

City of San Antonio
Human Resources Department
Interdepartmental Correspondence

TO: Erik Walsh, City Manager
David W. McCary, Assistant City Manager

FROM: Renee Frieda, Interim Human Resources Director *KRF*

COPY: David Newman, Solid Waste Management Director


SUBJECT: Career Progression Program – Apprentice I and Apprentice II

DATE: April 1, 2021

This memo transmits a request to establish a career progression plan for the Solid Waste Management Department's Apprentice I and Apprentice II jobs. The department has experienced difficulty recruiting skilled candidates for Solid Waste Collection Truck Driver and Side Loader Equipment Operator positions. The proposed progression plan will provide the department a recruitment and development tool for these positions. The plan will allow employees in the Apprentice I and Apprentice II positions to develop and prepare for the opportunity to advance to either a Solid Waste Collection Truck Driver or Side Loader Equipment Operator position, respectively. The requirements for reclassification are outlined in the attached career progression plan document.

The proposed progression plan was developed in coordination with the Solid Waste Management Department and is supported by the Human Resources Department. If approved, the program will be effective upon approval. Please feel free to contact Krystal Strong at 210-207-0702 with additional questions.

Approved Denied


Ben Gorzell
Chief Financial Officer


4/5/2021
Date

Approved Denied


David W. McCary
Assistant City Manager

4/6/2021
Date

Approved Denied


Erik Walsh
City Manager

4/7/21
Date

City of San Antonio
Solid Waste Department Career Progression Plan
Apprentice I and Apprentice II

A. PURPOSE

The purpose of the Solid Waste Department Growth Plan is to add value to the City by attracting candidates and providing opportunities for career advancement.

B. DEFINITIONS

- a. Program Administrator: Individual responsible for maintaining the growth plan records
- b. CLP: refers to Texas Commercial Learner Permit
- c. CDL: refers to Texas Commercial Driver License
- d. Scorecard: documentation containing weekly performance evaluation

C. PROGRAM REQUIREMENTS

Employees are eligible for the SWMD Growth Plan if they meet the below requirements:

- Apprentice I Program
 1. One of the following:
 - City (non-agency) temporary employees in the job title of Apprentice I of the Solid Waste Management Department,
 - Full-time City of San Antonio employee who is occupying a temporary Apprentice I position with full-time attributes within the Solid Waste Management Department (Note: current City employees will retain their current base rate of pay),
 2. Obtain a Texas Commercial Driver License Permit,
 3. Demonstrate proficiency in the operation of a driving simulator and a commercial vehicle under the immediate supervision of a CDL holder who possesses the appropriate Class,
 4. Demonstrate technical knowledge of a collection vehicle,
 5. Obtain a Class B CDL,
 6. Obtain a SWMD Apprentice I Program Certificate of Completion, and
 7. Have been in the Apprentice classification within SWMD for at least sixteen (16) weeks.
- Apprentice II Program
 1. SWMD Apprentice I Program Certificate of Completion,
 2. City (non-agency) temporary employees in the job title of Apprentice II of the Solid Waste Management Department,
 3. Demonstrate proficiency in the operation of an automated side load vehicle under the immediate supervision of a designated CDL holder,
 4. Successfully performs all essential functions of the Side Loader Equipment Operator under the immediate supervision,
 5. Achieves a score of 70 or higher on assessment course,
 6. Obtain a SWMD Apprentice II Program Certificate of Completion, and
 7. Have been in the Apprentice II classification within SWMD for at least sixteen (16) weeks.

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weeks.

D. PROMOTION

Employees who meet the growth criteria will be promoted into the next level in the growth plan based on vacant positions with SWMD:

- Apprentice I

1. Incumbents in the Apprentice I classification will either be promoted into a full-time Solid Waste Collection Truck Driver position or reclassified into a temporary Apprentice II, based on the incumbent's preference, vacancies within the department, and the average of the incumbent's scorecard scores compared to other incumbents.

- If the incumbent opts to promote to a vacant, full-time Solid Waste Collection Truck Driver position, the promotion will be effective when (1) there is a vacant position of that job classification and (2) the incumbent has the highest scorecard average of the current Apprentice I incumbents. If there are two or more incumbents with equal average scores, the incumbents will be promoted in order of tenure. Upon promotion, the incumbent's hourly rate will be increased to the range minimum. If the incumbent cannot be promoted due to either position vacancies or scorecard average, the incumbent may be retained in the Apprentice I job classification until promotion is appropriate.
- If the incumbent opts to continue to the Apprentice II program, reclassification will be effective upon completion of the Apprentice I Program requirements. The incumbent's hourly rate will be increased to the City's minimum entry wage, which is currently \$15. Current full-time City employees will retain their current base rate of pay.

- Apprentice II

- Apprentice II incumbents will be promoted to a vacant, full-time Side Loader Equipment Operator position. Promotion will be effective when (1) there is a vacant position of that job classification and (2) the incumbent has the highest Apprentice II scorecard average of the current Apprentice II incumbents. If there are two or more incumbents with equal average scores, the incumbents will be promoted in order of tenure. Upon promotion, the incumbent's hourly rate will be increased to the range minimum. If the incumbent cannot be promoted due to either position vacancies or scorecard average, the incumbent may be retained in the Apprentice II job classification until promotion is appropriate.

E. RESPONSIBILITIES

1) Employee

- a. Eligible employees are required to review this policy and sign the Acknowledgment Form (Attachment A).
- b. Employee is responsible for paying for costs associated with obtaining

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licenses and scheduling tests with Texas Department of Public Safety when
necessary.

- c. City employees in the program who do not meet the requirements will return to their last position in their originating department.
- 2) Solid Waste Management Department
 - a. SWMD will communicate the policy to all incumbents in eligible job classifications upon hire. SWMD will collect and retain the acknowledgement form in the employee's personnel file.
 - b. SWMD's Program Administrator will be responsible for ensuring incumbent's eligibility under this plan.
 - c. SWMD service center and training staff will assess and document incumbent's progress.
 - d. SWMD will communicate the status of achievement related to the career progression criteria to incumbents.
- 3) Human Resources Department:
 - a. Human Resources will review all growth plan requests and required documentation to ensure compliance with this policy.
 - b. Human Resources will review and maintain a list of eligible job classifications for this growth plan.

In addition, the City:

- a. Reserves the right to terminate employment if progress in either Apprentice or Apprentice II job classifications is deemed to be insufficient.
- b. Reserves the right to revise job classification specifications and/or titles included herein.
- c. Has the exclusive right to alter, modify and/or delete job classification specifications at any time without notice.
- d. May discontinue this growth plan contingent upon annual budget approval.
- e. Any significant additions or modifications to this program require Human Resources review and City Manager approval.
- f. Human Resources retains authorization to make administrative updates to this growth plan.

Information and/or clarification regarding this policy may be obtained by contacting the department's assigned Employee Relations representative.

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(Attachment A)

EMPLOYEE ACKNOWLEDGMENT

This is to acknowledge that I have read and understand the provisions presented in the SWMD
Growth Plan.

Employee Name

Date

Job Title

SAP#