

MEMO



**Consent
Item #: 4**

Meeting Date: October 20, 2023

To: Board of Directors
From: Berta R. Torres, Director of Human Resources
Approved by: Felipe Melchor, General Manager

Subject: Addition of New Classification of Associate Engineer and Related Pay Schedule

RECOMMENDATION

That the Board approve the addition of a new classification of Associate Engineer and related pay schedule.

BACKGROUND AND DISCUSSION

Currently, the Engineering & Compliance department has six (6) budgeted full-time equivalent (FTE) positions. Including two senior-level civil engineers and an engineer in training (EIT) who is expected to obtain the Professional Engineer license in the coming year. A Project Manager position is new to ReGen and was added in July 2023 to assume responsibility for primarily construction management functions, including capital improvement construction projects and facilities maintenance projects. The Project Manager position will facilitate 'project delivery' and be primarily engaged in construction and operations and maintenance (O&M) phases of the project life cycle (aka 'construction' and 'post-construction' activities).

Recruitment efforts for the Project Manager concluded this week with offer acceptance from a candidate with more than 20 years' experience managing all phases of construction projects. This candidate will be well positioned to promptly assume hand-off or project management responsibilities, creating bandwidth for the civil engineers to manage technical aspects of capital improvement and more complex maintenance projects in the design/design modification and permitting phases of the project life cycle (aka 'pre-construction' activities).

Positions	FTE
Director of Engineering & Compliance (incumbent)	1
Director of Engineering & Compliance (successor) (vacant)	1
Senior Engineer	1
Project Manager (new hire to start 11/06/23)	1
Assistant Engineer, EIT	1
Regulatory Compliance Coordinator (new hire to start 10/16/23)	1
Current Total FTE: 6	
Associate Engineer (if approved)	

Recruitment for a successor Director of Engineering & Compliance was outsourced to a recruitment firm in the Summer of 2023 and was unsuccessful, due in part to the limited pool of local candidates with the senior-level experience required for the role and the challenge of attracting candidates from other

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regions due to the high cost-of-living in our area. While internal recruitment efforts continue for a Director or senior-level candidate, the challenge in finding a qualified candidate has prompted Staff to consider alternative options for ensuring ReGen is adequately staffed to manage the engineering needs. To this end, Staff is requesting Board approval to expand its search for licensed professional engineers to include various levels (Director, Senior and Associate) with the intent of broadening the pool of potential candidates from which to select one (1) engineer with sufficient experience to support the current and future workload. The job description is attached as Attachment A. Should one of the more senior-level candidates be selected, the addition of an Associate Engineer position in the engineer sequence provides the natural advancement opportunity for the Assistant Engineer to grow into in the future. The pay schedule being proposed for this position is attached as Attachment B.

The salary represented in the pay schedule shown above is approximately 10% above current market and is intended to give ReGen a competitive advantage in hiring for this position as the current labor pool for engineers is scarce as evidenced by the unsuccessful recruitments thus far for a senior engineer and director of engineering. The proposed compensation also aligns internally with roles of similar scope of responsibility. The appropriate unit classification for this professional-level classification will be determined with guidance from legal counsel.

FINANCIAL IMPACT

The addition of the new classification as discussed above may result in a decrease of approximately \$40K to \$55K to the FY 2023/24 staffing budget as only one (1) engineer position will be filled, based on candidate qualifications and experience. The FY 2023/24 staffing budget includes compensation for the highest-level civil engineer (Director of Engineering & Compliance).

CONCLUSION

Staff requests the Board's approval of a new classification of Associate Engineer and related pay schedule to ensure ReGen Monterey is adequately staffed to manage the engineering needs that are currently present and as it continues to grow in its breadth of diversion and disposal services to the community.

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Job Description

ATTACHMENT A

Position:	Associate Engineer	Position Status:	Full Time/Exempt
Reports to:	Senior Engineer	Created/Revised:	10/2023

DEFINITION

Under general supervision, assists with and performs a variety of professional and technical administrative and field engineering work related to the management, planning, design, construction and maintenance of ReGen Monterey’s existing assets, capital improvement projects and other infrastructure projects, reviews engineering plans and specifications, confers with project manager(s), coordinates with staff and external contractors, consultants, and agency representatives; The ideal candidate will possess superior problem solving and management skills that will be applied to a diverse portfolio of technical projects. You will be directly responsible for engineering and construction at solid waste disposal, recycling, processing, and transfer facilities, will communicate with senior management, and may direct and mentor junior staff.

DISTINGUISHING CHARACTERISTICS

The Associate Engineer is a journey-level professional engineer classification. Incumbents in this class possess the applicable education, training and experience required for a professional engineer license. Incumbents are expected to perform any field or office assignment with minimal direction and supervision on a wide variety of capital improvement projects at ReGen’s integrated solid waste management facility and its diversion/beneficial reuse, recycling, disposal, materials processing, and transfer services. The Associate Engineer supports the Senior Engineer in a variety of departmental duties and is job class that differs from the Senior Engineer who has supervisory-level responsibility for the department functions and projects. The Associate Engineer is distinguished from the Assistant Engineer by the performance of the full range of duties as assigned with only minimal instruction or assistance. Incumbents work independently and with responsible charge, seeking assistance only as new or unusual situations arise.

