the title change from Senior Information Systems Analyst to Senior Information Technology Analyst to create consistency within the Division, i.e. Information Technology Manager and Information Technology Supervisor.

### **Information Systems Analyst I/II**

### **Network Analyst I/II**

*Recommendation* – Consolidate the Network Analyst I/II into the Information Services Analyst I/II series and change the title to Information Technology Analyst I/II.

*Discussion* – These classes are responsible for performing a broad range of information technology support to end users including desktop support, GIS support, and network support. Based on our analysis of the duties and responsibilities, these classifications are similar in nature and scope of responsibility with the primary differences being area of assignment. Based on this, it is recommended that the Network Analyst I/II be consolidated into the Information Systems Analyst I/II series.

Further, it is recommended that the title change from Information Systems Analyst I/II to Information Technology Analyst I/II to create consistency within the Division, i.e. Information Technology Manager and Information Technology Supervisor.

**Server & Systems Administrator I/II**  
**Network Administrator I/II**

*Recommendation* – Consolidate into one class series and change title to Information Technology Administrator I/II.

*Discussion* – These classes are responsible for planning, managing, and administering a variety of information technology servers, systems, cybersecurity, and/or networks. Based on our analysis of the duties and responsibilities, these classifications are similar in nature and scope of responsibility with the primary differences being area of assignment. Based on this, it is recommended that the two classifications be consolidated into one single class series of Information Technology Administrator I/II.

**Network Technician**

*Recommendation* – Change title to Information Technology Technician.

*Discussion* – This position is responsible for providing a variety of first tier information technology support duties including support for desktop hardware and software, printers/copiers and other peripherals. In order to more accurately reflect the broad scope of information technology duties and responsibilities of this position, it is recommended that the title of this classification be changed to Information Technology Technician.

**PROJECT ENGINEERING**

**Engineering Supervisor I/II**

*Recommendation* – Change title to Engineering Supervisor.

*Discussion* – See discussion under District-wide Classifications.

**Engineer III**

*Recommendation* – Change title to Senior Engineer.

*Discussion* – See discussion under District-wide Classifications.

**FINANCE**

**FINANCE MANAGEMENT**

**Manager of Finance**

*Recommendation* – Change title to Director of Finance.

*Discussion* – This is considered a minor title change to keep current with industry standards. In addition, this clearly distinguishes department heads from division managers.

**ACCOUNTING AND TREASURY**

**Accounting Supervisor I/II**

*Recommendation* – Change title to Accounting Supervisor.

*Discussion* – See discussion under District-wide Classifications.

### **Senior Business Analyst**

*Recommendation* – Redefine the Senior Business Analyst classification as the advanced journey level within the Business Analyst series in the Finance Department.

*Discussion* – Currently the District has a Senior Business Analyst position in the Information Technology Division within the Engineering & Technical Services Department that has been recommended to be consolidated into the Senior Information Systems Analyst classification (see discussion under Information Technology Division above).

In conjunction with this recommendation, it is recommended that the Senior Business Analyst classification be redefined as the advanced journey level within the Business Analyst series with responsibility for planning, leading, and managing activities associated with the acquisition and compilation of data, analysis of such data, project management, report preparation, and support of various District business systems and applications.

### **Financial Systems Analyst Business Analyst I/II**

*Recommendation* – Consolidate the Financial Systems Analyst into the Business Analyst I/II.

*Discussion* – These classes are responsible for performing analysis, development, implementation, and maintenance of information technology systems and applications. Based on our analysis of these duties and responsibilities, these positions are similar in nature and scope of responsibility with the primary difference being special duties related to area of assignment. It is therefore recommended that the Financial Systems Analyst be consolidated into the Business Analyst class series.

### **Accounting Assistant II Accounting Assistant I**

*Recommendation* – Change titles to Accounting Technician II and Accounting Technician I.

*Discussion* – These positions are responsible for performing a variety of technical accounting duties related to assigned areas of responsibility. In order to more accurately reflect the duties and responsibilities assigned to these positions, it is recommended that the titles be changed to Accounting Technician II and Accounting Technician I.

## **BUDGET AND RATES**

### **Supervising Financial Analyst**

*Recommendation* – Change title to Financial Analysis Supervisor.

*Discussion* – This is considered a minor title change to create consistency with other supervisor titles within the District, i.e. Accounting Supervisor, Customer Service Supervisor, etc.

## **CUSTOMER SERVICE**

### **Customer Service Supervisor I/II**

*Recommendation* – Change title to Customer Service Supervisor.

*Discussion* – See discussion under District-wide Classifications.

## **METER READING**

*No changes recommended for this Division.*

## **PROCUREMENT AND CONTRACTS**

### **Purchasing Officer I/II**

*Recommendation* – Change title to Purchasing Officer.

*Discussion* – See discussion under District-wide Classifications.

### **Procurement Specialist Buyer I/II**

*Recommendation* – Consolidate the Procurement Specialist into the Buyer I/II.

***Discussion*** – Based on our analysis, there is no difference in the duties and responsibilities of the Procurement Specialist and Buyer I classifications, i.e. both classifications are entry level with responsibility for learning and performing routine to moderate buying duties. Therefore, it is recommended that the Procurement Specialist classification be eliminated and the series defined as follows:

**Buyer I** – this class will be defined as the entry level within the series responsible for learning and performing routine to moderate purchasing duties.

**Buyer II** – this class will be defined as the journey level within the series with responsibility for performing difficult and complex professional purchasing duties, requiring a Baccalaureate degree or certification as a Certified Public Procurement Buyer, Certified Professional Procurement Officer, or Certified Purchasing Manager.

## **OFFICE OF THE GENERAL MANAGER**

### **ADMINISTRATION**

#### **Executive Assistant**

*Recommendation* – Change title to Executive Assistant/District Secretary.

*Discussion* – This is considered a minor title change to more accurately reflect both areas of responsibility, i.e. serving as Executive Assistant to the General Manager as well as serving as District Secretary to the Board.

### **Administrative Office Assistant III**

*Recommendation* – Change title to Administrative Assistant/Assistant District Secretary.

*Discussion* – This is a single incumbent classification within the General Manager's Office. The change in title recognizes the confidential administrative support provided by the incumbent for the General Manager and Board of Directors as well as serving as back-up to the District Secretary. This change further distinguishes the position from Office Assistant classifications within the District.

## **HUMAN RESOURCES**

### **Administrative Analyst III**

*Recommendation* – Change title to Senior Administrative Analyst.

*Discussion* – See discussion under District-wide Classifications.

### **New Class – Senior Human Resources Analyst**

*Recommendation* – Create a new classification of Senior Human Resources Analyst.

*Discussion* – This classification will plan, lead, and oversee human resources activities associated with benefits administration, recruitment and selection, employee relations, classification and pay, and other human resources activities.

### **Human Resources Technician II (Cristina Ureno)**

*Recommendation* – Create a new classification of Senior Human Resources Technician and re-allocate Ms. Ureno to this classification.

*Discussion* – Ms. Ureno is responsible for overseeing the District's training program and workers' compensation program. Based on our analysis of the duties assigned to this position, they are at an advanced technical level and above the scope of Ms. Ureno's current classification of Human Resources Technician II. Therefore, it is recommended that Ms. Ureno be allocated to a new classification of Senior Human Resources Technician, which more accurately reflects the advanced technical level duties of his position. This class will be defined as the advanced journey level within the series with responsibility for performing the most difficult and complex technical duties, including oversight of an assigned program.

### **Human Resources Technician II (Corinne Behnam)**

*Recommendation* – Create a new classification of Human Resources & Public Affairs Technician and re-allocate Ms. Behnam to this classification.

*Discussion* – Ms. Behnam is responsible for performing both technical human resources and public affairs functions. In order to more accurately reflect the duties assigned to Ms. Behnam, it is recommended that she be allocated to a new classification of Human Resources & Public Affairs Technician.

