



Monterey Regional Waste Management District

Turning Waste Into Resources, Since 1951

DATE: September 10, 2021
TO: Board of Director
FROM: Berta R. Torres, HR Manager
SUBJECT: Addition of new Classification, Communications & Public Education Manager and Budget Adjustment

Reviewed by:  Date: 9/13/21
General Manager

RECOMMENDATION: That the Board approve the addition of new classification, Communications & Public Education Manager, to the District's organizational structure and related Pay Schedule.

BACKGROUND & DISCUSSION

This matter came before the Personnel Committee on August 4, 2021, and received the Personnel Committee's support to bring forward to the full board for approval.

The Final Budget for FY 2021/22 included expenses for three (3) positions in the Communications & Public Education department, which include: a director, coordinator and specialist.

Upon further review of the departmental objectives and scope of responsibilities, which include the development and implementation of interal and external communications programs as well as ongoing project management, it has become evident that an additional position is needed to successfully meet the department and District's objectives on an ongoing basis. Attachment A describes in detail the rationale for the position request and the primary essential functions intended for the new position.

FISCAL IMPACT

The addition of the new classification would result in an increase to the Communications & Public Education Department Employee Total Compensation Budget for FY 2021/22 of approximately \$140,000 (salary and benefits). Funding will be made by a reduction of the projected net gains for the fiscal year.

CONCLUSION

Staff and the Personnel Committee request Board approval for the addition of a new classification, Communications & Public Education Manager to the District organization structure and related Pay Schedule (Attachment B).

Respectfully,


Berta R. Torres



POSITION REQUEST

Before initiating the Recruiting Process for a position, the hiring manager must complete this form and review with the General Manager:

Hiring Manager: Zoe Shoats, Director of Communications Dept: Communications & Public Education

Position Requested: Communications & Public Education Manager Needed by: ASAP

Type of Position: FT PT Temporary *Length of Assignment: Indefinite

1. Justification for the position: Please describe what this position will accomplish (goals for position/problems they will solve).

- In the last year, the frequency of TAC meetings has increased significantly, due to SB 1383 and we expect that collaboration and synergy to continue after SB 1383 implementation for at least a year and again moving into future collection franchise agreement.
- The current General Manager has been working with the current Director of Communications to form strategic direction for the department and share in the responsibility of attending city council meetings and give community presentations. With his retirement, we don't know what the new GM will bring in terms of strengths and availability to participate in those activities.
- In the couple years preceding COVID-19, department staff were putting in overtime on a consistent basis, reflecting the need for additional headcount.
- Internal communications was added to the department approximately one year ago and it has been determined that an additional FTE is needed to implement an effective internal communications program.

The following are the primary essential functions for the new position:

- Large-scale project management (e.g. site signage, website update, etc.);
- Development and implementation of internal/external communications programs and education;
- Attend community meetings and present District initiatives or information;
- Explore grant opportunities and manage grant processes;
- Legislative research and be District liaison for industry associations, advocates, etc.
- Reporting functions for department (which we only expect to increase with SB 1383 and over time).

2. Budget Considerations: \$140,000 total compensation (incl. salary and benefits)

Compensation is based on market rate for scope of responsibilities and internal equity. This position would be classified as a member of the Management Unit.



Zoe Shoats, Director of Communications

Date: 9/13/21



Approved by General Manager (Signature)

Date: 9/13/21

**Monterey Regional Waste Management District
Management Unit Pay Schedule
Effective July 1, 2021**

Board Approved: 9/17/2021

CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	LONGEVITY	
							10 Year	15 Year
Senior Engineer								
Bi-weekly	5,442.48	5,716.07	6,000.15	6,299.93	6,616.06	6,946.61		
Hourly	68.03	71.45	75.00	78.75	82.70	86.83		
Site Operations Manager								
Bi-weekly	4,962.95	5,211.09	5,471.65	5,745.24	6,032.50	6,334.13		
Hourly	62.04	65.14	68.40	71.82	75.41	79.18		
MRF Manager								
Bi-weekly	4,726.62	4,962.95	5,211.09	5,471.65	5,745.24	6,032.50		
Hourly	59.08	62.04	65.14	68.40	71.82	75.41		
Equipment Maintenance Manager								
Bi-weekly	4,726.62	4,962.95	5,211.09	5,471.65	5,745.24	6,032.50	6,183.32	6,334.13
Hourly	59.08	62.04	65.14	68.40	71.82	75.41	77.29	79.18
Safety Manager								
Bi-weekly	4,083.07	4,287.22	4,501.58	4,726.66	4,962.99	5,211.14		
Hourly	51.04	53.59	56.27	59.08	62.04	65.14		
Solid Waste Engineer								
Bi-weekly	4,083.07	4,287.22	4,501.58	4,726.66	4,962.99	5,211.14		
Hourly	51.04	53.59	56.27	59.08	62.04	65.14		
Communications & Public Education Manager (Added 9/17/21)								
Bi-weekly	3,907.70	4,103.09	4,308.24	4,523.65	4,749.83	4,987.33		
Hourly	48.85	51.29	53.85	56.55	59.37	62.34		
Assistant MRF Manager								
Bi-weekly	3,703.38	3,888.56	4,082.98	4,287.14	4,501.49	4,726.57		
Hourly	46.29	48.61	51.04	53.59	56.27	59.08		