

# TEHAMA COUNTY SOLID WASTE MANAGEMENT AGENCY

## 2023 SUCCESSION PLAN

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### **PURPOSE**

The positions within the Tehama County Solid Waste Management Agency each provide critical support to the Agency's success. Therefore, ensuring that the functions of the positions are well understood and shared among staff and directors is important for safeguarding the organization against unplanned and unexpected change. This kind of risk management is equally helpful in facilitating a smooth leadership transition when it is predictable and planned.

This document outlines a plan of succession in the event of planned or unplanned absence of the Agency Manager. Additionally, this document outlines the position responsibilities for all positions within the Agency.

This plan reflects the commitment to sustaining a healthy functioning organization. The purpose of this plan is to ensure that the organization's leadership has adequate information and a strategy to effectively manage the Agency in the event that any of the staff is unable to fulfill his/her duties.

### **AGENCY MISSION STATEMENT**

As approved by the Board of Directors, the Agency's mission statement is as follows:

*The mission of the Tehama County Solid Waste Management Agency is to protect public health and the environment in the County of Tehama through integrated, cost effective, and environmentally sound solid waste management. The Agency strives to conserve natural resources, sustain the environment, and reduce solid waste being landfilled through innovative leadership and effective grant and outreach programs that foster a sense of responsibility and inspire action by Tehama County residents.*

### **PLAN IMPLEMENTATION**

The Board of Directors will implement the terms of this Succession Plan in the event of the Agency Manager's planned or unplanned temporary absence or permanent departure.

It is the responsibility of the Agency Manager to inform the Board of Directors of a planned temporary or short-term absence, and to plan accordingly. Additionally, it is the responsibility of the Agency Manager to provide adequate training and professional development opportunities for Agency staff other than the Agency Manager to effectively manage the Agency in the event that staff is unable to fulfill his or her duties or there is a vacancy.

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Should the Agency Manager not be available or capable to inform the Board of Directors of his/her absence, the Organic Materials Program Coordinator will immediately inform the Board Chair, County Chief Administrator and Red Bluff City Manager of the unplanned temporary or short-term absence of the Agency Manager.

As soon as feasible, following notification of an unplanned temporary or short-term absence, the Board of Directors shall convene a special meeting to affirm the procedures prescribed in this plan, or to modify them if need be.

### **PRIORITY FUNCTIONS OF THE AGENCY MANAGER**

The Agency Manager classification specification is attached to this plan (Attachment A). Among the duties listed in the classification specification, the duties outlined in Attachment B are considered to be the key functions of the Agency Manager and have a corresponding temporary staffing strategy. The positions assigned to the temporary staffing strategy are based upon the Agency's organizational structure and professional development chart (Attachment C) as of 2023. In the event this plan is implemented and assigned positions are vacant or no longer available, the Board of Directors shall select other staff or contract with third-party entities to support each of the functions.

### **SUCCESSION PLAN IN THE EVENT OF A TEMPORARY ABSENCE (SHORT-TERM)**

#### Definitions

A temporary absence is one in which it is expected that the Agency Manager will return once the events precipitating the absence are resolved.

An unplanned absence is one that arises unexpectedly, in contrast to a planned leave such as a vacation or sabbatical.

A temporary short-term absence is 30 days or less.

A temporary absence is between 30 to 90 days.

#### Temporary Staffing Strategy

For temporary short-term planned or unplanned absences of 30 or fewer days, the temporary staffing strategy described in Attachment B may become effective. As part of the temporary staffing strategy, the Agency Manager shall ensure that each of the positions are being cross-trained and/or participating in professional development opportunities as outlined in the Attachment C.

In the event of a temporary planned or unplanned absence, the Board of Directors shall determine if the temporary staffing strategy is sufficient for this period of time.

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Based on the anticipated duration of the absence, the anticipated return date, and accessibility of the current Agency Manager, the Board of Directors may appoint the Organic Materials Program Coordinator as Acting Agency Manager as well as continue to implement the temporary staffing strategy.

The Acting Agency Manager shall have full authority over day-to-day decision making and independent action as the regular Agency Manager. It is recommended that the Acting Agency Manager meet with the County Chief Administrator and Red Bluff City Manager every two weeks, but at a minimum of one time per month, to report on Agency operations. Further, the Acting Agency Manager shall report to the Board of Directors, which shall convene monthly when an Acting Agency Manager is appointed. Decisions that shall be made in consultation with the Board of Directors include financial issues, contract changes, new projects, and taking policy or legislative positions on behalf of the Agency.

