

RESOLUTION NO. 22 – 11

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

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 Interim Executive Director has recommended adding the position of Outreach Coordinator to the Approved Salary Range Schedules and eliminating the position of Outreach Coordinator; and

WHEREAS, the Authority Board of Directors finds that it would be beneficial to the Authority to hire a Manager of Finance & Administrative Services at a monthly Salary Range of \$4,745 to \$5,445;

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 Outreach Coordinator as noted above and included in Attachment 1 is approved; and
2. The Position and Position Description for an Outreach Coordinator, which Position Description as attached hereto as Attachment 2, are approved; and
3. The Executive Director is authorized to recruit and hire an Outreach Coordinator.

ATTEST:

CHAIR OF THE BOARD

Donald W. Sturman

Dan Romero

Dan Romero (Aug 2, 2022 17:01 PDT)

Aug 2, 2022

Donald W. Sturman, Board Secretary

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**

COORDINATOR, OUTREACH PROGRAMS

DEFINITION

To assist in the development and implementation of the West Contra Costa Integrated Waste Management Authority's multiple outreach programs to ensure compliance with the requirements of the California Public Resources Code and regulations issued by the California Department of Resources Recycling and Recovery (CalRecycle). These programs will include recycling, solid waste, composting, and Household Hazardous Waste (HHW) programs, with a focus on organics and edible food recovery of SB 1383 and other Senate Bills including any new laws that may go into effect.

DISTINGUISHING CHARACTERISTICS

This is a non-management classification responsible for providing outreach support to the recycling and solid waste prevention programs including the HHW program activities of the agency. The position will receive assignments from the Outreach Programs Manager. The ideal candidate will have basic knowledge of outreach activities, including creating and executing educational materials, social media, and website content, along with an interest in the areas of recycling, source reduction, solid waste management, and related environmental protection issues. This position requires general knowledge of waste collection separation, recycling, and disposal operations, including working knowledge of office functions and computer applications. The ability to prioritize and manage varying assignments is essential. The ability to stay organized and pay attention to small details will assist the incumbent to complete their assignments efficiently. The position requires the ability to remain flexible in a demanding work atmosphere and requires frequent use of tact, discretion, and a high degree of professionalism.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities; however, will receive direction from the Outreach Program Manager.

EXAMPLES OF ESSENTIAL DUTIES

- Assist in preparing and distributing community outreach brochures, informational materials, and communications to expand public awareness of the Authorities programs and services.
- Assist in the maintenance and content development and updates to Authority's website.

- Assist in developing and creating social media content and activities.
- Exemplifies strong customer service skills in phone and email communications.
- Represents the Authority at community events (such as, fairs, festivals, trade shows and other events (which may occur after normal working hours and on weekends): responds to questions, distributes educational materials and information regarding waste prevention, reuse, repair, composting, and recycling.
- May attend and participate in professional group meetings/events to remain informed of new trends and innovations in recycling program development and implementation (which may occur after normal working hours).
- Researches and monitors current waste management trends to explore markets for recyclable materials and other outreach opportunities.

MINIMUM QUALIFICATIONS

- Competence in methods and techniques of designing and developing promotional and educational materials in support of assigned programs.
- Experience in graphic design and writing with creation of outreach pieces and/or blogs, social, and newsletters helpful.
- Demonstrated ability to be detail-oriented, prioritize tasks, and the ability to adapt and accommodate frequent interruptions.
- Strong project management and proven ability to handle multiple tasks and effectively meet deadlines.
- Dynamic, energetic, forward-thinking, and creative individual with high standards and an appropriate professional image.
- Comfortable using administrative procedures of managing files and records on a network drive and other office procedures.
- Intermediate knowledge in using computer software and internet applications for word processing, database, spreadsheets, and design work is essential.
- Proficient with the English language including the meaning and spelling of words, rules of composition, and grammar.
- Effective communication, both oral and written with the ability to work with the public.
- Demonstrated confidence in public speaking and presentation skills.
- Demonstrates strong organizational skills, is proactive and has exceptional attention to detail and follow through.
- Versatility, flexibility, and willingness to work changing priorities.
- Highly collaborative and demonstrates willingness to work with the team.
- Ability to use discretion and good judgment when privy to sensitive or confidential information.
- Ability to make sound decisions and solve problems.
- Familiarity with the Public Resources Code and other regulatory provisions governing waste prevention and recycling programs helpful.
- Familiarity with general solid waste, recycling, and environmental protection concepts, methods, and techniques helpful.
- Experience in community organizing and/or working with diverse ethnic and socio-

economic groups is helpful.

- Familiarity with West Contra Costa County is helpful.

Language Skills:

- Ability to effectively present information to executive level management, the public, and/or boards of directors.
- Ability to read, analyze, and interpret technical journals, reports, and legal documents.
- Bilingual or multilingual in Spanish or other languages helpful.

Computer Skills:

- Must be highly proficient in Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook, along with a high proficiency to learn and use other software programs.
- Ability to use remote meeting tools such as Microsoft Teams and Zoom.
- Experience using Canva, InDesign, and Publisher, preferred.

Knowledge of:

Some knowledge of (but not necessary) state and federal laws and regulations governing solid waste activities including recycling, composting, and household hazardous waste.

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. Occasionally required to stoop, kneel, crouch, and reach with hands and arms. In addition, occasionally may be required to lift and/or move bulky items weighing up to 30 pounds.

TYPICAL WORKING CONDITIONS

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

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

Minimum two (2) years of relevant outreach e office environment work experience. Interest and experience in environmental issues, public information, education and business.

Education

Education equivalent to Bachelor's degree with major course work in Environmental Studies, Resource Management, Public or Business Administration, or a closely related field highly preferred, such as Marketing or Communications.

License

Possession of a valid California Driver' License.










Resolution 22-11 Outreach Coordinator - 080222 - w Steps and Job Descriptions

Final Audit Report

2022-08-03

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