

	PUBLIC UTILITIES GROUP TRAINING SECTION STANDARD OPERATIONS POLICY AND PROCEDURE	NUMBER: 10.11
		EFFECTIVE: February 12, 2009
	SUBJECT: CERTIFICATION REQUIREMENTS AND CERTIFICATION FEE REIMBURSEMENTS	

1. PURPOSE

- 1.1 To establish a uniform policy for job-related certification requirements and certification fee reimbursement.
- 1.2 To maintain compliance with the State of California and/or other related requirements pertaining to the following certifications:
 - a. Water Distribution Operator, Department of Public Health, grades D1 through D5
 - b. Water Treatment Operator, Department of Public Health, Grades T1 through T5
 - c. Wastewater Treatment Plant Operator, State Water Resources Control Board, Grades I through V
 - d. Backflow Assembly Tester, CA-NV American Waterworks Association or American Backflow Prevention Association
 - e. Cross Connection Control Specialist, CA-NV American Waterworks Association
 - f. Mechanical Maintenance Technician, California Water Environment Association, Grades 1 through 4
 - g. Certified Welder, American Welding Society
 - h. Other job-related certifications as deemed relevant and/or beneficial to the Public Utilities Group by the Appointing Authority or the Labor Relations Manager.

2. DEFINITIONS

- 2.1 DPH: State of California, Department of Public Health
- 2.2 SWRCB: Cal/EPA State Water Resources Control Board
- 2.3 WDO: Water Distribution Operator
- 2.4 WTO: Water Treatment Operator
- 2.5 WWTO: Wastewater Treatment Operator
- 2.6 CA-NV AWWA: California – Nevada Section American Water Works Association
- 2.7 CWEA: California Water Environment Association
- 2.8 D1 thru D5: Water Distribution Operator, Grade 1, 2, 3, 4, or 5

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2.9	T1 thru T5:	Water Treatment Operator, Grade 1, 2, 3, 4 or 5	
2.10	I thru V:	Wastewater Treatment Plant Operator, Grades I, II, III, IV or V	
2.11	IACET:	International Association for Continuing Education & Training	
2.12	ABPA:	American Backflow Prevention Association	
3. <u>AUTHORITY</u>			
<i>All authorities and references shall be current versions and revisions</i>			
3.1	Public Utilities Group Director, City of San Diego		
3.2	Municipal Employees Association Memorandum of Understanding		
3.3	AFSCME Local 127 Memorandum of Understanding		
3.4	State of California Department of Public Health, Operator Certification Regulations, Title 22, California Code of Regulations		
3.5	State of California Department of Public Health, Title 17, California Code of Regulations		
3.6	State Water Resources Control Board, Operator Certification Requirements, Title 23, California Code of Regulations		
3.7	Administrative Regulation 70.30, Tuition Refund Plan		
3.8	Administrative Regulation 70.40, Special Outside Courses of Instruction		
3.9	Department Instruction 10.10, Public Utilities Group Training Program		
4. <u>POLICY</u>			
4.1	State of California, Department of Public Health Water Distribution Operator and/or Water Treatment Operator Certification is mandatory for Public Utilities Group		
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Employees (TAB 1) who operate, repair or maintain the City's water distribution and/or treatment system. The following certifications apply: a. California DPH Water Distribution Operator - D1 through D5 b. California DPH Water Treatment Operator -- T2 through T5 4.2 Public Utilities Group employees that are in designated positions (TAB 1) are required, in addition to Department of Public Health Water Distribution Operator and/or Water Treatment Operator Certification, to obtain, possess and maintain a combination of the following certifications that is necessary to perform their job: a. CA-NV AWWA Cross Connection Control Specialist b. CA-NV AWWA Backflow Assembly Tester or ABPA Backflow Assembly Tester TAB 1 will be updated as necessary to reflect changes in the law and regulations relevant to certification. 4.3 Public Utilities Group employees that are in designated positions (TAB 1) are required to obtain, possess and maintain one of the following certifications, Cal/EPA SWRCB Wastewater Treatment Plant Operator -- Grades I through V, that are necessary to perform their job. 4.4 Public Utilities Group personnel that are required, by law and/or the Public Utilities Group, to be in the Public Utilities Group Certification Program, shall participate in formalized training and continuing education activities which shall be coordinated by the Public Utilities Group Training Section. In addition to standardization of registration and fee payments, this centralization enables the maintenance of complete and accurate certification and related training records. 4.5 It is the intent of the Public Utilities Group to maintain a certification fee reimbursement program that is fair and equitable to all employees. 4.6 The Public Utilities Group Training Section, in accordance with IACET requirements, shall maintain accurate certification and training records. 4.7 Employees in designated job classes may be compensated for receiving and maintaining certifications according to the language of their bargaining unit's Memorandum of Understanding.		
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5. SCOPE