Agency staff appointed as Acting Agency Manager will receive out-of-class pay in accordance with the employee's respective MOU and applicable Personnel Rules. The Board of Directors may appoint an Acting Agency Manager that is not an employee of the Agency through an independent contractor agreement.

### **SUCCESSION PLAN IN THE EVENT OF A TEMPORARY ABSENCE (LONG-TERM)**

#### Definition

A long-term absence is 90 days or more.

#### Long-Term Temporary Staffing Strategy

Procedures and conditions to be followed shall be the same as for a temporary short-term absence or temporary absence with the following additions:

1. If the Acting Agency Manager is a current employee of the Agency, the Board of Directors shall give immediate consideration, in consultation with the Acting Agency Manager, to reassigning priority responsibilities where help is needed to other staff or independent contractors. This is in recognition that, for a term of 90 days or more, it may not be reasonable to expect the Acting Agency Manager to carry the duties of both positions.
2. The Board of Directors shall gather input from staff and review the performance of the Acting Agency Manager in accordance to established Performance Evaluation procedures. A review shall be completed within 60 days.

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### **SUCCESSION PLAN IN THE EVENT OF A PERMANENT ABSENCE**

Procedures and conditions to be followed shall be the same as for a temporary absence with the following additions:

1. The Board of Directors shall consider the need to hire an Interim Agency Manager outside the organization instead of appointing an Acting Agency Manager. The decision shall be guided, in part, by internal candidates for the Agency Manager position, the expected time frame for hiring a permanent Agency Manager, and the management needs of the organization at the time of the transition.
2. If an Interim Agency Manager is hired, the County Chief Administrator and Red Bluff City Manager shall negotiate an independent contractor agreement with a defined scope of work. The scope of the agreement with an Interim Agency Manager shall be determined based on an assessment of the organization's needs at the time of the leadership transition. The Board of Directors shall consider the agreement for approval.

The Interim Agency Manager shall have full authority over day-to-day decision making and independent action as the regular Agency Manager. It is recommended that the Interim Agency Manager meet with the County Chief Administrator and Red Bluff City Manager every two weeks, but at a minimum of one time per month, to report on Agency operations. Further, the Interim Agency Manager shall report to the Board of Directors, which shall convene monthly when an Interim Agency Manager is appointed. Decisions that shall be made in consultation with the Board of Directors include financial issues, contract changes, new projects, and taking policy or legislative positions on behalf of the Agency.

### **APPROVALS AND MAINTENANCE OF RECORD**

#### *Succession Plan Approval*

This Succession Plan shall be approved by the Board of Directors initially. Thereafter, the Executive Committee will perform an annual review of the plan and recommend amendments to the Board of Directors as needed.

#### *Signatories*

At all times, the Board of Directors Chair and the Tehama County Auditor-Controller shall have signature authorization for contracts and warrants, respectively.

#### *Maintenance of Record*

Copies of this plan shall be maintained in accordance with the Agency's approved Document Retention Schedule.

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*Financial Considerations*

The Agency maintains an operating reserve that the Board of Directors is authorized to access with majority approval by the full Board of Directors.

**ATTACHMENT A  
CLASSIFICATION SPECIFICATIONS**



**TITLE: Tehama County Solid Waste Management Agency Manager FLSA: Exempt**

**JPA II BOARD APPROVED: October 1, 2018**

**CONTRACT EMPLOYEE**

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### **DEFINITION**

Under administrative direction of the Tehama County Solid Waste Management Agency, Joint Powers Authority (JPA II) Board of Directors, plans, organizes, and directs the solid waste programs of Solid Waste Management Agency. Supports the Board of Directors, supervises, trains and evaluates employees. Performs other related work as directed.

### **SUPERVISION RECEIVED AND EXERCISED**

Provides direct supervision of agency management and administrative staff. This position receives administrative supervision from the Tehama County Solid Waste Management Agency Board of Directors.

### **CLASS CHARACTERISTICS**

This is an agency head position, and has executive level responsibility for overall policy development, organizational structure, program planning, fiscal management, administration and operation of the Tehama County Solid Waste Management Agency. This position is appointed by, and serves at the will and pleasure of the Tehama County Solid Waste Management Agency Board of Directors.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Administers the operation of the Tehama County Solid Waste Management Agency.
- Provides administrative support to the Board of Directors, County of Tehama, and cities of Red Bluff, Corning and Tehama pursuant to agreements which may be approved from time to time by the Tehama County Solid Waste Management Agency.
- Develops statistics and engages in and/or assigns research for various phases of solid waste programs.
- Performs research and analysis on complex and sensitive areas within the department structure, functions, and projects, as assigned.