ESSENTIAL FUNCTIONS

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Perform professional and technical engineering work relative to assigned area of responsibility such as planning, design, landfill development, maintenance operations of landfill gas monitoring and collection, leachate collection and extraction systems and groundwater monitoring wells and systems, capital improvements and traffic
- Design and prepare plans and specifications and requests for proposals for projects related to material processing and disposal of wastes including landfill development and related operational programs, facilities, and operations; roads, storm drains, sewer and water lines, research project design requirements; perform calculations and prepare estimates of time and material costs.
- Develop and/or revise design and construction standards for District structures, control equipment, processing systems, and appurtenant aspects.
- Investigate field problems affecting District operations, surrounding property owners, contractors and maintenance operations; resolve problems, define an appropriate investigation plan, or refer to senior management as appropriate.
- Administer design and construction contracts; coordinate and review the work of outside consultants and vendors; review and recommend payments and billing for contracted services related to assigned projects; negotiate prices and schedules, as necessary.

- Request and participate in the collection of survey and mapping data.
- Prepare estimates and feasibility reports for new or modified services and structures.
- Participate in the plan check, review and processing of plans for District development plans affecting waste processing and disposal, including streets, sewers, drains and related facilities; assure compliance with local, state and federal codes, ordinances, rules and regulations.
- Evaluate and implement District's waste screening and acceptance criteria and policies.
- Prepare various regulatory permit compliance monitoring and reporting documents and reports.
- Prepare visual presentations and reports.
- Prepare special engineering studies and reports.
- Manage and oversee closure/post closure landfill responsibilities and regulatory agency permits.
- Maintain the integrity of the historical records.
- Provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees.
- Other duties as assigned.

QUALIFICATIONS & EXPERIENCE REQUIREMENTS

Knowledge of: Working knowledge of engineering practices and procedures including planning, development, design, construction methods and techniques, strength and properties and uses of materials, hydrology and hydraulics, specification, and structural engineering; engineering mathematics and economics; laws and ordinances relating to design and construction standards; road structure design; testing procedures and equipment and materials inspection; surveying methods and construction. Some knowledge of the application of data processing to solve engineering problems; and the principles and practices of civil/mechanical/electrical engineering; engineering economics and life cycle cost principles; budget development and expenditure control; research and evaluation methodologies.

Ability to: Plan and design complex construction projects/facilities; manage professional service consultants and contractors; review engineering plans and specifications prepared by others; make inspections of all phases of engineering work in progress; enforce contract specification and requirements; make accurate estimates of cost of materials and construction time; prepare complex technical reports; collect and analyze data on a variety of technical, analytical, and administrative topics; perform with a minimum of supervision; Direct District permitting and operations compliance functions with regulatory agencies; enforce common safety practices and procedures; prepare and present clear, concise and comprehensive reports; establish and maintain effective working relationships with others; assign, schedule and review the work of subordinates on an assigned project; present technical material to a nontechnical audience; input, access and analyze data using a computer terminal; deal tactfully, courteously, and efficiently with the public and other staff; apply sound judgment in a variety of circumstances with or without specific instructions; and communicate clearly and effectively both orally and in writing.

Experience: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Three or more years of experience as a licensed Professional Engineer performing duties comparable to ReGen Monterey's Associate Engineer.

Education, Licenses, Certifications:

- Bachelor's degree in civil, mechanical, or electrical engineering
- Possession of a valid California Class C drivers' license
- Possession of a valid certificate of registration as Professional Engineer (PE). The PE license must be issued

by the California State Board of Registration of Professional Engineers or, if issued in another state, obtained within 9 months of employment start date.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Frequent to constant stand and walk; sit for limited time; frequently bend and turn neck; constant manual/finger dexterity and hand/eye coordination; frequent to constant reaching forward and to side; constant pulling (ex: tickets off receipt machine); constant hearing and vision to normal range; constant verbal communication; frequently walk on sloped ground and uneven surfaces; occasionally lift and move objects weighing up to 25 lbs.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve policy and operational issues; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and interact with all levels of District management and personnel, and the public.

Work Environment

Normally, work is performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; regular exposure to exposure to dirt, dust, fumes, noise, garbage, foul odors; potential exposure to hazardous materials and chemicals, moderate exposure often works around fast-moving vehicles and equipment; constant contact with staff and the public.

Special Demands

Must be able to actively participate in public meetings including giving presentations in person and on camera before the Board of Directors and members of the public.

ACKNOWLEDGEMENT

I hereby confirm that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print

Pay Schedule
Effective October 20, 2023

Board Approved:						
CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
EXEMPT						
Associate Engineer						
Bi-weekly	4,446.02	4,668.32	4,901.74	5,146.83	5,404.17	5,674.38
Hourly	55.58	58.35	61.27	64.34	67.55	70.93