## **PUBLIC OUTREACH**

### **Public Affairs Supervisor I/II**

*Recommendation* – Change title to Public Affairs Supervisor.

*Discussion* – See discussion under District-wide Classifications.

### **Public Affairs Specialist III**

*Recommendation* – Change title to Senior Public Affairs Specialist.

*Discussion* – This is considered a minor title change to create consistency in titling for advanced journey level classifications.

## **OPERATIONS & MAINTENANCE**

### **DISTRIBUTION MAINTENANCE**

#### **Distribution Maintenance Supervisor I/II**

*Recommendation* – Change title to Distribution Maintenance Supervisor.

*Discussion* – See discussion under District-wide Classifications.

### **FACILITIES ENGINEERING**

#### **Engineering Supervisor I/II**

*Recommendation* – Change title to Engineering Supervisor.

*Discussion* – See discussion under District-wide Classifications.

#### **Operations Systems Analyst**

#### **Senior Operations Systems Analyst**

*Recommendation* – Consolidate into one classification of Operations Systems Administrator.

*Discussion* – This is a single incumbent classification that is responsible for administering and performing a variety of technical and administrative tasks, control and computer system configuration, programming and special assignments related to the operation and maintenance of the District's Supervisory Control and Data Acquisition (SCADA) systems, Programmable Logic Controllers (PLC), Human Machine Interface (HMI) software, and other support systems used in the supply, treatment, production and distribution of water. In order to more accurately reflect the sole administration and oversight duties and responsibilities of this position, it is recommended that the Operations Systems Analyst and Senior Operations Systems Analyst be consolidated into one classification of Operations Systems Administrator.

#### **New Class – Operations Systems Technician**

*Recommendation* – Create a new classification of Operations Systems Technician.

*Discussion* – This classification will support the Operations Systems Administrator by performing a variety of technical tasks related to the operation and maintenance of the District's Supervisory Control and Data Acquisition (SCADA) systems, Programmable Logic Controllers (PLC), Human Machine Interface (HMI) software, and other support systems used in the supply, treatment, production, and distribution of water.

## **FACILITIES MAINTENANCE**

### **Facilities Maintenance Supervisor**

*Recommendation* – Change title to Systems Maintenance Supervisor.

*Discussion* – This is considered a minor title change to more accurately reflect the duties and responsibilities, i.e. this position is responsible for supervising the installation, repair, and maintenance of various mechanical, electrical, and instrumentation and control equipment used in production, treatment, and distribution systems.

### **Instrument Technician** **Senior Instrument Technician**

*Recommendation* – Change title to Instrument & Controls Technician I/II.

*Discussion* – It is our understanding that the Instrument Technician and Senior Instrument Technician is a flexibly staffed series in that an employee can start out as an Instrument Technician and then be promoted to a Senior Instrument Technician without going through the District's recruitment process. In order to create consistency with other flexibly staffed series within the District, i.e. Utility Mechanic I/II, Auto Mechanic I/II, Gardener I/II, Meter/Cross Connection Worker I/II, etc., it is recommended that the Instrument Technician series be changed to Instrument & Controls Technician I/II. Including Controls in the title is considered a minor title change to more accurately reflect the duties and responsibilities assigned to these positions.

It is important to note, that while the suggested title cleans up and removes the "senior" designation, it is not a downgrade from the current classification.

### **Electrician**

*Recommendation* – Create a flexibly staff series of Electrician I/II; allocate all current incumbents in the Electrician classification to the Electrician II level.

*Discussion* – Consistent with the titling guidelines established and utilized for other maintenance class series in the District, it is recommended that a flexibly staffed Electrician I/II be created with the Electrician I being the entry level and the Electrician II the full journey level. As discussed in the classification concepts, flexible staffing gives the District the flexibility to hire employees at the entry level or the journey level depending upon applicant qualifications and District staffing needs. Positions budgeted at the journey level and encompassing the full range of journey level work would normally be filled at the entry level when they become vacant, unless the needs of the District require that the position be filled at the journey level. In a flexibly staffed series, the distinction between the entry and the journey level may be based upon experience, expertise, and license requirements rather than on the types of duties assigned. After gaining the experience and knowledge to perform the full range of journey level tasks, and demonstrating proficiency at this level, the employee could reasonably expect to progress to the journey level based upon the judgment of appropriate management staff.

Based upon the incumbents' current duties and responsibilities in their positions, it is recommended that all current incumbents be allocated to the Electrician II level.

### **New Class – Senior Utility Mechanic**

*Recommendation* – Create a new classification of Senior Utility Mechanic.

*Discussion* – This classification will lead, oversee, and participate in the more complex and difficult work of staff responsible for performing a wide range of mechanical maintenance and repair work at the water production, distribution, water supply, and groundwater recharge facilities.

### **GENERAL FACILITIES MAINTENANCE**

#### **Facility Maintenance Manager**

*Recommendation* – Change title to Facilities Maintenance Manager.

*Discussion* – This is considered a minor title change to reflect that this position is over multiple facilities.

#### **Auto Mechanic I/II**

*Recommendation* – Change title to Vehicle and Equipment Mechanic I/II.

*Discussion* – This is considered a minor title change to more accurately reflect the duties and responsibilities, i.e. these positions are responsible for the maintenance and repair of a both vehicles and equipment.

### **LABORATORY SERVICES**

*No changes recommended for this Division.*

### **OPERATIONS ADMINISTRATION**

#### **Manager of Operations and Maintenance**

*Recommendation* – Change title to Director of Operations and Maintenance.

*Discussion* – This is considered a minor title change to keep current with industry standards. In addition, this clearly distinguishes department heads from division managers.

#### **Emergency Response/Security Officer**

*Recommendation* – Change title to Emergency & Security Services Supervisor.

*Discussion* – This is considered a minor title change to more accurately reflect that this position is the supervisor over emergency and security services. Further, this title change creates consistency with the subordinate classification of Emergency & Security Services Planner.

#### **Office Supervisor (ADS)**

*Recommendation* – Remove ADS from the title.

*Discussion* – This is considered a minor title change that removes ADS from the title as this position no longer serves as the Assistant District Secretary.

## **WATER PRODUCTION**

### **Engineering Supervisor I/II**

*Recommendation* – Change title to Engineering Supervisor.

*Discussion* – See discussion under District-wide Classifications.

### **Treatment & Distribution Supervisor I/II**

*Recommendation* – Change title to Treatment & Distribution Supervisor.

*Discussion* – See discussion under District-wide Classifications.

## **WATER RESOURCES**

### **WATER RESOURCES ADMINISTRATION**

#### **Manager of Water Resources**

*Recommendation* – Change title to Director of Water Resources.

*Discussion* – This is considered a minor title change to keep current with industry standards. In addition, this clearly distinguishes department heads from division managers.

### **GROUNDWATER RESOURCES**

#### **Well Ordinance Supervisor I/II**

*Recommendation* – Change title to Well Ordinance Supervisor.

*Discussion* – See discussion under District-wide Classifications.

#### **Engineer III**

*Recommendation* – Change title to Senior Engineer.

*Discussion* – See discussion under District-wide Classifications.

#### **New Class Level in Hydrogeologist Series**

*Recommendation* – Add a new level of Associate Hydrogeologist as part of the flexibly staffed series.

*Discussion* – In order to recognize employees that are registered professional geologist, it is recommended that a new class of Associate Hydrogeologist be added to the flexibly staffed series. The hydrogeologist series will be defined as follows:

- Hydrogeologist I – entry level hydrogeologist; requires a Bachelor’s degree in geology or hydrogeology.
- Hydrogeologist II – experienced, intermediate-level hydrogeologist; requires a Bachelor’s degree in geology or hydrogeology, and two years of experience at a level comparable to a Hydrogeologist I with Alameda County Water District.