- Supervises, manages and otherwise provides for overall administration of the program budget, personnel, projects, activities and responsibilities of the Tehama County Solid Waste Management Agency.
- Compiles and organizes information used to develop various technical and staff reports regarding the status of solid waste management programs and facilities.
- Writes, or directs the writing of, staff reports related to solid waste planning such as environmental impact analysis, solid waste facilities, siting elements, solid waste ordinances and resolutions.
- Represents the Tehama County Solid Waste Management Agency in solid waste matters at various public meetings and events.
- Maintains liaison and coordinates plans and projects with management consultants, and state, federal, county, and local agencies.
- Monitors and advises the Tehama County Solid Waste Management Agency of current laws and pending legislation related to the California Department of Resources Recycling and Recovery and other agencies having jurisdiction.
- Directs, controls, and reviews planning; oversees solid waste programs, construction and maintenance of waste removal and disposal facilities.
- Conducts on-site inspections of solid waste facilities, both public and private, to obtain field data required for solid waste planning and compliance.
- Prepares contracts for private consultants and testing agencies for landfill plans and activities and checks and monitors said plans, contracts, and activities.
- Assists and advises County and city agencies, the general public, and other informed parties regarding the solid waste regulations, policies, programs and procedures affecting the operation of the Tehama County Solid Waste Management Agency.
- Negotiate and administers contracts with local jurisdictions, landfill site owners/operators and private companies.
- Fulfills those administrative duties assigned to administrative management in the by-laws of the Tehama County Solid Waste Management Agency.
- Manage public education and outreach programs.
- Performs other related duties as may be assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- California State (AB939) and Federal (Subtitle "D") regulations and other planning requirements of the California Department of Resources Recycling and Recovery;
- Methods and techniques of contract and franchise agreement management, including budgeting;
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures;
- Modern office practices, methods and computer equipment;
- Record keeping principles and procedures;
- Computer applications related to the work;
- Personnel Management;
- California Local Agency fiscal and budget procedures;

- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

**Ability to:**

- Select, supervise, train and evaluate employees; assign tasks to solid waste personnel and consultants, including participating in the hiring, training and evaluation of employees and consultants;
- Stay abreast of current methods in the industry and legal requirements regarding solid waste management;
- Identify, anticipate and analyze solid waste problems and develop effective solutions;
- Manage special projects, including grant applications and contracts;
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;
- Work both independently and as a team member;
- Use English effectively to communicate in person, over the telephone and in writing;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines;
- Read and interpret various written materials pertaining to the responsibilities of the job;
- Assemble and analyze information and prepare written reports and records in a clear and concise manner;
- Make sound, educated decisions;
- Maintain high professional standards of ethics and integrity;
- React calmly and professionally in emergency, emotional and/or stressful situations;
- Make accurate mathematical and statistical computations;
- Establish and maintain effective working relationships with those contacted on the job, including those of different social, ethnic and economic backgrounds.

**Education & Experience:**

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

- Graduation from an accredited college or university with a Bachelor of Science degree in Civil Engineering, Waste Management, Planning, General Engineering, Business Administration, Public Administration or a related field.
- Five (5) years of increasingly responsible experience in Civil Engineering, Waste Management, Planning, General Engineering, Public Administration or related field with at least two (2) years of that being at a supervisory level.

- Experience in supervising or operating a solid waste program and/or facility is preferred.
- Other combinations of education and experience may be considered.

**License & Special Requirements:**

- Requires a valid California driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect County sites, to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification; the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds, as necessary to perform job functions.

**WORKING CONDITIONS**

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT  
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