5.1 This Public Utilities Group Instruction shall cover:

- a. Water Distribution Operator, D1 through D5 - requirements as set forth by the State of California, Department of Public Health and/or the Public Utilities Group for Certified Water Distribution Operator for the purpose of operation of a water distribution system; State of California Department of Public Health, California Code of Regulations, Title 22, Operator Certification Regulations;
- b. Water Treatment Operator Certification, T1 through T5 - requirements as set forth by the State of California, Department of Public Health for the operation of a water treatment plant; State of California Department of Public Health, California Code of Regulations, Title 22, Operator Certification Regulations;
- c. Wastewater Treatment Operator, Grades I through V – requirements as set forth by the Cal/EPA State Water Resources Control Board, California Code of Regulations, Title 23, Operator Certification Regulations;
- d. Backflow Assembly Tester certification - requirements as set forth by the CA-NV American Waterworks Association and/or the America Backflow Prevention Association;
- e. Cross Connection Specialist Certification - requirements as set forth by the CA-NV American Waterworks Association;

6. RESPONSIBILITY

6.1 The Appointing Authority shall be responsible for ensuring that the Public Utilities Group's certification requirements are followed within their Division by:

- a. Reviewing the mandatory, required and recommended certification requirements for their Division employees to verify that they are current and reflective of the employee/employer's changing needs;
- b. Approving and forwarding employee certification fee reimbursement requests, whether required or voluntary, to the Training Section;
- c. Designating supervisors to consult with the Training Section, to identify certification issues and/or deficiencies within their Division as part of an ongoing needs analysis;
- d. Requesting training and support from the Training Section for personnel or organizational development issues related to certification including, but not limited