- Associate Hydrogeologist – journey level engineer, registered as a Professional Geologist.

This change is intended to assist recruitment activities as well as retention by recognizing employees that have obtained their Professional Hydrogeologist license. As with other flexibly staffed series, advancement to the next level is based on performance, certification/license, and is at the discretion and recommendation of management staff.

## **WATER PRODUCTION**

*No changes recommended for this Division.*

## **WATER RESOURCES PLANNING & CONSERVATION**

### **Water Resources Planning Manager**

*Recommendation* – Change title to Water Supply & Planning Manager.

*Discussion* – This is considered a minor title change to more accurately reflect the areas of responsibility, i.e. water supply and planning.

### **Water Conservation Supervisor**

*Recommendation* – Change title to Water Use Efficiency Supervisor.

*Discussion* – This is considered a minor title change to keep current with industry standards.

### **Water Conservation Specialist I/II**

*Recommendation* – Change title to Water Use Efficiency Specialist I/II.

*Discussion* – This is considered a minor title change to keep current with industry standards.

## **WATER PRODUCTION**

*No changes recommended for this Division.*



Although not intended to identify all changes proposed between the current and proposed classification plan, the more significant modifications have been highlighted in this section.

## **Employee Allocations**

Each position included within the scope of the study has been allocated to a classification contained in the new plan. The recommended allocations are included in Appendix B. The allocations are organized by department and division, and sorted from high to low by class level. Shown for each employee/position is the current class title as well as the recommended allocation or class title.

## **Summary**

This chapter has provided a summary of the proposed classification plan for Alameda County Water District, including an explanation of proposed changes. A comprehensive Master List of Class Titles that lists all classes within the plan, organized by department and by job family, is provided in Appendix A.

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# SECTION III

## GUIDELINES FOR PREPARING CLASS SPECIFICATIONS

This section of the report provides an overview of the Americans with Disabilities Act (ADA) as it relates to the classification plan. A suggested format for the revised specifications, consistent with the ADA, is also described herein.

### Overview of ADA

The Americans with Disabilities Act became effective in January of 1992. This legislation is designed to protect disabled individuals from discrimination in selection, hiring, promotion, and all other rights and privileges of employment. The Act encompasses a requirement for reasonable accommodation on the part of the organization to employ a disabled individual. The documentation of essential duties and responsibilities is useful in determining the degree of accommodation that may be considered reasonable. Since District management staff is ultimately responsible for assigning appropriate duties and tasks to positions in the District, it is important that their suggestions and comments be incorporated into the determination of what duties are to be considered essential and related working conditions.

### Essential Job Functions

For purposes of consistency, one or more of the following characteristics typically defines an essential job function:

- The position exists to perform the function/duty
- The number of employees who perform the function/duty is limited
- A position exists specifically to perform a specialized function/duty.

To further support the implementation of the ADA, the revised class specifications will include specific sections summarizing general environmental and physical working conditions required by each class.

### Class Specification Format

The class specifications, which will be developed following the full review and confirmation of the classification concepts contained in this document, are intended to be descriptive and explanatory in defining classes. When reviewing the class specifications, they should be interpreted in their entirety and in relation to one another; particular phrases or examples should not be isolated and treated as the full definition of any class.

Each class specification may contain all or part of the following information:

- **Class Title** – The class title is a brief and descriptive designation of the type of work performed. The class title on payrolls, budgets, personnel reports and other official forms and reports dealing with positions or personnel will provide a common reference to the position. It should be understood that the class title is selected to serve this purpose and is not to be construed as limiting the use of working titles.
- **Definition** – This section is a general description of the work and includes a brief, concise definition of the primary responsibilities assigned to positions in the class. This section also describes the type or level of supervision received by positions in this classification as well as the type of supervision exercised, if any, over other employees.
- **Distinguishing Characteristics** – This section, when used, describes the level of work in relation to higher or lower classes in the same series. It is typically only included in specifications for entry, journey and advanced journey classes within a series.
- **Typical Duties, Skills, and Demands of the Position** – This section is intended to enable the reader to obtain a more complete concept of the actual work performed by positions allocated to this class. The sections list typical essential duties that are common to positions of the class. These examples further show the range of duties performed by employees in the class. The lists are descriptive but are **not** intended to describe all the work performed by all positions allocated to the class. This section merely serves to illustrate the more typical portions of the work performed. The statement “Performs related duties as required” is included in all class specifications to provide legitimate flexibility to management in assigning duties. To ensure that employees understand that class specifications do not list all duties performed, a statement appears at the top of each class specification indicating the purpose and scope of the duties listed in the specification.
- **Requirements** – This section is broken down into subsections containing the following:
  - **Education and Experience** subsections of the classification description are intended to describe the minimum qualifications that may be needed to adequately perform the job. The requirements are not intended to limit the District from hiring the most qualified individual. The purpose of stating minimum experience and training requirements is to comply with Equal Employment Opportunity Commission selection and hiring guidelines.
  - **Knowledge, Skills, and Abilities of** subsections list the knowledge, skills and abilities that the duties of the class typically require and that applicants should possess for positions in the class. **It should be stressed that this section does not in any way refer to the qualifications of present employees.** Personal characteristics commonly required of all employees, such as honesty, integrity, freedom from habitual use of intoxicating beverages to excess, or drug addiction, have not been listed since they are to be implied as required qualifications for all classes..
  - **Additional Requirements** subsection of the classification description is used for any additional requirement that may be required of the class including those classifications where legal or special provisions require possession of a specific license or certification issued by a Board of Licensure as a condition of employment. In some cases desired or preferred licenses/certifications are listed.
- **Working Conditions/Physical Requirements** - This section lists the typical environmental and physical working conditions required for the class jobs.

The format used for the new class specifications is presented in Exhibit B.



Class Code:

Title

**DEFINITION**

**DISTINGUISHING CHARACTERISTICS**

**TYPICAL DUTIES**

**TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- 
- Performs other related work as required.

**REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:*

**Education and Experience:**

**Knowledge, Skills and Abilities:**

Knowledge of:

Skill and Ability to:

**Additional Requirements:**

-

**Working Conditions/Physical Requirements:**

Revised:

Approved: \_\_\_\_\_

Human Resources/Risk Manager

## **Implementation of ADA**

The participation of management staff is critical in implementing ADA requirements. In reviewing the class specifications, management staff is requested to review the essential duties and related working conditions to ensure they have been identified accurately.

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**APPENDIX A**  
**MASTER LIST OF CLASS TITLES**

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**Alameda County Water District**  
**Master List of Class Titles**  
**Organized by Job Classification within Each Organizational Unit**  
**April 2021**

Current Class Title	Recommended Class Title
<b>Organization-Wide</b>	
<b>Professional</b>	
Administrative Analyst III	Senior Administrative Analyst
Administrative Analyst II	Administrative Analyst II
Administrative Analyst I	Administrative Analyst I
<b>Administrative/Clerical</b>	
Office Supervisor II (ADS)	Abolish Class
Office Supervisor I (ADS)	
Office Supervisor II	Office Supervisor
Office Supervisor I	
Office Assistant III	Abolish Class
Office Assistant II	Office Assistant II
Office Assistant I	Office Assistant I
<b>Engineering</b>	
Engineering Supervisor II	Engineering Supervisor
Engineering Supervisor I	
Engineer III	Senior Engineer
New Class Level	Associate Engineer
Engineer II	Engineer II
Engineer I	Engineer I
Engineering Technician III	Engineering Technician III
Engineering Technician II	Engineering Technician II
Engineering Technician I	Engineering Technician I
<b>Engineering &amp; Technology Services</b>	
<b>Engineering Administration</b>	
Manager of Eng & Tech Services	Director of Eng & Tech Services
<b>Development/Technology Services</b>	
Development Service Manager	Development Service Manager
Construction Inspector II	Construction Inspector II
Construction Inspector I	Construction Inspector I
<b>Information Technology</b>	
Information Technology Manager	Information Technology Manager
Information Technology Supervisor	Information Technology Supervisor
Senior Business Analyst	Senior Information Technology Analyst
Information Systems Analyst II	Information Technology Analyst II
Network Analyst II	
Information Systems Analyst I	Information Technology Analyst I
Network Analyst I	
Server & Sys Administrator II	Information Technology Administrator II
Network Administrator II	
Server & Sys Administrator I	Information Technology Administrator I
Network Administrator I	
Network Technician	Information Technology Technician
<b>Project Engineering</b>	
Project Engineering Manager	Project Engineering Manager