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**ATTACHMENT B**

**AGENCY MANAGER KEY FUNCTIONS AND TEMPORARY STAFFING STRATEGY**

<b>Key Function</b>	<b>Due</b>	<b>Submitted to</b>	<b>Temporary Staffing Strategy</b>
Treated Wood Waste Report	January/ July	DTSC	Recycling Program Analyst
Statement of Facts	January	Secretary of State	Recycling Program Analyst
Water Quality Protection Standard Report	January	Water Board	Organic Materials Program Coordinator
DTSC Annual Report USWED/CRT	February	DTSC	Recycling Program Analyst
Title V Compliance Report	Semi-Annually	TCAPCD	Organic Materials Program Coordinator
Condition 31 Annual Emissions Report	Semi-Annually	TCAPCD	Organic Materials Program Coordinator
Condition 34 Annual Operations Report	Semi-Annually	TCAPCD	Organic Materials Program Coordinator
Condition 28 Title V Semi-Annual Monitoring Report	Semi-Annually	TCAPCD	Organic Materials Program Coordinator
Recycling and Disposal Reporting	Quarterly	CalRecycle, Jurisdictions	Organic Materials Program Coordinator
Quarterly Carpet Report	Quarterly	CARE	Recycling Program Analyst
Agency SLIP Insurance Renewal	Annually	Insurance Carrier	Organic Materials Program Coordinator
Commercial Crime Insurance Renewal	Annually	Insurance Carrier	Organic Materials Program Coordinator
Form 700 Report	Annually	County Elections Office	Recycling Program Analyst
SB 90 Report	Annually	AK & Company	Recycling Program Analyst
SPIP Insurance Renewal	Annually	Insurance Carrier	Organic Materials Program Coordinator
CERS Business Plan	March	DTSC	Recycling Program Analyst
RMDZ Annual Report	March	CalRecycle	Organic Materials Program Coordinator
Waste Connections Financial Statements Reminder	March	Waste Connections	Recycling Program Analyst
CalRecycle Annual AB 939 Conference Call	March	CalRecycle	Organic Materials Program Coordinator
AB 32 Greenhouse Gas Report	March	TCAPCD	Organic Materials Program Coordinator
Annual Facility Methods Report	March	CalRecycle	Recycling Program Analyst
Review CPI increase for Hauling and Landfill Contracts	May	Waste Connections, Jurisdictions	Organic Materials Program Coordinator
Mattress Recycling Annual Report	May	Mattress Recycling Council, CalRecycle	Recycling Program Analyst
Calculate Tipping Fees	June	JPA Board	Organic Materials Program Coordinator

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Annual Inflation Factor Reports	June	CalRecycle, Tehama County Auditor-Controller	Organic Materials Program Coordinator
Pledge of Revenue Certification	June	CalRecycle, Tehama County Auditor-Controller	Organic Materials Program Coordinator
Capacity and Fund Balance Report; Associated Fund Deposits	July	CalRecycle, Tehama County Auditor-Controller	Organic Materials Program Coordinator
Fiscal Year Ends	June	Tehama County Auditor-Controller	Organic Materials Program Coordinator
MCR Data Request	July	Waste Management, Waste Connections	Recycling Program Analyst
Annual Water Board Report Due	July	Water Board	Organic Materials Program Coordinator
Semiannual HHWF Fire Suppression Maintenance	April/ October	Contact Contractor	Recycling Program Analyst
AB 939 Annual Report Due	August	CalRecycle	Recycling Program Analyst
Source Test	Annually	TCAPCD	Organic Materials Program Coordinator
Notice Director At Large Position	November	Newspapers	Recycling Program Analyst
Annual Audit	Annually	JPA Board	Tehama County Auditor-Controller
Landfill/MRF Inspections/Stormwater Monitoring	Daily/ Weekly	Waste Connections (for corrections)	Organic Materials Program Coordinator
Grant Hours	Monthly	Tehama County Auditor-Controller	Organic Materials Program Coordinator
Monthly Update	Monthly	JPA Board	Organic Materials Program Coordinator
Payroll Approval	Biweekly	Tehama County Auditor-Controller	Organic Materials Program Coordinator
Monthly Meeting with Waste Connections	Monthly	JPA	Organic Materials Program Coordinator
HHWF Fire System Teardown/Recharge	Every 6 Years	Contractor; Due Summer 2027	Recycling Program Analyst
MRF SWFP	Every 5 Years	TCDEH; Due 2025	Organic Materials Program Coordinator
Landfill SWFP	Every 5 Years	TCDEH; Due 2025	Organic Materials Program Coordinator
Office Fire Suppression System Teardown	Every 5 Years	Contractor; Due 2026	Organic Materials Program Coordinator
Regional Agency Integrated Waste Management Plan Review	Every 5 Years	CalRecycle; Due 2023	Recycling Program Analyst
Regulatory Inspections	Random	JPA	Organic Materials Program Coordinator
Accounts Payable	Weekly	Tehama County Auditor-Controller	Organic Materials Program Coordinator
Office Fire Suppression System Inspection	Annually	Contractor	Organic Materials Program Coordinator
Waste Connections Cell Liner Trust Fund Annual Report	Annually	JPA	Organic Materials Program Coordinator