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to, Continuing Education Contact Hour requirements associated with Department of Public Health Water Treatment and Water Distribution Operator certification; e. Supporting their section supervisors in granting release time for personnel who serve as instructors or study-group leaders; f. Authorizing release time for personnel in the Certification Program to attend Specialized Training and Continuing Education courses, including necessary travel time to and from courses; g. Ensuring that supervisors develop Employee Performance Plans that include certification standards for all affected Public Utilities Group employees. Supervisor Employee Performance Plans must also include a standard for ensuring their subordinates maintain valid certification and complete all mandatory and required training, where applicable. 6.2 Each Public Utilities Group supervisor shall be responsible for: a. Developing procedures to ensure that their employees obtain and/or maintain their required level of certification, attend Continuing Education training to maintain required certification(s), whenever necessary, and renew required certification(s) in a timely fashion; b. Assisting their employees in identifying their training needs for certification that will encourage employees to enhance their work performance and promote career development; c. Contacting the Training Section to verify a new employee's certification status and schedule necessary training, whenever needed; d. Consulting with the Training Section on an ongoing basis to ensure that certification training courses are appropriate to the changing needs of employees in the workplace, wherever applicable; e. Providing appropriate action for employees who do not meet their job classification Minimum Qualifications through failure to obtain and/or renew their required certifications within established time frames and; f. Notifying the Training Section of employees who fail to obtain and/or renew their required certification. 6.3 Under the supervision of the Public Utilities Group Training Manager, the Training Section shall be responsible for:		
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a. In conjunction with supervisory personnel, identifying certification needs for employees in all affected job classifications; b. Identifying training resources for certification related training needs; c. Providing ongoing training support to operating Divisions as requested to ensure that training resources are appropriate for certification renewal requirements, wherever applicable; d. Developing and maintaining Group Certification Program records which shall be reviewed and updated on a regular basis; e. Distributing information to supervisors and designated employees regarding upcoming certification training opportunities including SWRCB and DPH Operator exam opportunities; f. Preparing training activity reports which provide the Appointing Authority and supervisors information on employees who fail to maintain their certification; g. Notifying supervisors when required employee certification(s) have expired; h. Coordinating the Public Utilities Group Certification Reimbursement Program and Certification Pay Program; i. Monitoring changes in regulations that may affect certification training requirements.		
6.4 Each Public Utilities Group employee shall be responsible for: a. Maintaining certification at the appropriate level as necessary to meet the Minimum Qualifications for their job classification and to perform their job duties; b. Paying all fees associated with required and M.O.U. sanctioned certification exams, certifications and certification renewal; c. Applying for reimbursement of required and M.O.U. sanctioned certifications; d. Applying for reimbursement of DPH and SWRCB certification exam fees (employee must pass exam to be reimbursed); e. Attending certification training courses, Specialized Training and Continuing Education as assigned and where applicable, or notifying his/her supervisor of schedule conflicts; f. Notifying their supervisor of an expired certification; g. Providing a copy of all new and renewed certifications to their supervisor and the Training Section;		
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employee's respective Appointing Authority accompany the reimbursement request; g. Employees will not be reimbursed for any membership or other administrative fees associated with job-related certifications. Only the actual cost of the certification exam fee (DPH Distribution Operator/Treatment Operator or SWRCB Wastewater Treatment Operator only with passing score), new certification, and/or certification renewal will be reimbursed; h. Employees will not be reimbursed for certification fees while away from the job due to Civil Service Approved Leave Without Pay or any form of suspension from employment; i. Upon receiving a valid certification, renewing an existing certificate or receiving a notice of passing an exam, the employee shall provide as an attachment to their Request for Certification Reimbursement form, a copy of: 1. Letter of notification of a passing score on the exam 2. New or renewed certification (wallet card) 3. Proof of payment of the certification fee 7.4 Voluntary Certification Pay a. Employees who qualify for Voluntary Certification Pay, as stated in their bargaining unit's Memorandum of Understanding, will be solely responsible for initiating any request for additional pay; b. Requests for certification pay will be routed directly through the Training Section utilizing the Request for Voluntary Certification Pay Memorandum (TAB 2); c. Submitted Request for Voluntary Certification Pay memoranda will have, as an attachment, a copy of the employee's certification for which additional pay is being sought; d. Employees will be solely responsible for submitting copies of certification renewals to the Training Section prior to the expiration date of the certification for which they are receiving Voluntary Certification Pay; e. Employees will not be eligible to receive retro-active Voluntary Certification Pay for the period of time between the certification expiration date (CAPPS drop-off) and the date which the employee submits a copy of the renewed certification to Training.		
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8. DUAL CERTIFICATION PAY

- 8.1 Requests for Dual Certification Pay will be made in accordance with the employees' bargaining unit's Memorandum of Understanding.
- 8.2 Additional action shall be taken by the employee when submitting a Request for Dual Certification Pay:
 - a. Requests shall be made in writing by the employee and routed through the requesting employee's Appointing Authority prior to submitting to the Labor Relations Manager;
 - b. Copies of the request shall be routed to the Training Section prior to submission to the Labor Relations Manager.



