

RESOLUTION NO. 22-10

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY APPROVING A
POSITION AND POSITION DESCRIPTION FOR PROGRAM MANAGER - OUTREACH; AND
APPROVING A NEW SALARY RANGE FOR THE POSITION OF PROGRAM MANAGER -
OUTREACH.**

WHEREAS, the West Contra Costa Integrated Waste Management Authority (“Authority”) is empowered to create positions and position descriptions, establish salaries and benefits for employees and hire employees; and

WHEREAS, the Executive Director has recommended adding the position of Program Manager - Outreach to the Approved Salary Range Schedule; and

WHEREAS, the Authority Board of Directors finds that it would be beneficial to the Authority to hire a Program Manager - Outreach a monthly Salary Range of \$9,704 to \$11,136;

NOW, THEREFORE, the Board of Directors of the West Contra Costa Integrated Waste Management Authority resolve as follows:

1. The new Salary Range for the Position of Program Manager - Outreach as noted above and included in Attachment 1 is approved;
2. The Position and Position Description for a Program Manager - Outreach, which Position Description as attached hereto as Attachment 2 are approved.

ATTEST:

CHAIR OF THE BOARD

Donald W. Sturman

Dan Romero

Aug 2, 2022

Donald W. Sturman, Board Secretary

[Dan Romero \(Aug 2, 2022 16:59 PDT\)](#)

Dan Romero, Board Chair

Date

I hereby certify that the foregoing Resolution was adopted by the Board of Directors of the West Contra Costa Integrated Waste Management Authority at its meeting on July 14, 2022 by the following vote:

AYES: Directors: Romero, Rudnick, Bates, McLaughlin, Murphy, Pineda

NOES: Directors: _____

ABSENT: Directors: Willis

Donald W. Sturman

Donald W. Sturman, Board Secretary

West Contra Costa Integrated Waste Management Authority
July 1, 2022 Compensation Schedule Steps
Attachment 1-C

| Class Title | Class | Cola Assumption FY 2022-23 Salary Rate | 3.5% Step A (1) | 3.5% Step B (2) | 3.5% Step C (3) | 3.5% Step D (4) | 3.5% Step E (5) | |
|--|------------|---|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| Executive Director | Exempt | Monthly | \$ 14,781 | \$ - | \$ - | \$ - | \$ - | |
| | | Semi-Monthly | \$ 7,391 | \$ - | \$ - | \$ - | \$ - | |
| | | Hourly | \$ 98.54 | \$ - | \$ - | \$ - | \$ - | |
| | | Annually | \$ 177,375 | \$ - | \$ - | \$ - | \$ - | \$ 177,375.00 |
| Manager of Finance & Admin. Manager | Exempt | Monthly | \$ 10,125 | \$ 10,479 | \$ 10,846 | \$ 11,226 | \$ 11,544 | |
| | | Semi-Monthly | \$ 5,063 | \$ 5,240 | \$ 5,423 | \$ 5,613 | \$ 5,772 | |
| | | Hourly | \$ 67.50 | \$ 69.86 | \$ 72.31 | \$ 74.84 | \$ 76.96 | |
| | | Annually | \$ 121,500 | \$ 125,753 | \$ 130,154 | \$ 134,709 | \$ 138,524 | \$ 138,524 |
| Sr. Program Manager Rec/HHW | Exempt | Monthly | \$ 10,125 | \$ 10,479 | \$ 10,846 | \$ 11,226 | \$ 11,544 | |
| | | Semi-Monthly | \$ 5,063 | \$ 5,240 | \$ 5,423 | \$ 5,613 | \$ 5,772 | |
| | | Hourly | \$ 67.50 | \$ 69.86 | \$ 72.31 | \$ 74.84 | \$ 76.96 | |
| | | Annually | \$ 121,500 | \$ 125,753 | \$ 130,154 | \$ 134,709 | \$ 138,524 | \$ 138,524 |
| Program Manager Outreach | Exempt | Monthly | \$ 9,704 | \$ 10,044 | \$ 10,395 | \$ 10,759 | \$ 11,135.65 | |
| | | Semi-Monthly | \$ 4,852 | \$ 5,022 | \$ 5,198 | \$ 5,380 | \$ 5,568 | |
| | | Hourly | \$ 64.69 | \$ 66.96 | \$ 69.30 | \$ 71.73 | \$ 74.24 | |
| | | Annually | \$ 116,449 | \$ 120,525 | \$ 124,743 | \$ 129,109 | \$ 133,628 | \$ 116,449 |
| Outreach Coordinator | Non-Exempt | Monthly | \$ 4,745 | \$ 4,911 | \$ 5,083 | \$ 5,261 | \$ 5,445 | |
| | | Semi-Monthly | \$ 2,373 | \$ 2,456 | \$ 2,542 | \$ 2,631 | \$ 2,723 | |
| | | Hourly | \$ 31.63 | \$ 32.74 | \$ 33.89 | \$ 35.07 | \$ 36.30 | |
| | | Annually | \$ 56,943 | \$ 58,936 | \$ 60,998 | \$ 63,133 | \$ 65,343 | \$ 56,943 |
| Recycling/HHW Coordinator | Non-Exempt | Monthly | \$ 4,745 | \$ 4,911 | \$ 5,083 | \$ 5,261 | \$ 5,445 | |
| | | Semi-Monthly | \$ 2,373 | \$ 2,456 | \$ 2,542 | \$ 2,631 | \$ 2,723 | |
| | | Hourly | \$ 31.63 | \$ 32.74 | \$ 33.89 | \$ 35.07 | \$ 36.30 | |
| | | Annually | \$ 56,943 | \$ 58,936 | \$ 60,998 | \$ 63,133 | \$ 65,343 | \$ 56,943 |

