



# LABORATORY TECHNICIAN I / II

Final Filing Date: August 6, 2021

[www.vallejowastewater.org](http://www.vallejowastewater.org)

## OUR ORGANIZATION

Vallejo Flood and Wastewater District is an independent Special District created by the State of California to collect and treat wastewater, and protect the Vallejo community from flooding. Since 1952, the District has protected public health and the San Francisco Bay by collecting and treating the wastewater generated by residents of Vallejo and the surrounding area. In addition, the District helps save lives and protect property from storm water damage. Every day of the year, skilled, dedicated District employees protect our health and environment using advanced treatment methods.

## OUR COMMUNITY

The city of Vallejo is a rapidly-changing, diverse community of more than 120,000 people. It is located in the I-80 corridor between San Francisco and Sacramento. Housing costs are among the lowest in the Bay Area. Within the past several years Vallejo has experienced intense growth, creating many new business and residential areas.

Highlights of the area include the decommissioned Mare Island Naval Shipyard, which is being developed with new housing, schools and businesses. Vallejo is home to the California Maritime Academy, a marine-oriented state university, and Touro University, an osteopathic medicine teaching facility. Also here is Six Flags Discovery Kingdom, among the state's top ten tourist destinations.

## THE POSITION

The Laboratory Technician I/II performs a variety of chemical, physical, microbiological, and toxicological analysis of wastewater and biosolids in accordance with Standard Operating Procedures (SOPs) and Federal and State regulations in support of treatment plant operations and regulatory compliance monitoring. In addition, the Laboratory Technician I/II collects samples from the field, enters data in a Laboratory Information Management System (LIMS), and performs other related work as required.

Lab Technician I is the entry level class in the series. Incumbents perform most of the job duties but are not expected to function with the same amount of skill level and independence as the journey level. Incumbents perform field sampling and a variety of routine analyses on wastewater and biosolids samples in accordance with SOP and quality assurance/quality control (QA/QC) program criteria. Incumbents prepare, calibrate, standardize, and operate a variety of equipment and instruments required for sample collection and analysis. Incumbents calculate and record laboratory analysis results and enter data into the LIMS. Advancement to the Laboratory Technician II level may be granted once the incumbent has demonstrated satisfactory work performance as determined by the Laboratory Supervisor and Environmental Services management and has obtained a CWEA Laboratory Analyst Grade II certificate.

Lab Technician II is the journey level class in the series. In addition to the characteristics of the Laboratory Technician I, incumbents perform the full range of duties with a significant level of skill and expertise beyond that expected at the entry level. This level is further distinguished from the Laboratory Technician I by the ability to work independently, exercise sound judgment and initiative, and to perform the most complex duties assigned. Assignments are given with the expectation that incumbents have the ability to work productively without close supervision. The Laboratory Technician II participates in LIMS administration, procedure and worksheet development, report generation, staff training, analytical data review, and special projects.

**DISASTER SERVICE WORKER** If you are the successful candidate for this position, you will be asked to take an Oath or Affirmation of Allegiance for Public Employees. All Vallejo Flood and Wastewater District employees are, by state and federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Assignment may require service at locations, times, and under conditions that are significantly different than normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact the direct supervisor or department head to obtain reporting instructions as a Disaster Service Worker. Consequently, your personal contact information must be provided to the District.

## MINIMUM QUALIFICATIONS

### KNOWLEDGE OF:

- Principles and methods of chemical, microbiological, and toxicological analyses of wastewater and associated sampling procedures.
- Laboratory safety practices and procedures.
- Computer based applications including spreadsheets, word processing, and laboratory information management systems.
- Standard laboratory equipment operation and maintenance.
- Familiarity with regulations governing wastewater treatment.
- Basic understanding of laboratory QA/QC.

### ABILITY TO:

- Understand and follow oral and written instructions.
- Work with others and accept direction.
- Prepare legible, clear, complete, and technically accurate records and reports.
- Follow established analytical procedures in all activities and apply routine QA/QC protocols.
- Operate and maintain standard laboratory equipment.
- Operate transport equipment between collection sites (vehicle, cart), office and field communication equipment, and laboratory equipment and materials safely and efficiently.
- Use modern office and laboratory equipment and digital resource systems, programs, and hardware.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Accept constructive criticism from supervisors and co-workers.
- Follow safe work practices at all times.
- Walk on uneven surfaces
- Work in inclement weather.
- Communicate with irate or difficult people.
- Work overtime, off hours, and be on standby as needed during wet weather.

### EDUCATION / EXPERIENCE:

*Any combination of training and experience that would provide the required knowledge, skills, and abilities may be qualifying. A typical way to obtain the required qualifications would be:*

Completion of college level courses equivalent to an AS degree in physical or life sciences and two (2) years of experience. Experience may be substituted for education on a one (1) year of experience for one (1) year of education basis up to a maximum of one (1) year. Experience must be in conducting chemical or biological laboratory analyses, ideally in methods applicable to wastewater.

### LICENSE / CERTIFICATE:

Laboratory Technician I: Must possess a current Grade I or higher Laboratory Analyst certificate issued by the California Water Environment Association at the time of application.

Laboratory Technician II: Must possess a current Grade II or higher Laboratory Analyst certificate issued by the California Water Environment Association at the time of application.

