



Onondaga County Legislature

JULIE ABBOTT

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ENVIRONMENTAL PROTECTION COMMITTEE AGENDA

Livestream Available: <https://www.facebook.com/OnondagaCountyLegislature>

1:30 p.m.
May 21, 2024

401 Montgomery St., Room 407 Court House
Syracuse, New York 13202

- A. Approval of the minutes of the previous meeting.
- B. Presentation of Resolutions and Local Laws:
 - 1. WATER ENVIRONMENT PROTECTION:**
 - a. Authorizing Advance Step Hiring and Placements
 - b. Personnel Resolution
- C. Adjournment

June 4, 2024

Motion Made By Ms. Abbott

RESOLUTION NO. _____

AUTHORIZING ADVANCE STEP HIRING AND PLACEMENTS

WHEREAS, due to recruitment challenges associated with salary for managerial and supervisory positions within the Department of Water Environment Protection, and in order to attract and retain requisite qualified talent, authorization to advance step hire is necessary; now, therefore be it

RESOLVED, that the Department of Water Environment Protection is hereby given authorization, for recruiting purposes, for a one-time advance step hire for the positions listed below, which authorization is effective for any such position from the date hereof until first filled:

Water Environment Protection (WEP) (Admin Unit 3330)

Authorize advanced step hire for Deputy Commissioner of Regulatory Programs (L109572) - Grade 37, up to Step 20 (\$135,848)

Authorize advanced step hire for Industrial Pretreatment Director (L109604) - Grade 36, up to Step 14 (\$115,110)

Authorize advanced step hire for Management Engineer (L109564) - Grade 36, up to Step 15 (\$116,532)

Authorize advanced step hire for Collection System Supervisor (L109581) - Grade 36, up to Step 15 (\$116,532)

Authorize advanced step hire for Sewer Maintenance Supervisor (L105681) - Grade 36, up to Step 7 (\$105,632)

Authorize advanced step hire for I/E Superintendent (L105492) - Grade 36, up to Step 18 (\$120,902)

Authorize grade change and advanced step hire for Process Control Director (L109575) - Grade 36, up to Step 7 (\$105,632)

and, be it further

RESOLVED, that the following advanced step placement be and hereby is authorized, effective the first full pay period after June 4, 2024:

Water Environment Protection (WEP) (Admin Unit 3330)

Place the incumbent Director of Asset Management (L109584) - Grade 36, at Step 15 (\$116,532)

and, be it further

RESOLVED, that the Commissioner of Personnel is authorized to make any administrative corrections as may be reasonably needed to effectuate the intent of this resolution.



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MEMORANDUM OF SUPPORT

Title: A RESOLUTION AUTHORIZING ADVANCE STEP HIRING AND PLACEMENTS TO ATTRACT AND RETAIN QUALIFIED TALENT

Purpose: There are eight (8) critical management positions with the Onondaga County Department of Water Environment Protection (WEP) that need to be filled to ensure proper oversight of various programs and program personnel. Vacancies in these positions are impacting Department processes including regulatory programs associated with industrial discharge permits, treatment plant and sewer capacity evaluations to support community development, oversight and management of pump station maintenance and implementation of vital capital improvement projects. WEP has been unsuccessful in recruiting and hiring highly skilled, and experienced candidates for these positions due to more competitive opportunities in the private sector. WEP is seeking legislative authorization for one-time advanced step hiring and placement for the following management positions to ensure that we can attract and retain qualified personnel to continue to rebuild and grow WEP's technical services.

- Authorize advanced step hire for Deputy Commissioner of Regulatory Programs (L109572) - Grade 37, up to Step 20 (\$135,848) - This Deputy position is responsible for oversight of all regulatory programs – process control (oversees plant capacity management and expansion), collection systems programs (oversees new sewer service requests, capacity management, sewer expansion, I/I abatement), industrial wastewater discharge permit programs, the environmental laboratory and plumbing control. In addition, this position is vital to oversee the regulatory issues related to supporting Micron and community-wide development. The position requires strong regulatory compliance and municipal experience, and preference for PE though not mandatory.
- Authorize advanced step hire for Industrial Pretreatment Director (L109604) - Grade 36, up to Step 14 (\$115,110) - This position is responsible for the management of WEP's EPA required industrial pretreatment and source control programs, which include the 35 permitted industrial wastewater customers in the CSD, the waste hauler program for septage, grease and other waste disposed at Metro, the mercury minimization program and the upcoming PFAS control program. This position will be instrumental in developing the new pretreatment program to support MicronNY.
- Authorize advanced step hire for Management Engineer (L109564) - Grade 36, up to Step 15 (\$116,532) - This position is responsible for the management oversight of WEP's \$485M CIP implementation, and particularly WWTP expansion and upgrade projects. Candidates must be licensed Professional Engineers and have experience designing and managing sewer infrastructure capital investments.