J. M. Barrett

Public Utilities Group Director

Tabs:

- 1. Supplement - Level of Certification Required by Classification
- 2. Memorandum – Request for Voluntary Certification Pay
- 3. Employee Records Request Form
- 4. Request for Certification Reimbursement – City Form # 1621
- 5. Example of Appointing Authority Authorization Memo

City of San Diego Public Utilities Group Certification Requirements by Classification

CITY OF SAN DIEGO PUBLIC UTILITIES GROUP CLASSIFICATION	DHS DISTRIBUTION OPERATOR CERTIFICATION REQUIRED	DHS TREATMENT OPERATOR CERTIFICATION REQUIRED	AWWA or ASRA BACKFLOW TESTER CERTIFICATION REQUIRED	AWWA CROSS CONNECTION SPECIALIST CERTIFICATION REQUIRED	SWRCB WWT TREATMENT OPERATOR CERTIFICATION REQUIRED
ASSISTANT RESERVOIR KEEPER	D1	NR	NR	NR	NR
ASSISTANT WATER DISTRIBUTION OPERATOR	D2	NR	NR	NR	NR
ASSISTANT WASTEWATER PLANT OPERATOR	NR	NR	NR	NR	G1
EQUIPMENT TECHNICIAN 1	D2	NR	DETERMINED BY POSITION	NR	NR
EQUIPMENT TECHNICIAN 2	D2	NR	DETERMINED BY POSITION	NR	NR
LABORER (WST 1 UNDERFILL)	NR	NR	NR	NR	NR
LAKES PROGRAM SUPERVISOR	D2	NR	NR	NR	NR
PRINCIPAL ENGINEERING AIDE	NR	NR	NR	DETERMINED BY POSITION	NR
RESERVOIR KEEPER	D1	NR	NR	NR	NR
SENIOR ENGINEERING AIDE	NR	NR	NR	DETERMINED BY POSITION	NR
SENIOR WASTEWATER PLANT OPERATOR	NR	NR	NR	NR	G3
SENIOR WASTEWATER OPERATIONS SUPERVISOR	NR	NR	NR	NR	G4
SENIOR WATER OPERATIONS SUPERVISOR	NR	T5	NR	NR	NR
UTILITY WORKER 1	D2	NR	NR	NR	NR
WASTEWATER PLANT OPERATOR	NR	NR	NR	NR	G2
WASTEWATER OPERATIONS SUPERVISOR	NR	NR	NR	NR	G3
WASTEWATER TREATMENT SUPERINTENDENT	NR	NR	NR	NR	G3
WATER DISTRIBUTION OPERATOR	D3	NR	NR	NR	NR
WATER DISTRIBUTION OPERATIONS SUPERVISOR	D3	NR	NR	NR	NR
WATER OPERATIONS SUPERVISOR	NR	T4	NR	NR	NR
WATER PLANT OPERATOR	NR	T3	NR	NR	NR
WATER PRODUCTION SUPERINTENDENT - OPTIMIZATION	D5	NR	NR	NR	NR
WATER SYSTEMS DISTRICT MANAGER	D3	NR	NR	NR	NR
WATER SYSTEMS TECHNICIAN 1	D2	NR	NR	NR	NR
WATER SYSTEMS TECHNICIAN 2	D2	NR	NR	NR	NR
WATER SYSTEMS TECHNICIAN 3	D2	NR	DETERMINED BY POSITION	NR	NR
WATER SYSTEMS TECHNICIAN 4	D2	NR	DETERMINED BY POSITION	NR	NR
WATER SYSTEMS TECHNICIAN SUPERVISOR	D3	NR	DETERMINED BY POSITION	NR	NR

* - Grade V Wastewater Treatment Plant Operator Certificate may be required for this position

NR = Not a requirement for classification



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: _____, 2009

TO: Public Utilities Group Certification Coordinator, MS 43A

FROM: _____

SUBJECT: Request for Voluntary Certification Pay

I am hereby requesting pay for Voluntary Certification Pay. I am currently a _____ in _____ Division, _____ Section. I possess a current and valid _____ Certification. This certification is listed in the current Memorandum of Understanding with my Employee Organization/Union as eligible for Voluntary Certification Pay for my job classification. I have attached a copy of my current certification.

I understand that I must have "Satisfactory" or above on my most recent performance report and that the Training Section will verify my current performance rating.

I understand that if the certification I am submitting is approved for Voluntary Certification Pay, it is my responsibility to provide a copy of the renewed certification to the Training Section prior to its expiration date. I understand that if a renewed certification is not provided by me prior to its expiration date, I will lose the Voluntary Certification Pay during the expired period and will not be eligible for retro-active payment from the Public Utilities Group.