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage](#)

## SELECTION PROCESS

The Vallejo Flood and Wastewater District application and supplemental questionnaire must be submitted online at [www.calopps.org](http://www.calopps.org) by the filing deadline of **August 6, 2021**. The most qualified candidate(s) will be invited to participate in the examination process.

The examination process (which includes a six-month probationary period for internal recruitments, or a one-year probationary period for external recruitments, upon hiring) may include, but is not limited to, a written examination, practical examination, application screening, oral board, hiring interview and/or panel selection interview. One or more of these steps may be used and in any order.

**A panel selection interview has been tentatively scheduled for the week of August 23, 2021.**

Candidates successful in the examination process will be placed on an eligibility list. The list may be valid for up to two years. Applicants meeting the minimum qualifications are not guaranteed advancement to the examination process. Placement on the eligibility list is not a guarantee of a final hiring interview.

Successful candidates not currently employed in regular status by the District must pass a pre-employment physical to be considered for an appointment.

## COMPENSATION

**Monthly Salary: Laboratory Technician I: \$7,918 – 8,730 / Laboratory Technician II: \$9,166 Plus Excellent Benefits**

Employees are required to contribute 8% (Classic) or 6.75% (New-FY 2020-2021), based on the applicable retirement formula, of their base reportable compensation as the employee contribution to the California Public Employees Retirement System on a tax-deferred basis. Employees also contribute 2% after-tax toward the OPEB retiree health fund. OPEB contributions are non-refundable. Employees do not participate in or pay into Social Security.

The District provides a generous benefits package which is outlined in this document, and can be found on the [District's website](#).

Vallejo Flood and Wastewater District is an Equal Opportunity Employer encouraging workforce diversity. All aspects of employment and promotion shall be without regard to race, religion, color, national origin, ancestry, marital status, age, gender, sexual orientation, physical or mental disability, or medical condition.

If, because of a disability or for religious reasons, you would like to arrange for a reasonable accommodation in order to participate in the application and examination process, we encourage you to contact the Human Resources Department at 707-644-8949. You may also contact the Human Resources Department if you have questions regarding Affirmative Action/Equal Employment Opportunity at Vallejo Wastewater.

The District is committed to employing only American citizens and legal aliens authorized to work in the United States. If employed, you will be required to submit verification of your identity and legal right to work in the United States pursuant to the Immigration Reform Act of 1986.

## CONTACT INFORMATION

For more information, please contact:  
Tracey Gieffels, Human Resources Analyst  
[TGieffels@VallejoWastewater.org](mailto:TGieffels@VallejoWastewater.org); 707-651-7135

## BENEFITS

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- The District provides CalPERS health insurance and pays up to the highest HMO rate for employee and eligible dependents
- Employees covered by another ACA qualifying group health insurance plan may be eligible for a cash in-lieu of health coverage monthly payment in the amount of half of the applicable CalPERS Kaiser rate
- Vision and dental coverage for employees and eligible dependents
- \$50,000 Life/\$50,000 AD&D insurance for non-management employees
- \$75,000 Life/\$75,000 AD&D insurance for management employees
- Private Short Term Disability Insurance for the employee
- Employee Assistance Program for employee and eligible dependents
- Education Assistance Program
- Computer Purchase Loan Program
- Wellness/Fitness Incentive Program
- Optional Flexible Spending Plan
- Optional Aflac Insurance Products
- Optional Pet Insurance

### PAID LEAVE

- Vacation:
  - 10 working days = 0 – 3 years of service (non-management)
  - 15 working days = more than 3 – 10 years of service (non-management)
  - 15 working days = 0 – 10 years of service (management)
  - 20 working days = more than 10 – 20 years of service
  - 25 working days = more than 20 years of service
- Sick Leave: 12 days per calendar year (3.69 hours accrued per pay period)
- Bereavement: Up to 4 days for the death of an immediate family
- Holidays: 11 paid holidays per year plus 28.5 hours of floating holiday per year  
*(first year of employment floating holiday accrues based on hire date)*

### RETIREMENT PLAN – CalPERS 2.7% @ 55 Formula – CalPERS Classic Members.

For more information, please visit CalPERS website at <https://www.calpers.ca.gov/>

### RETIREMENT PLAN – CalPERS 2% @ 62 Formula – CalPERS New Members

For more information, please visit CalPERS website at <https://www.calpers.ca.gov/>

### DEFERRED COMPENSATION

Optional Deferred Compensation Plan with no employer contribution

### RETIREE MEDICAL

The District offers contributions towards CalPERS retiree medical insurance premiums for qualified employees who retire from CalPERS within 120 days of separation of employment from Vallejo Wastewater. Under Vallejo Wastewater's retiree medical vesting plan, all retirees hired on or after 11/1/2013 must have a minimum of ten (10) years of service as a CalPERS member including a minimum of five (5) years of service at Vallejo Wastewater to qualify for a premium contribution. The maximum premium contribution is based on the CalPERS 100/90 formula and coverage level. The percentage of the CalPERS 100/90 amount contributed by Vallejo Wastewater is determined by full years of CalPERS service. This is per our current contract that is scheduled for renegotiation in 2023.