**Alameda County Water District**  
**Master List of Class Titles**  
**Organized by Job Classification within Each Organizational Unit**  
**April 2021**

Current Class Title	Recommended Class Title
<b>Finance</b>	
<b>Finance Management</b>	
Manager of Finance	Director of Finance
<b>Accounting and Treasury</b>	
Accounting & Treasury Manager	Accounting & Treasury Manager
Accounting Supervisor II	Accounting Supervisor
Accounting Supervisor I	
Senior Business Analyst	Senior Business Analyst
Financial System Analyst	Business Analyst I/II
Accountant III	Senior Accountant
Accountant II	Accountant II
Accountant I	Accountant I
Accounting Assistant II	Accounting Technician II
Accounting Assistant I	Accounting Technician I
<b>Budget and Rates</b>	
Supervising Financial Analyst	Financial Analysis Supervisor
Senior Financial Analyst	Senior Financial Analyst
Financial Analyst II	Financial Analyst II
Financial Analyst I	Financial Analyst I
<b>Customer Service</b>	
Customer Services & Systems Manager	Customer Services & Systems Manager
Business Analyst II	Business Analyst II
Business Analyst I	Business Analyst I
Customer Service Supervisor II	Customer Service Supervisor
Customer Service Supervisor I	
Customer Account Rep III	Customer Account Rep III
Customer Account Rep II	Customer Account Rep II
Customer Account Rep I	Customer Account Rep I
<b>Meter Reading</b>	
Meter Reader Supervisor	Meter Reader Supervisor
Meter Reader	Meter Reader
Customer Account Field Representative	Customer Account Field Representative
<b>Procurement and Contracts</b>	
Purchasing Officer II	Purchasing Officer
Purchasing Officer I	
Senior Buyer	Senior Buyer
Buyer II	Buyer II
Buyer I	Buyer I
Procurement Specialist	
<b>Office of the General Manager</b>	
<b>Administration</b>	
General Manager	General Manager
Executive Assistant	Executive Assistant/District Secretary
Admin Office Assist III	Administrative Assistant/Assistant District Secretary
Admin Office Assist II	
Admin Office Assist I	

**Alameda County Water District**  
**Master List of Class Titles**  
**Organized by Job Classification within Each Organizational Unit**  
**April 2021**

Current Class Title	Recommended Class Title
<b>Human Resources</b>	
Human Resources and Risk Manager	Human Resources and Risk Manager
Workplace Health and Safety Officer	Workplace Health and Safety Officer
New Class Level	Senior Human Resources Analyst
Human Resources Analyst II	Human Resources Analyst II
Human Resources Analyst I	Human Resources Analyst I
New Class	Human Resources & Public Affairs Technician
New Class Level	Senior Human Resources Technician
Human Resources Technician II	Human Resources Technician II
Human Resources Technician I	Human Resources Technician I
Human Resources Assistant II	Human Resources Assistant II
Human Resources Assistant I	Human Resources Assistant I
<b>Public Outreach</b>	
Public Affairs Supervisor II	Public Affairs Supervisor
Public Affairs Supervisor I	
Public Affairs Specialist III	Senior Public Affairs Specialist
Public Affairs Specialist II	Public Affairs Specialist II
Public Affairs Specialist I	Public Affairs Specialist I
<b>Operations &amp; Maintenance</b>	
<b>Distribution Maintenance</b>	
Distribution Maintenance Manager	Distribution Maintenance Manager
Distribution Maintenance Supervisor II	Distribution Maintenance Supervisor
Distribution Maintenance Supervisor I	
Utility Worker III	Utility Worker III
Utility Worker II	Utility Worker II
Utility Worker I	Utility Worker I
Meter/Cross Connection Worker II	Meter/Cross Connection Worker II
Meter/Cross Connection Worker I	Meter/Cross Connection Worker I
Storekeeper II	Storekeeper II
Storekeeper I	Storekeeper I
<b>Facilities Engineering</b>	
Sr Operations Systems Analyst	Operations Systems Administrator
Operations Systems Analyst	
New Class	Operations Systems Technician
<b>Facilities Maintenance</b>	
Facilities Maintenance Supervisor	Systems Maintenance Supervisor
Senior Instrument Technician	Instrument & Controls Technician II
Instrument Technician	Instrument & Controls Technician I
Planner/Scheduler	Planner/Scheduler
Electrician	Electrician I/II
New Class Level	Senior Utility Mechanic
Utility Mechanic II	Utility Mechanic II
Utility Mechanic I	Utility Mechanic I
<b>General Facilities Maintenance</b>	
Facility Maintenance Manager	Facilities Maintenance Manager
General Facilities Supervisor	General Facilities Supervisor
Auto Mechanic II	Vehicle & Equipment Mechanic II
Auto Mechanic I	Vehicle & Equipment Mechanic I
Facilities Maintenance Worker	Facilities Maintenance Worker
Gardener III	Gardener III
Gardener II	Gardener II
Gardener I	Gardener I

**Alameda County Water District**  
**Master List of Class Titles**  
**Organized by Job Classification within Each Organizational Unit**  
**April 2021**

Current Class Title	Recommended Class Title
<b>Laboratory Services</b>	
Laboratory Services Supervisor	Laboratory Services Supervisor
Senior Chemist	Senior Chemist
Chemist II	Chemist II
Chemist I	Chemist I
Laboratory Technician II	Laboratory Technician II
Laboratory Technician I	Laboratory Technician I
<b>Operations Administration</b>	
Manager of Operations and Maintenance	Director of Operations and Maintenance
QA/QC Officer	QA/QC Officer
Emergency Response/Security Officer	Emergency & Security Services Supervisor
Emergency & Security Services Planner	Emergency & Security Services Planner
<b>Water Production</b>	
Water Production Manager	Water Production Manager
Treatment & Distribution Supervisor II	Treatment & Distribution Supervisor
Treatment & Distribution Supervisor I	
Advanced Water Treatment Plant Operator	Advanced Water Treatment Plant Operator
Water Treatment Plant Operator	Water Treatment Plant Operator
Water Treatment Plant Operator Trainee	Water Treatment Plant Operator Trainee
Advanced Treatment Facility Operator	Advanced Treatment Facility Operator
Treatment Facilities Operator	Treatment Facilities Operator
Treatment Facilities Operator Trainee	Treatment Facilities Operator Trainee
Environmental Specialist II	Environmental Specialist II
Environmental Specialist I	Environmental Specialist I
<b>Water Resources</b>	
<b>Water Resources Administration</b>	
Manager of Water Resources	Director of Water Resources
<b>Groundwater Resources</b>	
Groundwater Resources Manager	Groundwater Resources Manager
Well Ordinance Supervisor II	Well Ordinance Supervisor
Well Ordinance Supervisor I	
New Class Level	Associate Hydrogeologist
Hydrogeologist II	Hydrogeologist II
Hydrogeologist I	Hydrogeologist I
<b>Water Resources Planning &amp; Conservation</b>	
Water Resources Planning Manager	Water Supply & Planning Manager
Water Conservation Supervisor II	Water Use Efficiency Supervisor
Water Conservation Supervisor I	
Water Conservation Specialist II	Water Use Efficiency Specialist II
Water Conservation Specialist I	Water Use Efficiency Specialist I
<b>Water Supply &amp; Planning</b>	
Water Supply Supervisor	Water Supply Supervisor
Water Controller II	Water Controller II
Water Controller I	Water Controller I