- Authorize advanced step hire for Collection System Director (L109581) - Grade 36, up to Step 15 (\$116,532) - This position is responsible for the management oversight of the collection system capacity management programs, including new service requests/capacity assurance letter, sewer investigation studies, management of I/I abatement efforts, CSO system improvements, and miscellaneous flow metering programs. Candidates must be licensed Professional Engineers and have relevant experience in sewer capacity programs.
- Authorize advanced step hire for Sewer Maintenance Superintendent (L105681) - Grade 36, up to Step 7 (\$105,632) – This position is responsible for management and oversight of the 177 Pump Stations located throughout the CSD, and the 3 large regional treatment facilities (Clinton, Midland, Harbor Brook) located in the City of Syracuse. This position requires the same skill set and experience as our WWTP Maintenance Superintendent – strong mechanical maintenance of industrial equipment. This position is critical for ensuring collection system functions to support community development.
- Authorize advanced step hire for I/E Superintendent (L105492) - Grade 36, up to Step 18 (\$120,902) - This position is responsible for management and oversight of all electrical and instrumentation systems throughout the CSD facilities – including the 6 WWTPs, the 177 pump stations, the 3 RTFs, and all office building spaces. This position is responsible for oversight of all high voltage electrical infrastructure, communication systems (fiber, cellular, phones), SCADA systems necessary for remote monitoring and operation of all process equipment. This position requires significant relevant industrial experience and supervisory oversight of electrical personnel with a strong competency in staff development as this group is undergoing significant hiring/onboarding.
- Authorize grade change and advanced step hire for Process Control Director (L109575) - Grade 36, up to Step 7 (\$105,632) - This position is responsible for oversight of the optimization and regulatory reporting for all 6 WWTPs. In addition, the position will be required to build a new WWTP capacity management/process oversight program to support community development and evaluate future plant expansions. The position must be a licensed WWTP operator.
- Place the incumbent Director of Asset Management (L109584) - Grade 36, at Step 15 (\$116,532) - This position is responsible for the management and oversight of WEP’s Maximo computerized maintenance management system (CMMS), which is the database that is used to inventory all the individual assets/equipment at each of the 6 WWTPs, 170+ pump stations and the 5 RTFs. The Director also oversees all the inventory/purchasing of spare parts and equipment needed to support maintenance and repair and must develop and ensure compliance with processes and procedures for Work Orders and asset condition assessment. The position is critical for data collection needed to support WEP’s capital investment planning. The position requires a Professional Engineering license with at least 10-15 years’ experience.

Summary: WEP is experiencing recruitment and retention challenges due to salaries for various managerial positions. To attract and retain qualified talent, WEP is seeking one-time authorizations to advance step hire for those positions.

Fiscal Impact: Appointments authorized by this resolution will be funded within the existing 2024 101 budget. There is no fiscal impact to the 2024 Operating Budget.

June 4, 2024

Motion Made By Ms. Abbott

RESOLUTION NO. _____

PERSONNEL RESOLUTION

WHEREAS, it is necessary for the County to provide for various changes to personnel; now, therefore be it

RESOLVED, that the following personnel change be and hereby is authorized, effective the first full pay period after June 4, 2024:

Water Environment Protection (WEP) (Admin Unit 3330)

Create and fund Deputy Commissioner of Administrative Services (Water Environment Protection) at Grade 37 (\$105,022 - \$139,224);

and, be it further

RESOLVED, that the Department of Water Environment Protection is hereby given authorization for a one-time advance-step hire into the Deputy Commissioner of Administrative Services (Water Environment Protection) position up to Step 12, which authorization is effective from the date hereof until said position is first filled;

and, be it further

RESOLVED, that the Commissioner of Personnel is authorized to make any administrative corrections as may be reasonably needed to effectuate the intent of this resolution.



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MEMORANDUM OF SUPPORT

Title: A PERSONNEL RESOLUTION AUTHORIZING THE CREATION OF A DEPUTY COMMISSIONER OF ADMINISTRATIVE SERVICES (WEP)

Purpose: The Onondaga County Department of Water Environment Protection (WEP) is seeking legislative authorization for the creation and funding of a Deputy Commissioner of Administrative Services (WEP). This Deputy Commissioner position will be responsible for the oversight of administrative personnel and human resource processes for the Department – including Employee and Labor Relations (ie. Workplace policies/procedures, complaint and disciplinary investigations and discipline, payroll, employee record keeping), Workforce Development (ie. Recruitment, Hiring, Onboarding, Workplace Safety, Training, and staff development) and Public Communication and Outreach. Executive management of these functions is crucial for aligning organizational goals with talent strategies, ensuring optimal utilization of resources, and fostering employee growth and engagement. The Deputy Commissioner will be responsible for advancing WEP's Workforce Redevelopment strategy and cultivating a culture of innovation, retention, and adaptability. Effective leadership in this area will also safeguard against legal compliance issues and promote diversity and inclusion, further bolstering Department productivity and reputation.

Authorization of appointment up to Step 12 will allow WEP to provide a competitive job offer and salary to attract and retain optimum talent in this competitive job market.

Summary: A Deputy Commissioner of Administrative Services is needed to provide executive oversight of human resource functions and ensure a cohesive Workforce Redevelopment program throughout the entire department.

Fiscal Impact: Appointment authorized by this resolution will be funded within the existing 2024 101 budget. There is no fiscal impact to the 2024 Operating Budget.