SANTA CLARA VALLEY WATER DISTRICT
Discussion Draft Classification Structure
August 2008

Job Family*	Level of Series	Name of New Class Title	Minimum Qualifications**	Distinguishing Characteristics
Plant Operations				
Systems Control Series	*No employees were present at this panel. This series represents FLA's review of the current job descriptions and PDQs.*			
Systems Control Operator I Systems Control Operator II	1 of 3	Systems Control Operator, Assistant	High School diploma or G.E.D. and one (1) year of experience in working with water distribution systems. **Licensing Requirements:** -CA Driver's License, Class C may be required	This is the entry/experienced to journey level in the series. Incumbents perform systems control and monitoring functions to manage the flows of water to creeks, plants, lines, and reservoirs through the use of a SCADA system. Incumbents validate unusual readings and make recommendations for adjustment. Duties include: preparing related data and reports; writing work orders; and assisting maintenance personnel during repair, maintenance and normal operations. This level does not make unsupervised adjustments or system changes. The Systems Control Operator, Assistant is distinguished from the Systems Control Operator in that the former does not make unsupervised adjustments or system changes.

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Systems Control Operator III	2 of 3	Systems Control Operator	High School diploma or G.E.D. and three (3) years of experience in local and remote monitoring, operations, and control of multiple water storage and distribution systems and facilities. **Licensing Requirements:** -CA Driver's License, Class C may be required	This is the fully functional level of the series. Duties include: performing systems control and monitoring functions to manage the flows of water to creeks, plants, lines, and reservoirs through the use of a SCADA system; making unsupervised changes as necessary; validating unusual reading and determining course of action; preparing related data and reports; writing work orders and assisting maintenance personnel during repair, maintenance and normal operations; and training other employees on operations procedures and methods. The Systems Control Operator is distinguished from the Systems Control Operator Supervisor in that the latter serves in a supervisory capacity.
Systems Control Supervisor	3 of 3	Systems Control Supervisor	High School diploma or G.E.D. and four (4) years of experience in local and remote monitoring, operations, and control	This is the highest and supervisory level of the series. Incumbents supervise staff including conducting performance evaluations, coordinating training; and

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			of multiple water storage and distribution systems and facilities including one (1) year of leadworker experience. **Licensing Requirements:** -CA Driver's License, Class C may be required	implementing hiring, discipline and termination procedures. Duties include: assisting in the administration of the area budget; participating in the development and implementation of procedure and objectives; approving work orders; responding to critical situations; and preparing personnel, facilities, and work schedules. The Systems Control Supervisor is distinguished from other Systems Control classes in the focus on supervising systems control functions.
Water Resources Technician Series	*No employees were present at this panel. This series represents FLA's review of the current job descriptions and PDQs.*			
Water Resources Technician I Water Resources Technician II	1 of 3	Water Resources Technician	High School diploma or G.E.D. and one (1) year of experience in a labor or trades field; experience in water distribution systems is preferred. **Licensing**	This is the entry/experienced to journey level of the series. Incumbents perform field maintenance and inspection duties of water distribution systems. Duties include: operating valves, pumps, canals, gates, etc.; reading and interpreting gauges, meters,

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			Requirements: -CA Driver's License, Class C	and monitoring devices; monitoring and inspecting equipment and facilities; and preparing and maintaining records, maps and related documents. The Water Resources Technician is distinguished from the Water Resources Technician, Senior in that the latter serves as leadworker.
Senior Water Resources Technician	2 of 3	Water Resources Technician, Senior	High School diploma or G.E.D. and four (4) years of experience of water distribution field maintenance or operations. **Licensing Requirements:** -CA Driver's License, Class C	This is the leadworker and advanced level of the series. In addition to other duties, incumbents review and verify data; ensure adherence to operating procedure; and prepare summary reports. Incumbents act as lead worker, making work assignments and determining completion of work. The Water Resources Technician, Senior is distinguished from Water Resources Supervisor in that the latter serves in a supervisory capacity.