**APPENDIX B**  
**EMPLOYEE ALLOCATION LIST**

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Alameda County Water District  
Allocation List

	Department	Division	Name	Current Class Title	Final Class Title
1					
2	Engineering & Tech Serv Dept	Engineering Administration	Stevenson, Edward H.	Manager of Engineering & Technology Services	Director of Engineering & Technology Services
3	Engineering & Tech Serv Dept	Engineering Administration	Fung, Traci K.	Office Supervisor II	Office Supervisor
4	Engineering & Tech Serv Dept	Engineering Administration	Hsu, Marian A.	Office Assistant II	Office Assistant II
5	Engineering & Tech Serv Dept	Engineering Administration	Manville, Janine D.	Office Assistant II	Office Assistant II
6	Engineering & Tech Serv Dept	Engineering Administration	Santiago, Christine	Office Assistant II	Office Assistant II
7					
8	Engineering & Tech Serv Dept	Development/Tech Services	Rotter, Juniet E.	Development Service Manager	Development Service Manager
9	Engineering & Tech Serv Dept	Development/Tech Services	Morshed, Dean Aftab	Engineer I	Engineer I
10	Engineering & Tech Serv Dept	Development/Tech Services	Ho, Tien Dung P.	Construction Inspector II	Construction Inspector II
11	Engineering & Tech Serv Dept	Development/Tech Services	Terrell, Aaron	Construction Inspector I	Construction Inspector I
12	Engineering & Tech Serv Dept	Development/Tech Services	Zizileuskas, Jedd A.	Construction Inspector I	Construction Inspector I
13	Engineering & Tech Serv Dept	Development/Tech Services	Aispuro, Natividad	Engineering Technician III	Engineering Technician III
14	Engineering & Tech Serv Dept	Development/Tech Services	Lai, Linda K.	Engineering Technician II	Engineering Technician II
15	Engineering & Tech Serv Dept	Development/Tech Services	Rodriguez, Jose G.	Engineering Technician II	Engineering Technician II
16	Engineering & Tech Serv Dept	Development/Tech Services	West, Nicolas	Engineering Technician I	Engineering Technician I
17					
18	Engineering & Tech Serv Dept	Information Technology	Naqvi, Ariz J.	Information Technology Manager	Information Technology Manager
19	Engineering & Tech Serv Dept	Information Technology	Schall, Michael Allen Anthony	Information Technology Supervisor	Information Technology Supervisor
20	Engineering & Tech Serv Dept	Information Technology	Singh, Jeenu	Senior Business Analyst	Senior Information Technology Analyst
21	Engineering & Tech Serv Dept	Information Technology	Chui, Philip	Information Systems Analyst II	Information Technology Analyst II
22	Engineering & Tech Serv Dept	Information Technology	Nelson, Cathy S.	Information Systems Analyst II	Information Technology Analyst II
23	Engineering & Tech Serv Dept	Information Technology	Tse, Dat Wai	Server & Sys Administrator II	Information Technology Administrator II
24	Engineering & Tech Serv Dept	Information Technology	Christner, Todd A.	Network Administrator II	Information Technology Administrator II
25	Engineering & Tech Serv Dept	Information Technology	Rodriguez, Paul G.	Network Analyst II	Information Technology Analyst II
26	Engineering & Tech Serv Dept	Information Technology	Phillips, Guy R.	Network Technician	Information Technology Technician
27					
28	Engineering & Tech Serv Dept	Project Engineering	Ippagunta, Rekha	Project Engineering Manager	Project Engineering Manager
29	Engineering & Tech Serv Dept	Project Engineering	Delp, Christopher A.	Engineering Supervisor II	Engineering Supervisor
30	Engineering & Tech Serv Dept	Project Engineering	Egger, Benjamin J. S.	Engineering Supervisor I	Engineering Supervisor
31	Engineering & Tech Serv Dept	Project Engineering	Chan, Rosy	Engineer III	Senior Engineer
32	Engineering & Tech Serv Dept	Project Engineering	O'Nesky, Shane T.	Engineer III	Senior Engineer
33	Engineering & Tech Serv Dept	Project Engineering	Wooding, Therese C.	Engineer III	Senior Engineer
34	Engineering & Tech Serv Dept	Project Engineering	Bautista, Andrea	Engineer II	Engineer II
35	Engineering & Tech Serv Dept	Project Engineering	Budzynska, Dorota	Engineer II	Engineer II
36	Engineering & Tech Serv Dept	Project Engineering	Sempere, Carlos	Engineer II	Engineer II
37	Engineering & Tech Serv Dept	Project Engineering	Smyth, Kerri	Engineer II	Engineer II
38	Engineering & Tech Serv Dept	Project Engineering	Busse, Nicholas	Engineer I	Engineer I
39	Engineering & Tech Serv Dept	Project Engineering	Lau, Li-Teck	Engineer I	Engineer I
40	Engineering & Tech Serv Dept	Project Engineering	Sanchez, Gerardo	Engineer I	Engineer I
41	Engineering & Tech Serv Dept	Project Engineering	Patel, Ritesh G.	Engineering Technician II	Engineering Technician II
42					
43					
44	Finance Dept	Finance Management	Wunderlich, Jonathan B	Manager of Finance	Director of Finance
45	Finance Dept	Finance Management	Burch, Ethan	Administrative Analyst II	Administrative Analyst II
46					
47	Finance Dept	Accounting and Treasury	Grajeda, Mariana	Accounting & Treasury Manager	Accounting & Treasury Manager
48	Finance Dept	Accounting and Treasury	Marquez, Roseann	Accounting Supervisor I	Accounting Supervisor
49	Finance Dept	Accounting and Treasury	Flemmer, Kathleen A.	Financial System Analyst	Senior Business Analyst
50	Finance Dept	Accounting and Treasury	Abuda, Arleen M.	Accountant II	Accountant II
51	Finance Dept	Accounting and Treasury	Cao, Cassandra	Accountant II	Accountant II
52	Finance Dept	Accounting and Treasury	Herrera, Laurence T.	Accountant II	Accountant II
53	Finance Dept	Accounting and Treasury	Broberg, Leona	Accounting Assistant II	Accounting Technician II
54	Finance Dept	Accounting and Treasury	Payne, Melissa M.	Accounting Assistant II	Accounting Technician II
55	Finance Dept	Accounting and Treasury	Young, Tauna L.	Accounting Assistant II	Accounting Technician II