I certify that the above is true and correct to the best of my knowledge.

Employee Signature

Employee I.D. Number

Supervisor's Name

() _____
Employee Work Phone Number

Attachments: Copy of Certification

**City of San Diego
Public Utilities Group
Training Section
RECORDS REQUEST FORM**

1. Date Of Request: _____
2. Employee Name: _____
3. Employee ID Number: _____
4. ☐ TIMS print out of all training you have received
or
☐ Copy of specific course completion certificate
 - a. Course Title: _____
 - b. Approximate date of course, between:
_____ & _____

*The Training Section regards employee-training records as confidential. Your training records will only be released to you upon written request.
Training records will be available within 7 working days of this request.*

Signature: _____ Phone: _____

Training record provided to requestor on (Date): _____

Requestor Initial: _____

Record issued by Training Section staff: _____

REQUEST FOR CERTIFICATION REIMBURSEMENT

ADMINISTRATION USE ONLY:	
☐ Budgeted/Approved	☐ Unbudgeted/Disapproved
Fund # _____	Dept # _____
Org # _____	Obj. Acct # _____
JO # _____	
Budget Analyst/Date _____	

Instructions:

1. This form is to be used for reimbursement of Voluntary Certification application, examination, and recertification fees only. Refer to Department Instruction 10.11 for policies and procedures regarding training associated with certification.
2. Before examination is taken, applicant completes reimbursement request and obtains supervisor and appointing authority approvals. Employee retains goldenrod copy as record of submittal and forwards remaining 3 copies to the Training Office.
3. Upon receipt of reimbursement request, the Training Office sends pink copy to employee, and retains 2 copies.
4. After the examination has been successfully passed or recertification has been issued, applicant submits proof of certification and original receipts to Training Office.
5. Training Office processes Request for Direct Payment attaching Original and 1 copy of Form UW-1621 and submits to Auditor's Office for payment. Canary copy is retained by the Training Office.
6. The Auditor's Office sends warrant directly to applicant.

COMPLETED BY APPLICANT

Name	City ID #	Division/Section	MS	Work Phone
Payroll Job Title		Date of Request	Date of Examination	
Name of Certification Requested / Grade Level		Provider	Estimated Cost	
Please select one. This certification is: ☐ required for my current position ☐ specifically related to my current job duties ☐ cross disciplinary		Please select one. This request is for: ☐ certification exam ☐ recertification fee ☐ initial certification fee		

Applicant's Signature _____ Date _____

COMPLETED BY SUPERVISOR

Was this employee's last Performance Appraisal satisfactory or above?	YES ☐	NO ☐
Is this employee currently in an hourly or limited status?	☐	☐
If this is for a cross-disciplinary certification, has this employee previously obtained certification related to their current position?	☐	☐
Supervisor Signature _____		Date _____

APPOINTING AUTHORITY APPROVAL

To the best of my knowledge the above information is correct as stated.	
Appointing Authority Signature _____	Date _____

TRAINING OFFICE USE ONLY

Reimbursement Request Date _____	DP Date _____	DP # _____	Amount _____
Comments: _____			

SAMPLE REIMBURSEMENT AUTHORIZATION MEMO

CITY OF SAN DIEGO
M E M O R A N D U M

DATE: *December 25, 2008*

TO: *John Smith*, Training Manager, Training Section

FROM: *Fred Smith*, Deputy Director, Operations Division

SUBJECT: Reimbursement of Certification Renewal Fee

This memo is to authorize reimbursement in the amount of \$100.00 to Mark Smith, WST 4, for his Distribution Operator D3 certification renewal fee. It is to the benefit of the Water Department that employees directly involved with the daily operations of its water system possess water industry related certification(s). It has been deemed by my office that Mr. Smith's request for remuneration is in compliance with Department Instruction 10.11 and that it is appropriate to reimburse the cost of this certificate.

Fred Smith
Deputy Director

Cc: Employee Certification File