

RESOLUTION NO. 22-13

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY APPROVING A
POSITION AND POSITION DESCRIPTION FOR RECYCLING / HHW COORDINATOR; AND
APPROVING A NEW SALARY RANGE FOR THE POSITION OF RECYCLING / HHW
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 Executive Director has recommended adding the position of Recycling / HHW Coordinator 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 Recycling / HHW Coordinator 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 Recycling / HHW Coordinator as noted above and included in Attachment 1 is approved; and
2. The Position and Position Description for a Recycling / HHW Coordinator, which Position Description as attached hereto as Attachment 2 are approved.

ATTEST:

CHAIR OF THE BOARD

Donald W. Sturman

Donald W. Sturman, Board Secretary

Dan Romero

Dan Romero (Aug 2, 2022 16:59 PDT)

Dan Romero, Board Chair

Aug 2, 2022

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, RECYCLING & HHW PROGRAMS

DEFINITION

To assist in the development and implementation of the West Contra Costa Integrated Waste Management Authority's multiple 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. The position will also conduct site visits to perform audits and provide program guidelines to businesses and multi-family properties.

DISTINGUISHING CHARACTERISTICS

This is a non-management classification responsible for providing support to both the recycling and solid waste prevention programs including the HHW program activities of the agency. The position will receive assignments from the Recycling and HHW Programs Manager. The ideal candidate will have an interest and basic knowledge 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 Recycling & HHW Program Manager.

EXAMPLES OF ESSENTIAL DUTIES

- Assist Recycling & HHW Program Manager with recycling, composting and HHW program planning and implementation.
- Attend regular stakeholder meetings and assist Recycling & HHW Program Manager with planning, documentation, and scheduling.

- Assist Recycling & HHW Program Manager in management of HHW grants and programs.
- Manage databases and spreadsheets of account data for Authority compliance programs.
- Work collaboratively with the Outreach Program Manager on topics and content.
- Assist Recycling & HHW Program Manager with Edible Food Program management.
- 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.
- Assists with waste audits and with new and ongoing waste reduction programs for residential and businesses, including schools.
- Distributes recycling containers and various public education material to locations in the community (such as, residences, businesses, and schools).
- May occasionally deliver informative recycling program presentations to groups such as, schools, businesses, residents, and/or associations.
- 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.

MINIMUM QUALIFICATIONS

- 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, 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.

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 recycling and 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.

License

Possession of a valid California Driver' License.










Resolution 22-13 Recycling and HHW Coordinator - 080222 - w Steps and Job Descriptions

Final Audit Report

2022-08-02

Created:	2022-08-02
By:	Lisa Borreani (coordinator@recyclemore.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0ME5a7KdXsrrTpmLZw5rcncqkAQ_-tQ

"Resolution 22-13 Recycling and HHW Coordinator - 080222 - w Steps and Job Descriptions" History

-  Document created by Lisa Borreani (coordinator@recyclemore.com)
2022-08-02 - 9:17:02 PM GMT
-  Document emailed to Donald Sturman (donalds@recyclemore.com) for signature
2022-08-02 - 9:17:26 PM GMT
-  Email viewed by Donald Sturman (donalds@recyclemore.com)
2022-08-02 - 9:19:08 PM GMT
-  Document e-signed by Donald Sturman (donalds@recyclemore.com)
Signature Date: 2022-08-02 - 9:19:24 PM GMT - Time Source: server
-  Document emailed to danromero@ci.hercules.ca.us for signature
2022-08-02 - 9:19:27 PM GMT
-  Email viewed by danromero@ci.hercules.ca.us
2022-08-02 - 11:59:25 PM GMT
-  Signer danromero@ci.hercules.ca.us entered name at signing as Dan Romero
2022-08-02 - 11:59:46 PM GMT
-  Document e-signed by Dan Romero (danromero@ci.hercules.ca.us)
Signature Date: 2022-08-02 - 11:59:47 PM GMT - Time Source: server
-  Agreement completed.
2022-08-02 - 11:59:47 PM GMT