Alameda County Water District  
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	Department	Division	Name	Current Class Title	Final Class Title
56					
57	Finance Dept	Budget and Rates	Oam, Sydney	Supervising Financial Analyst	Financial Analysis Supervisor
58	Finance Dept	Budget and Rates	Koran, Martin	Senior Financial Analyst	Senior Financial Analyst
59					
60	Finance Dept	Customer Service	Bates, Anna Katrina	Customer Services & Systems Manager	Customer Services & Systems Manager
61	Finance Dept	Customer Service	Bharaj, Manveen	Business Analyst II	Business Analyst II
62	Finance Dept	Customer Service	Simon, Jacqueline	Customer Service Supervisor I	Customer Service Supervisor
63	Finance Dept	Customer Service	Strickland, Michelle M.	Customer Account Rep III	Customer Account Rep III
64	Finance Dept	Customer Service	Ambur, Patricia L.	Customer Account Rep II	Customer Account Rep II
65	Finance Dept	Customer Service	Lenchanko, Lisa Y.	Customer Account Rep II	Customer Account Rep II
66	Finance Dept	Customer Service	Lopez, Monica V.	Customer Account Rep II	Customer Account Rep II
67	Finance Dept	Customer Service	Pak, Chi Hyon	Customer Account Rep II	Customer Account Rep II
68	Finance Dept	Customer Service	Quezada, Liza A.	Customer Account Rep II	Customer Account Rep II
69	Finance Dept	Customer Service	Lam, Kelly	Customer Account Rep I	Customer Account Rep I
70	Finance Dept	Customer Service	Tsou, Ginnie	Customer Account Rep I	Customer Account Rep I
71					
72	Finance Dept	Meter Reading	Rodelas, Laura	Meter Reader Supervisor	Meter Reader Supervisor
73	Finance Dept	Meter Reading	Aguayo, Andres E.	Meter Reader	Meter Reader
74	Finance Dept	Meter Reading	Brajeovich, Cody	Meter Reader	Meter Reader
75	Finance Dept	Meter Reading	Fajardo, Valentin	Meter Reader	Meter Reader
76	Finance Dept	Meter Reading	Kao, Christopher	Meter Reader	Meter Reader
77	Finance Dept	Meter Reading	Lorencz, Benjamin	Meter Reader	Meter Reader
78	Finance Dept	Meter Reading	McLaughlin III, William Edward	Meter Reader	Meter Reader
79	Finance Dept	Meter Reading	Ashton, David K.	Customer Account Field Representative	Customer Account Field Representative
80	Finance Dept	Meter Reading	Lenchanko, Michael S.	Customer Account Field Representative	Customer Account Field Representative
81					
82	Finance Dept	Procurement and Contracts	Ferro, Robert M.	Purchasing Officer I	Purchasing Officer
83	Finance Dept	Procurement and Contracts	De Luca, Filippo	Senior Buyer	Senior Buyer
84	Finance Dept	Procurement and Contracts	Vacant	Buyer I/II	Buyer I/II
85	Finance Dept	Procurement and Contracts	Gonzalez, Renee M.	Procurement Specialist	Buyer I
86	Finance Dept	Procurement and Contracts	Jauregui, Maria	Office Assistant II	Office Assistant II
87					
88					
89	Office of the General Manager	Administration	Shaver, Robert T.	General Manager	General Manager
90	Office of the General Manager	Administration	Markou, Georgia H.	Executive Assistant	Executive Assistant/District Secretary
91	Office of the General Manager	Administration	Vacant	Admin Office Assist III	Administrative Assistant/Assistant District Secretary
92					
93	Office of the General Manager	Human Resources	Solito, Jennifer R.R.	Human Resources and Risk Manager	Human Resources and Risk Manager
94	Office of the General Manager	Human Resources	Porter, Justin	Workplace Health and Safety Officer	Workplace Health and Safety Officer
95	Office of the General Manager	Human Resources	Haro, Alejandra	Administrative Analyst II	Administrative Analyst II
96	Office of the General Manager	Human Resources	Kimball, Garth A.	Human Resources Analyst II	Human Resources Analyst II
97	Office of the General Manager	Human Resources	Swann, Rebecca	Human Resources Analyst II	Human Resources Analyst II
98	Office of the General Manager	Human Resources	Zapfen, Selina R.	Human Resources Analyst II	Human Resources Analyst II
99	Office of the General Manager	Human Resources	Ureno, Cristina	Human Resources Technician II	Senior Human Resources Technician
100	Office of the General Manager	Human Resources	Behnam, Corinne N.	Human Resources Technician II	Human Resources & Public Affairs Technician
101					
102	Office of the General Manager	Public Outreach	Gonzales, Sharene A.	Public Affairs Supervisor II	Public Affairs Supervisor
103	Office of the General Manager	Public Outreach	Gonzales, Renee W.	Public Affairs Specialist II	Public Affairs Specialist II
104					
105	Operations & Maintenance Dept	Distribution Maintenance	Ells, Robert P.	Distribution Maintenance Manager	Distribution Maintenance Manager
106	Operations & Maintenance Dept	Distribution Maintenance	Mathews, Timothy B.	Distribution Maintenance Supervisor II	Distribution Maintenance Supervisor
107	Operations & Maintenance Dept	Distribution Maintenance	Greene, Mike E.	Distribution Maintenance Supervisor I	Distribution Maintenance Supervisor
108	Operations & Maintenance Dept	Distribution Maintenance	Martin, Gary J.	Distribution Maintenance Supervisor I	Distribution Maintenance Supervisor
109	Operations & Maintenance Dept	Distribution Maintenance	Allen, Shaheen A.	Utility Worker III	Utility Worker III
110	Operations & Maintenance Dept	Distribution Maintenance	Cho, Sam	Utility Worker III	Utility Worker III
111	Operations & Maintenance Dept	Distribution Maintenance	Giovannoni, Jason E.	Utility Worker III	Utility Worker III
112	Operations & Maintenance Dept	Distribution Maintenance	Gonzalez, Niko	Utility Worker III	Utility Worker III
113	Operations & Maintenance Dept	Distribution Maintenance	Gonzalez, Steve J.	Utility Worker III	Utility Worker III
114	Operations & Maintenance Dept	Distribution Maintenance	Greene, Richard S.	Utility Worker III	Utility Worker III
115	Operations & Maintenance Dept	Distribution Maintenance	Hardy, Jack B.	Utility Worker III	Utility Worker III
116	Operations & Maintenance Dept	Distribution Maintenance	Huajardo, Adam L.	Utility Worker III	Utility Worker III