\$ 684,758

**West Contra Costa Integrated
Waste Management Authority**

MANAGER, OUTREACH PROGRAMS

DEFINITION

To plan, organize, supervise and coordinate the work of assigned staff and consultants working on multiple solid waste, recycling and household hazardous waste outreach and education programs; to plan, develop, promote and implement community and outreach activities regarding Authority's source reduction, hhw and recycling programs; to coordinate the school outreach and education program in the region; to represent the Authority and its programs to various public and private citizen groups, agencies and regulatory agencies.

DISTINGUISHING CHARACTERISTICS

This is management classification responsible for providing specialized expertise and advanced knowledge in the areas of multi-platform media and outreach strategies to publicize recycling, solid waste management, and related environmental protection issues. Incumbents are required to perform assignments independently drawing upon technical knowledge and expertise of the outreach and marketing field.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Executive Director.

Exercises direct supervision over assigned staff.

EXAMPLES OF ESSENTIAL DUTIES

Provide leadership and direction to ensure establishment of effective community relations, public education and information and outreach program activities directed at reduction of waste disposal in landfills and removal of household hazardous waste.

Administer and co-ordinate source reduction and recycling activities identified in approved plans for implementation by member agencies, franchised solid waste collectors, generators, and recyclers.

Provide technical assistance regarding outreach to member agencies, solid waste generators, collectors, and recyclers to reduce the amount of landfilled waste.

Develop and implement alternative education and public information programs directed at source reduction and recycling programs.

Prepare responses to correspondence for appropriate signature and prepare reports to the Authority Board of Directors, member agencies and the public.

Prepare and administer requests for proposals for professional and other services necessary to implement Authority programs and related activities.

Research opportunities for grant funding and other funding assistance, prepare applications for grants and other funding assistance; research, gather and develop annual program budgets.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copies, and FAX.

TYPICAL WORKING CONDITIONS

Normally work is performed in an office environment; some exposure to outside conditions; constant contact with staff and general public.

Minimum Qualifications

Knowledge of:

State and federal laws and regulations governing solid waste activities; solid waste industry practices; development, operations and management of source reduction, recycling, composting, household hazardous waste programs and related public education and information programs.

Community relations skills associated with the implementation and public education of source reduction, recycling, household hazardous waste, composting and other related environmental protection programs.

Preparation and administration of requests for proposals and grant application; contract administration and management of budget and fiscal controls.

Theory and principles of supervision and human resource management.

Ability to:

Develop, implement and monitor progress of source reduction, recycling, household hazardous waste and composting programs; long range program goals.

Provide public education and community relations associated with the Authority's various environmental protection programs.

Analyze various situations and take appropriate course of action; analyze budget and technical reports; interpret state, federal and local laws, rules and regulations associated with environmental protection programs.

Research data, meet deadlines, apply sound logic and judgment in problem solving. Communicate effectively, tactfully, and persuasively orally and in writing.

Supervise, train and evaluate performance of assigned staff, volunteers, and consultants/contractors.

Establish and - maintain effective working relationships with those contacted during the course of performing duties.

EDUCATION AND EXPERIENCE

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

Experience

Four (4) years of increasingly responsible experience in the planning, delivery, operation of outreach and marketing services with at least one year of successfully managing and operating related programs.

Education

Education equivalent to a Bachelor's Degree in Marketing, Education, Media, Environmental Science, Planning, Public Administration or closely related field.

License

Possession of an appropriate valid California Driver' License.










Resolution 22-10 Program Manager - Outreach - 080222 - w Steps and Job Descriptions

Final Audit Report

2022-08-02

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