



# CITY OF SACRAMENTO

**DEPARTMENT OF PERSONNEL**  
PERSONNEL MANAGEMENT SERVICES DIVISION  
801 NINTH STREET, ROOM 210  
SACRAMENTO, CALIF. 95814  
TELEPHONE (916) 449-5726/5729

**DONNA L. GILES**  
DIRECTOR OF PERSONNEL

November 16, 1981

City Council  
Sacramento, California

Honorable Members in Session

SUBJECT: NEW CLASSIFICATION: ENERGY SYSTEMS COORDINATOR

**APPROVED**  
BY THE CITY COUNCIL

**NOV 24 1981**

OFFICE OF THE  
CITY CLERK

### SUMMARY

A new exempt classification titled Energy Systems Coordinator has been developed and is now ready for City Council action to add the new class to the Employer-Employee Relations Policy, Salary Schedules, and Exempt Position Resolutions.

### BACKGROUND

The City Council previously approved the addition of a position to the Engineering Department in order to coordinate the development, implementation, and evaluation of energy conservation programs for City facilities. After the creation of the Department of General Services, the position was transferred to it from the Engineering Department. At the request of the General Services Department, the Personnel Department developed a new classification of Energy Systems Coordinator as described in the attached class specification.

Since the Energy Systems Coordinator will report directly to the Director of General Services and serve as his "assistant" advising him in the areas of energy conservation programs, it is recommended that the new classification be exempt from Civil Service and be placed in the General Management Unit for representation purposes.

### FINANCIAL DATA

The recommended salary for Energy Systems Coordinator is \$2355.77 to \$2863.64 per month. This salary range is recommended based upon external salary data from the City's survey jurisdictions. This salary level has been discussed with the General Management Unit representative, and he is in agreement.

At the time the City Council approved the addition of a new position for energy conservation, it also deleted an Engineer position from the budget in order to offset the salary costs of the new position (Resolution 81-011). Based upon this previous action by the Council, there will be no additional salary costs for the remainder of the fiscal year due to the establishment of this new classification.

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RECOMMENDATION

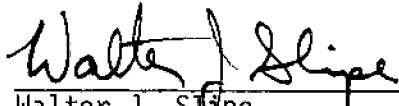
It is recommended that the City Council approve the attached resolutions which revise the Employer-Employee Relations Policy, Salary Schedules, and Exempt Position Listing to incorporate the new classification of Energy Systems Coordinator.

Respectfully submitted:



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Donna L. Giles  
Director of Personnel

Recommendation Approval:



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Walter J. Slupe  
City Manager

Attachments

DLG/SD/cac

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ENERGY SYSTEMS COORDINATOR

DEFINITION:

To perform and coordinate the development, implementation, and evaluation of energy conservation programs for City facilities.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Director of General Services. Assignments include indirect supervision over technical and maintenance personnel.

EXAMPLES OF DUTIES:

Depending upon assignment, duties may include, but are not limited to, the following:

- Collect and analyze energy data on all City facilities in order to develop and implement energy conservation programs and projects.
- Plan and implement improvements to in-house energy systems.
- Review facility equipment replacement to generate more cost-effective energy systems.
- Engineer changes to existing buildings to enhance comfort and conservation.
- Conduct life cycle costs for new and replacement equipment.
- Review new building construction plans to recommend modifications to design which would achieve more efficient uses of energy.
- Coordinate and monitor energy systems installations by contractors.
- Prepare and submit proposals to obtain grants to improve or modify existing energy systems and promote energy conservation.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Federal, State and Local Laws, rules and regulations effecting the conservation of energy.
- Heating, ventilating, air conditioning, electrical, and piping systems.
- The general areas of energy and natural resources conservation.
- The methods and techniques of design of conventional energy systems.
- The principles of cost analysis.
- The technical aspects of conservation of non-renewable resources including gas, electricity, and water.

Ability to:

Plan, implement and evaluate energy conservation programs and projects.  
Read plans, specifications, and other technical materials relating to electrical and mechanical design.

Analyze data on energy consumption and identify possible areas of conservation.

Develop and maintain effective working relationships with City employees, other agencies, and the general public.

Prepare clear, concise reports and to present them effectively both orally and in writing.

Inspect and evaluate the work performed by others on energy systems.

Experience and Education:

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

Experience:

Three years experience related to energy systems management with responsibility for the operations, maintenance and repair of heating, lighting, air conditioning, power, ventilating, low and high pressure boilers, and other mechanical systems.

Education:

Equivalent to a Bachelor's Degree in engineering, the sciences, or closely related field.

Licenses

Possession of a valid Class III California Driver License at the time of appointment.

Adopted:

Revised:

Title Change:

Abolished:

Class Code: 14102

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**RESOLUTION NO. 81-881**

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF .

A RESOLUTION AMENDING RESOLUTION NO. 77-348  
ADOPTED JUNE 28, 1977 RELATING TO EMPLOYER-  
EMPLOYEE RELATIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1

Exhibit "A", Item A of Resolution 77-348, adopted June 28, 1977,  
is hereby amended by adding thereto the classification as set forth  
below:

- 14. General Management Unit  
Energy Systems Coordinator

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MAYOR

ATTEST:

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CITY CLERK

RESOLUTION NO. 81-882

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AMENDING RESOLUTION NO. 81-550 DATED JULY 24, 1981 RELATING TO CLASSIFICATIONS, COMPENSATION RATES AND SALARY RANGES

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1

Effective immediately Section 1 of Resolution No. 81-550, adopted by the City Council on July 24, 1981, is hereby amended by adding the classification and related salary data as specified below:

<u>Code No.</u>	<u>Classification</u>
14102	Energy Systems Coordinator

Scheduled Monthly/Bi-weekly/Hourly Rates

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
2,355.77	2,473.64	2,597.40	2,727.23	2,863.64
1,087.28	1,141.68	1,198.80	1,258.72	1,321.68
13.591	14.271	14.985	15.734	16.521

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MAYOR

ATTEST:

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CITY CLERK

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81-883

# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AMENDING RESOLUTION NO. 75-164  
RELATING TO THE DESIGNATION OF EXEMPT EMPLOYEES

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1

Resolution No. 75-164 is hereby amended effective immediately by adding the classification as set forth below to the list of exempt classifications.

Department of General Services

Energy Systems Coordinator

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MAYOR

ATTEST:

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CITY CLERK