Alameda County Water District  
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	Department	Division	Name	Current Class Title	Final Class Title
117	Operations & Maintenance Dept	Distribution Maintenance	Jones, Gordon P.	Utility Worker III	Utility Worker III
118	Operations & Maintenance Dept	Distribution Maintenance	Leasure, Ryan C.	Utility Worker III	Utility Worker III
119	Operations & Maintenance Dept	Distribution Maintenance	Lopez, Paul	Utility Worker III	Utility Worker III
120	Operations & Maintenance Dept	Distribution Maintenance	Vinson, Kevin M.	Utility Worker III	Utility Worker III
121	Operations & Maintenance Dept	Distribution Maintenance	Weatherford, Richard A.	Utility Worker III	Utility Worker III
122	Operations & Maintenance Dept	Distribution Maintenance	Fernandez-Ortiz, Arturo	Utility Worker II	Utility Worker II
123	Operations & Maintenance Dept	Distribution Maintenance	Haidle, Ryan C.	Utility Worker II	Utility Worker II
124	Operations & Maintenance Dept	Distribution Maintenance	Kohrs, Ryan M.	Utility Worker II	Utility Worker II
125	Operations & Maintenance Dept	Distribution Maintenance	Peterson, Anthony	Utility Worker II	Utility Worker II
126	Operations & Maintenance Dept	Distribution Maintenance	Spence, Lawrence	Utility Worker II	Utility Worker II
127	Operations & Maintenance Dept	Distribution Maintenance	Gallardo, Jorge	Utility Worker I	Utility Worker I
128	Operations & Maintenance Dept	Distribution Maintenance	Gonzalez, Alejandro	Utility Worker I	Utility Worker I
129	Operations & Maintenance Dept	Distribution Maintenance	Gonzalez, Daniel	Utility Worker I	Utility Worker I
130	Operations & Maintenance Dept	Distribution Maintenance	Haas, Jacob	Utility Worker I	Utility Worker I
131	Operations & Maintenance Dept	Distribution Maintenance	Hare, Timothy	Utility Worker I	Utility Worker I
132	Operations & Maintenance Dept	Distribution Maintenance	Hoang, Son	Utility Worker I	Utility Worker I
133	Operations & Maintenance Dept	Distribution Maintenance	Kim, Brandon	Utility Worker I	Utility Worker I
134	Operations & Maintenance Dept	Distribution Maintenance	Patterson, Christopher	Utility Worker I	Utility Worker I
135	Operations & Maintenance Dept	Distribution Maintenance	Senick, Nicholas	Utility Worker I	Utility Worker I
136	Operations & Maintenance Dept	Distribution Maintenance	Shafer, Ronald	Utility Worker I	Utility Worker I
137	Operations & Maintenance Dept	Distribution Maintenance	West, Joseph	Utility Worker I	Utility Worker I
138	Operations & Maintenance Dept	Distribution Maintenance	Hausmann, Noah S.	Meter/Cross Connection Worker II	Meter/Cross Connection Worker II
139	Operations & Maintenance Dept	Distribution Maintenance	Salinas, Jaime V.	Meter/Cross Connection Worker II	Meter/Cross Connection Worker II
140	Operations & Maintenance Dept	Distribution Maintenance	Towles Jr., Andrew M.	Meter/Cross Connection Worker II	Meter/Cross Connection Worker II
141	Operations & Maintenance Dept	Distribution Maintenance	Williams, Michael D.	Meter/Cross Connection Worker II	Meter/Cross Connection Worker II
142	Operations & Maintenance Dept	Distribution Maintenance	Garcia Jr., Raul G.	Storekeeper II	Storekeeper II
143	Operations & Maintenance Dept	Distribution Maintenance	Meurrens, Karen Y.	Office Assistant II	Office Assistant II
144					
145	Operations & Maintenance Dept	Facilities Engineering	Marsheck, Robert B.	Engineering Supervisor II	Engineering Supervisor
146	Operations & Maintenance Dept	Facilities Engineering	Brown, Geoffry D.	Sr Operations Systems Analyst	Operations Systems Administrator
147	Operations & Maintenance Dept	Facilities Engineering	Kong, Dennis	Engineer II	Engineer II
148	Operations & Maintenance Dept	Facilities Engineering	Correia, Jose	Engineer I	Engineer I
149	Operations & Maintenance Dept	Facilities Engineering	West, LaMont	Engineering Technician II	Engineering Technician II
150					
151	Operations & Maintenance Dept	Facilities Maintenance	Albrecht, David M.	Facilities Maintenance Supervisor	Systems Maintenance Supervisor
152	Operations & Maintenance Dept	Facilities Maintenance	Dela Cruz, Roberto S.	Senior Instrument Technician	Instrument & Controls Technician II
153	Operations & Maintenance Dept	Facilities Maintenance	Gruchow, Timothy A.	Senior Instrument Technician	Instrument & Controls Technician II
154	Operations & Maintenance Dept	Facilities Maintenance	Misenhimer, Justin A.	Senior Instrument Technician	Instrument & Controls Technician II
155	Operations & Maintenance Dept	Facilities Maintenance	Schaff, David C.	Senior Instrument Technician	Instrument & Controls Technician II
156	Operations & Maintenance Dept	Facilities Maintenance	Brunn, Curtis L.	Planner/Scheduler	Planner/Scheduler
157	Operations & Maintenance Dept	Facilities Maintenance	Hernandez, Marie	Planner/Scheduler	Planner/Scheduler
158	Operations & Maintenance Dept	Facilities Maintenance	Baltazar, Voltaire D.	Electrician	Electrician II
159	Operations & Maintenance Dept	Facilities Maintenance	Dietz, William E.	Electrician	Electrician II
160	Operations & Maintenance Dept	Facilities Maintenance	Emmons, Daniel C.	Electrician	Electrician II
161	Operations & Maintenance Dept	Facilities Maintenance	Bialek, Janusz S.	Utility Mechanic II	Utility Mechanic II
162	Operations & Maintenance Dept	Distribution Maintenance	Cimino, Michael	Utility Mechanic II	Utility Mechanic II
163	Operations & Maintenance Dept	Facilities Maintenance	Engel, Jared D.	Utility Mechanic II	Utility Mechanic II
164	Operations & Maintenance Dept	Facilities Maintenance	Estrada Jr., Robert S.	Utility Mechanic II	Utility Mechanic II
165	Operations & Maintenance Dept	Facilities Maintenance	Jones, Victor	Utility Mechanic II	Utility Mechanic II
166					
167	Operations & Maintenance Dept	General Facilities Maintenance	Stevenson, Daniel Lee	Facility Maintenance Manager	Facilities Maintenance Manager
168	Operations & Maintenance Dept	General Facilities Maintenance	Casey, Michael M.	General Facilities Supervisor	General Facilities Supervisor
169	Operations & Maintenance Dept	General Facilities Maintenance	Jordan, William F.	Auto Mechanic II	Vehicle & Equipment Mechanic II
170	Operations & Maintenance Dept	General Facilities Maintenance	Roseman, Michael T.	Auto Mechanic II	Vehicle & Equipment Mechanic II
171	Operations & Maintenance Dept	General Facilities Maintenance	Lang, Terry M.	Facilities Maintenance Worker	Facilities Maintenance Worker
172	Operations & Maintenance Dept	General Facilities Maintenance	Vera, Ricardo R.	Facilities Maintenance Worker	Facilities Maintenance Worker
173	Operations & Maintenance Dept	General Facilities Maintenance	Plascencia, Adam	Gardener III	Gardener III
174	Operations & Maintenance Dept	General Facilities Maintenance	Ramirez, Leonel G.	Gardener II	Gardener II
175	Operations & Maintenance Dept	General Facilities Maintenance	Seward, Richard T.	Gardener II	Gardener II
176	Operations & Maintenance Dept	General Facilities Maintenance	Lenci, Jacqueline C.	Office Assistant II	Office Assistant II