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Job Family*	Level of Series	Name of New Class Title	Minimum Qualifications**	Distinguishing Characteristics
Water Resources Supervisor	3 of 3	Water Resources Supervisor	High School diploma or G.E.D. and six (6) years of experience of water distribution field maintenance or operations including two (2) years as a leadworker. **Licensing Requirements:** -CA Driver's License, Class C	This is the highest and supervisory level of the series. Duties include: assisting in the administration of the area budget; participating in the development and implementation of procedure and objectives; approving work orders; responding to critical situations; and preparing personnel, facilities, and work schedules. Incumbents supervise staff performing a full range of supervisory duties including directing work, training and

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				coaching, discipline, and performance evaluation. Incumbents may be working supervisors and as such may be responsible for performing the same duties as those they supervise. The Water Resources Supervisor is distinguished from the Water Resources Technician, Senior in that the former supervises water resources technical functions.
Water Treatment Plant Operator Series	*Employees represented and developed this series during the occupational panel process.*			
Assistant Water Plant Operator I Assistant Water Plant Operator II Assistant Water Plant Operator III	1 of 3	Water Treatment Plant Operator, Assistant	High School diploma or G.E.D., supplemented by additional coursework in mathematics and chemistry. **Licensing Requirements:** -CA Driver's License, Class C -Must obtain a CA Grade	This is the assistant shift operator level within the series. Incumbents perform a variety of plant operations and maintenance up to and including journey level plant operator duties under the direction of the operator in charge of the shift. Duties include: performing routine water sampling and testing; reading

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			II (T2) Water Treatment Operator Certificate within 24 months of appointment to this classification -Must obtain a CA Grade III (T2) Water Treatment Operator Certificate within 36 months of obtaining the T2 certification.	meters, gauges, dials, etc.; operating and adjusting plant equipment and processes under direct supervision; performing routine plant cleaning such as backwashing filters, and operating sludge equipment; accepting chemical delivery; and compiling data and maintains daily records. The Water Treatment Plant Operator, Assistant is distinguished from Water Treatment Plant Operator in that the latter serves as the shift operator in charge.
Water Plant Operator III	2 of 3	Water Treatment Plant Operator	High School diploma or G.E.D., and two (2) years of water plant operations experience which satisfies the CA State requirement for a T3 Water Treatment Operator Certification and one (1) year of experience as a T2 plant operator. Additional education may substitute for the above	This is the shift operator in charge level within the series. Incumbents perform the full range of plant operations and maintenance duties as the operator-in-charge on shift and oversee the work of the assistant operator. In addition to the duties described in the previous level, incumbents perform duties such as: monitoring of SCADA and testing activities; making process control

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			experience. **Licensing Requirements:** -CA Driver's License, Class C -Possession of a CA Grade III (T3) Water Treatment Facility Operator Certificate	adjustments; controlling the inflow and outflow of water; ensuring routine maintenance activities are scheduled and completed; and acting as a first responder during emergency situations. The Water Treatment Plant Operator is distinguished from the Water Treatment Plant Supervisor in that the latter serves in a supervisory capacity.
Water Plant Supervisor IV Water Plant Supervisor V	3 of 3	Water Treatment Plant Supervisor	High School diploma or G.E.D. and four (4) years of water plant operations experience including two (2) years of leadworker/ operator in charge experience. **Licensing Requirements:** -CA Driver's License, Class C -Possession of a CA Grade IV (T4) or Grade V (T5) Water Treatment Facility Operator	This is the highest and supervisory level of the series. Duties include: assisting in the administration of the area budget and coordinating purchases; participating in the development and implementation of procedure and objectives; approving work orders; responding to critical situations; approving process control changes; and acting as a liaison to other departments and external organizations and agencies. Incumbents supervise staff

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			Certificate. Incumbent must obtain a Grade V (T5) within one (1) year of appointment as supervisor.	performing a full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation. Incumbents may be working supervisors and as such may be responsible for performing the same duties as those they supervise. The Water Treatment Plant Supervisor is distinguished from the Water Treatment Plant Operator in that the former supervises water treatment activities.

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