

RESOLUTION NO. 25-06
RESOLUTION OF THE BOARD OF DIRECTORS OF THE
WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY
CREATING THE POSITION OF, AND APPROVING THE JOB DESCRIPTION AND SALARY
RANGE FOR, THE DEPUTY EXECUTIVE DIRECTOR AND REGULATORY MANAGER

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 Board of Directors desires to create the position of Deputy Executive Director and Regulatory Manager to include the functions of a Deputy Executive Director and the current position of the Program Manager – Recycling and HHW; and

WHEREAS, the Board of Directors desires to establish the salary range for Deputy Executive Director and Regulatory Manager for fiscal year 2025-26 at \$163,229.79 to \$187,310.34.

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

1. The position of Deputy Executive Director and Regulatory Manager is hereby created; and
2. The Job Description for this position, which is attached hereto as EXHIBIT A, is hereby approved; and
3. The salary range for this position for fiscal year 2025-26 is established at \$163,229.79 to \$187,310.34.

ATTEST:

Viviane Vidal

Viviane Vidal, Board Secretary

CHAIR OF THE BOARD:

Cesar Zepeda

Cesar Zepeda (Jun 30, 2025 09:47 PDT)

Cesar Zepeda, 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 June 12, 2025 by the following vote:

AYES: Directors: Zepeda, Xavier, Robinson, Murphy (Alt), Bhattarai, Kstanes

NOES: Directors: _____

ABSENT: Directors: Tave, Brown

Viviane Vidal

Viviane Vidal, Board Secretary

WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY
(WCCIWMA)

**DEPUTY EXECUTIVE DIRECTOR
AND
REGULATORY MANAGER**

OVERVIEW

The position of Deputy Executive Director Regulatory Manager is a hybrid position with distinct executive and technical management responsibilities. As Deputy Executive Director (DED), this senior staff position is second in command, reporting to the Executive Director (ED). As Regulatory Manager, this position has technical and managerial responsibilities specific to the programs managed.

DISTINGUISHING CHARACTERISTICS

Deputy Executive Director

This executive classification is responsible for assisting the Executive Director in the management of the Authority, and in the absence of and the direction of the Executive Director, may from time to time be the Acting Executive Director.

Regulatory Manager

Planning, organizing, supervising and coordinating the work of assigned staff and consultants working on multiple solid waste, recycling and household hazardous waste 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); to represent the Authority and its programs to various public and private citizen groups, agencies and regulatory agencies.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the WCCIWMA Executive Director and supervises staff assigned to the Recycling and Household Hazardous Waste (HHW) programs. In addition, this position oversees special projects and processes, as assigned by the Executive Director.

GENERAL RESPONSIBILITIES

Deputy Executive Director

General responsibilities include, but are not limited to:

- Assisting the ED with strategic planning, including setting goals and objectives, and establishing programs, policies, and procedures.
- Overseeing the management of Board Agendas.

- Assisting the ED with the rate setting process and the preparation of the annual budget for WCCIWMA.
- Assisting the ED with monitoring the Post Collection Agreement, especially as it relates to Recycling and Household Hazardous Waste programs.
- Assisting the ED with the coordination of solid waste programs with Contra Costa County's Integrated Solid Waste Management Plan.
- Signing coalition letters and writing comment letters on behalf of the Authority for extended producer responsibility bills and any other bill types as approved by the Board or described in approved Board Resolution(s).
- Managing the Authority's Technical Advisory Committee (TAC) and building collegial relationships with city and county staff comprising the TAC.
- Interacting and building good working relationships with management staff of the Post Collection Agreement Contractor.
- Interacting and building good working relationships with Cal Recycle Local Assistance Market Development (LAMD) representatives and other representatives.
- Prepare and administer requests for proposals for professional and other services necessary to implement Authority programs and related activities.

Regulatory Manager

General responsibilities include, but are not limited to:

- Administering and ensuring compliance with the requirements of the California Public Resources Code and regulations issued by CalRecycle involving solid waste reduction, household hazardous waste and related environmental protection programs.
- Submitting reports to Cal Recycle and the Department of Toxic Substances Control as required by regulations for solid waste reduction and household hazardous waste programs.
- Administering and coordinating recycling, source reduction and household hazardous waste activities identified in approved plans for implementation by the Board of Directors.
- Provide technical assistance to member agencies and edible food generators, and food recovery organizations to reduce the amount of surplus edible food going to landfill and provide for the development and monitoring of markets for surplus edible food recovered from generators within the boundaries of the Authority.
- Analyze and compare alternative source reduction, recycling and composting programs to reduce the amount of waste landfilled.
- Analyze and compare alternative programs for safe collection, treatment, recycling and disposal of household hazardous waste.

- Develop and implement solid waste reduction, recycling, composting, and HHW collection programs.
- Prepare responses to correspondence and prepare reports to the Authority Board of Directors, member agencies and the public.
- Evaluate and provide comments and recommendations on legislative and regulatory proposals at the state, local or federal level.
- Research opportunities for grant funding and other funding assistance, prepare applications for grants and other funding assistance.
- Research and develop annual program budgets.

OTHER REQUIREMENTS

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.

State reporting processes for recycling and HHW; knowledge of associated recycling and HHW legislation and mandated reporting.

Preparation and administration of requests for proposals and grant application; grant, 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, and long-range program goals.

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 necessary to be successful in the position. Typical ways to obtain the required knowledge and abilities would be:

Education

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

Experience

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

LICENSES REQUIRED

Possession of an appropriate valid California Driver' License.

Resolution 25-06 DED and Regulatory Manager Job Description 061225 with Attachments

Final Audit Report

2025-06-30

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