Alameda County Water District  
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Fill	Department	Division	Name	Current Class Title	Final Class Title
177	Operations & Maintenance Dept	Laboratory Services	Hoover, Linnea L.	Laboratory Services Supervisor	Laboratory Services Supervisor
178	Operations & Maintenance Dept	Laboratory Services	Leung, Elin	Senior Chemist	Senior Chemist
179	Operations & Maintenance Dept	Laboratory Services	Lennen, Joseph K.	Chemist II	Chemist II
180	Operations & Maintenance Dept	Laboratory Services	Lorenson, Nadia L.	Chemist II	Chemist II
181	Operations & Maintenance Dept	Laboratory Services	Reyes, Jennifer M. A.	Chemist II	Chemist II
182	Operations & Maintenance Dept	Laboratory Services	Woo, Ryan C.	Chemist I	Chemist I
183	Operations & Maintenance Dept	Laboratory Services	Villalobos, Erick	Laboratory Technician II	Laboratory Technician II
184	Operations & Maintenance Dept	Laboratory Services	Xie, Jinyi	Laboratory Technician II	Laboratory Technician II
185	Operations & Maintenance Dept	Laboratory Services	Siu, Daniele	Laboratory Technician I	Laboratory Technician I
186					
187	Operations & Maintenance Dept	Operations Administration	Arends, Kurt	Manager of Operations and Maintenance	Director of Operations and Maintenance
188	Operations & Maintenance Dept	Operations Administration	Vacant	QA/QC Officer	QA/QC Officer
189	Operations & Maintenance Dept	Operations Administration	Reed, Jacob A.	Emergency Response/Security Officer	Emergency & Security Services Supervisor
190	Operations & Maintenance Dept	Operations Administration	Abellar, Caroline	Emergency & Security Services Planner	Emergency & Security Services Planner
191	Operations & Maintenance Dept	Operations Administration	Warren, Andrew	Office Supervisor II (ADS)	Office Supervisor
192	Operations & Maintenance Dept	Operations Administration	Buffey, Elvia	Office Assistant II	Office Assistant II
193	Operations & Maintenance Dept	Operations Administration	Fonseca, Karla Vanessa	Office Assistant II	Office Assistant II
194					
195					
196	Operations & Maintenance Dept	Water Production	Wickham, Michael	Water Production Manager	Water Production Manager
197	Operations & Maintenance Dept	Water Production	Pena, Cristina A.	Engineering Supervisor I	Engineering Supervisor
198	Operations & Maintenance Dept	Water Production	Ha, Cynthia	Engineer II	Engineer II
199	Operations & Maintenance Dept	Water Production	Moreno-Ortiz, Uriel	Engineer II	Engineer II
200	Operations & Maintenance Dept	Water Production	Spankowski Jr., Thomas	Engineer I	Engineer I
201	Operations & Maintenance Dept	Water Production	Chan, Chi Cheng	Engineering Technician II	Engineering Technician II
202	Operations & Maintenance Dept	Water Production	Proctor-Brown, Matthew	Engineering Technician II	Engineering Technician II
203	Operations & Maintenance Dept	Water Production	Magann, Robert G.	Treatment & Distribution Supervisor II	Treatment & Distribution Supervisor
204	Operations & Maintenance Dept	Water Production	Lehman, James S.	Treatment & Distribution Supervisor I	Treatment & Distribution Supervisor
205	Operations & Maintenance Dept	Water Production	Coleman, Matthew L.	Advanced Water Treatment Plant Operator	Advanced Water Treatment Plant Operator
206	Operations & Maintenance Dept	Water Production	Hensley, Keven C.	Advanced Water Treatment Plant Operator	Advanced Water Treatment Plant Operator
207	Operations & Maintenance Dept	Water Production	Herrick, John J.	Advanced Water Treatment Plant Operator	Advanced Water Treatment Plant Operator
208	Operations & Maintenance Dept	Water Production	Hydrick, Steven E.	Advanced Water Treatment Plant Operator	Advanced Water Treatment Plant Operator
209	Operations & Maintenance Dept	Water Production	Lee, Danny L.	Advanced Water Treatment Plant Operator	Advanced Water Treatment Plant Operator
210	Operations & Maintenance Dept	Water Production	Soo, James	Advanced Water Treatment Plant Operator	Advanced Water Treatment Plant Operator
211	Operations & Maintenance Dept	Water Production	Cuellar, Luis E.	Water Treatment Plant Operator	Water Treatment Plant Operator
212	Operations & Maintenance Dept	Water Production	Mondschein, Sidney	Water Treatment Plant Operator	Water Treatment Plant Operator
213	Operations & Maintenance Dept	Water Production	Risso, Nicholas P.	Water Treatment Plant Operator	Water Treatment Plant Operator
214	Operations & Maintenance Dept	Water Production	Sanchez, Roberto A	Water Treatment Plant Operator	Water Treatment Plant Operator
215	Operations & Maintenance Dept	Water Production	MacLeod, Michael	Water Treatment Plant Operator Trainee	Water Treatment Plant Operator Trainee
216	Operations & Maintenance Dept	Water Production	Gonzalez, Ramon	Advanced Treatment Facility Operator	Advanced Treatment Facility Operator
217	Operations & Maintenance Dept	Water Production	Evans, Adam J.	Treatment Facilities Operator	Treatment Facilities Operator
218	Operations & Maintenance Dept	Water Production	Muncada, Jose G.	Treatment Facilities Operator	Treatment Facilities Operator
219	Operations & Maintenance Dept	Water Production	Poston, Mark	Treatment Facilities Operator	Treatment Facilities Operator
220	Operations & Maintenance Dept	Water Production	Ronco, Sylvia S.	Treatment Facilities Operator	Treatment Facilities Operator
221	Operations & Maintenance Dept	Water Production	Vargas, Jesus	Treatment Facilities Operator	Treatment Facilities Operator
222	Operations & Maintenance Dept	Water Production	Zullo, Paul	Treatment Facilities Operator	Treatment Facilities Operator
223	Operations & Maintenance Dept	Water Production	Caldwell, Michael	Treatment Facilities Operator Trainee	Treatment Facilities Operator Trainee
224	Operations & Maintenance Dept	Water Production	Sayo, Johanna Kaye Y.	Environmental Specialist II	Environmental Specialist II
225					
226					
227	Water Resources Dept	Water Resources Administration	Hidas, Laura J.	Manager of Water Resources	Director of Water Resources
228					
229	Water Resources Dept	Groundwater Resources	Myers, Michelle A.	Groundwater Resources Manager	Groundwater Resources Manager
230	Water Resources Dept	Groundwater Resources	Soo, Kit	Well Ordinance Supervisor I	Well Ordinance Supervisor
231	Water Resources Dept	Groundwater Resources	Halliwell, Mikel S.	Engineer III	Senior Engineer
232	Water Resources Dept	Groundwater Resources	Zeyrek, Selim	Engineer II	Engineer II
233	Water Resources Dept	Groundwater Resources	Mellinger, Rachel	Engineer I	Engineer I
234	Water Resources Dept	Groundwater Resources	Chen, Eileen	Hydrogeologist II	Hydrogeologist II
235	Water Resources Dept	Groundwater Resources	Young, Douglas T.	Hydrogeologist II	Hydrogeologist II
236	Water Resources Dept	Groundwater Resources	Lazor, Ava	Hydrogeologist I	Hydrogeologist I

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	Department	Division	Name	Current Class Title	Final Class Title
237	Water Resources Dept	Groundwater Resources	Shorno, Anton P.	Engineering Technician III	Engineering Technician III
238	Water Resources Dept	Groundwater Resources	Bautista, Jeremy G.	Engineering Technician II	Engineering Technician II
239	Water Resources Dept	Groundwater Resources	Cortez, Pablo A.	Engineering Technician II	Engineering Technician II
240	Water Resources Dept	Groundwater Resources	Murillo, Allen	Engineering Technician I	Engineering Technician I
241	Water Resources Dept	Groundwater Resources	Thomas, Brianna	Engineering Technician I	Engineering Technician I
242					
243	Water Resources Dept	Water Production	Sampath, Rangarajan	Engineer II	Engineer II
244					
245	Water Resources Dept	Water Resources Planning & Conservation	Niesar, Thomas V.	Water Resources Planning Manager	Water Supply & Planning Manager
246	Water Resources Dept	Water Resources Planning & Conservation	Becker, Devon Montgomery	Engineer II	Engineer II
247	Water Resources Dept	Water Resources Planning & Conservation	Oshiro, Kelsi	Engineer II	Engineer II
248	Water Resources Dept	Water Resources Planning & Conservation	Nevins, Stephanie E.	Water Conservation Supervisor II	Water Use Efficiency Supervisor
249	Water Resources Dept	Water Resources Planning & Conservation	Maurino, Megan R	Water Conservation Specialist II	Water Use Efficiency Specialist II
250	Water Resources Dept	Water Resources Planning & Conservation	Delgadillo, Gisselle	Water Conservation Specialist I	Water Use Efficiency Specialist I
251					
252	Water Resources Dept	Water Supply & Planning	Ash, Leonard J.	Water Supply Supervisor	Water Supply Supervisor
253	Water Resources Dept	Water Supply & Planning	Swartz, Curtis M.	Water Controller II	Water Controller II
254	Water Resources Dept	Water Supply & Planning	Warren, Jason L.	Water Controller II	Water Controller II
255	Water Resources Dept	Water Supply & Planning	Kim, David S.	Water Controller I	Water Controller I
256	Water Resources Dept	Water Supply & Planning	Perry, Russell	Water Operations Analyst I	Water Operations Analyst I
257	Water Resources Dept	Water Supply & Planning	Gekov, Jeremy C.	Engineering Technician II	Engineering Technician II
258					