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Waste Connections Load Check Reports	Monthly	JPA	Recycling Program Analyst
Waste Connections Annual Diversion Plan Report	February	JPA	Recycling Program Analyst
Waste Connections Spread and Compaction Guarantee	Annually	JPA	Organic Materials Program Coordinator
Annual AB 939 Meeting with Waste Connections	April	JPA	Recycling Program Analyst
Waste Connections Monthly Waste Reporting	Monthly	JPA	Recycling Program Analyst
Waste Connections Change-in-Law Request	April	JPA	Organic Materials Program Coordinator
Waste Connections' Request for Tipping Fee Adjustments	April	JPA	Organic Materials Program Coordinator
JPA Franchise Fee Evaluation	April	JPA Board	Organic Materials Program Coordinator
Landfill Tipping Fees	June	JPA Board	Organic Materials Program Coordinator
Waste Connections' Financial Statements/Required Documentation/Insurance Certificates/Bond	Annually	JPA	Organic Materials Program Coordinator
Personnel Related Items	As Needed	Personnel	Tehama County Personnel
Regulation Research/Compliance	As Needed	JPA Board, As Needed	Organic Materials Program Coordinator
Legislation Monitoring	As Needed	JPA Board	Organic Materials Program Coordinator
Meeting with County Chief Administrator/Red Bluff City Manager	Monthly	JPA Board	Organic Materials Program Coordinator
Annual Agency Goals	Annually	JPA Board	Organic Materials Program Coordinator
Agency Budget and Associated Updates	Quarterly / Annually	JPA Board	Tehama County Auditor-Controller
Safety/Training Development and Monitoring	Annually/As Needed	Tehama County Personnel	Tehama County Personnel
Agenda Preparation	As Required	JPA Board	Organic Materials Program Coordinator
Contracts/Negotiations/RFP/etc.	As Needed	JPA Board	Tehama County Administration
Grant Oversight	As Needed	Granting Agency	Organic Materials Program Coordinator
Accounts Receivable	As Needed	N/A	Tehama County Auditor-Controller
ESJPA Board of Directors	Bimonthly	JPA Board	Primary Board of Supervisors Appointee
CPSC Policy and Education Advisory Committee	Monthly	JPA Board	No Replacement
Northern California Recycling Collaborative	Semi-Annually	JPA Board	Recycling Program Analyst

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Integrated Waste Management Task Force	Semi-Annually	County, Jurisdictions	Recycling Program Analyst
Recycling Market Development Zone Redesignation	Every 10 Years	CalRecycle	Organic Materials Program Coordinator
Recycling Market Development Zone Administrator	As Needed	CalRecycle	Organic Materials Program Coordinator
Franchise Hauling Agreement Compliance	As Needed	Respective Jurisdiction	Respective Jurisdiction
AB 939, AB 341, SB 1383 and HHW Programs Oversight	As Needed	JPA Board	Recycling Program Analyst and Organic Materials Program Coordinator
Policy Development	As Needed	JPA Board	Agency Legal Counsel
Facility and Equipment Maintenance Oversight	As Needed	JPA Board	Recycling Program Analyst
Disaster Debris Management	As Needed	JPA Board	TCDEH
Transfer Station Oversight	As Needed	Tehama County	TCDEH
Staff Meetings	Weekly	N/A	Organic Materials Program Coordinator
Waste Connections/Landfill Oversight	Daily/ Weekly/ Monthly	JPA Board	Organic Materials Program Coordinator

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Reoccurring Agenda Items	Responsible Entity	Meeting
Election of Chair and Vice Chair	Full Board	January
Appointment of Executive Committee	Full Board	January
Appointment of Public Member at Large	Full Board	January in even years
Quarterly Budget Update	Full Board	All
FY Goals and Update	Full Board	June, Jan (update)
Monthly Update	Full Board, Executive Committee	All
Outreach Update	Full Board, Executive Committee	All
Previous FY Independent Audit Report	Full Board	April
Potential Christmas Eve Office Closure	Full Board	October
Legislation Position Letter Approvals	Full Board	As needed
AB 939 Annual Report	Executive Committee	September
Warrants	Full Board, Executive Committee	All
Minutes	Respective Entity	All
Grant Applications and Resolutions	Executive Committee	As needed
SB 1383 Program Update	Executive Committee	All
Smart Business Alliance Update	Executive Committee	Semiannually
Mattress Update	Executive Committee	Annually
Carpet Update	Executive Committee	Annually
Waste Connections Annual Diversion Report	Full Board	April
Evaluation of JPA Fee	Full Board	April
Recommended Preliminary Budget	Full Board	April
Waste Connections' Change in Law Request	Full Board	June
Tipping Fees	Full Board	June

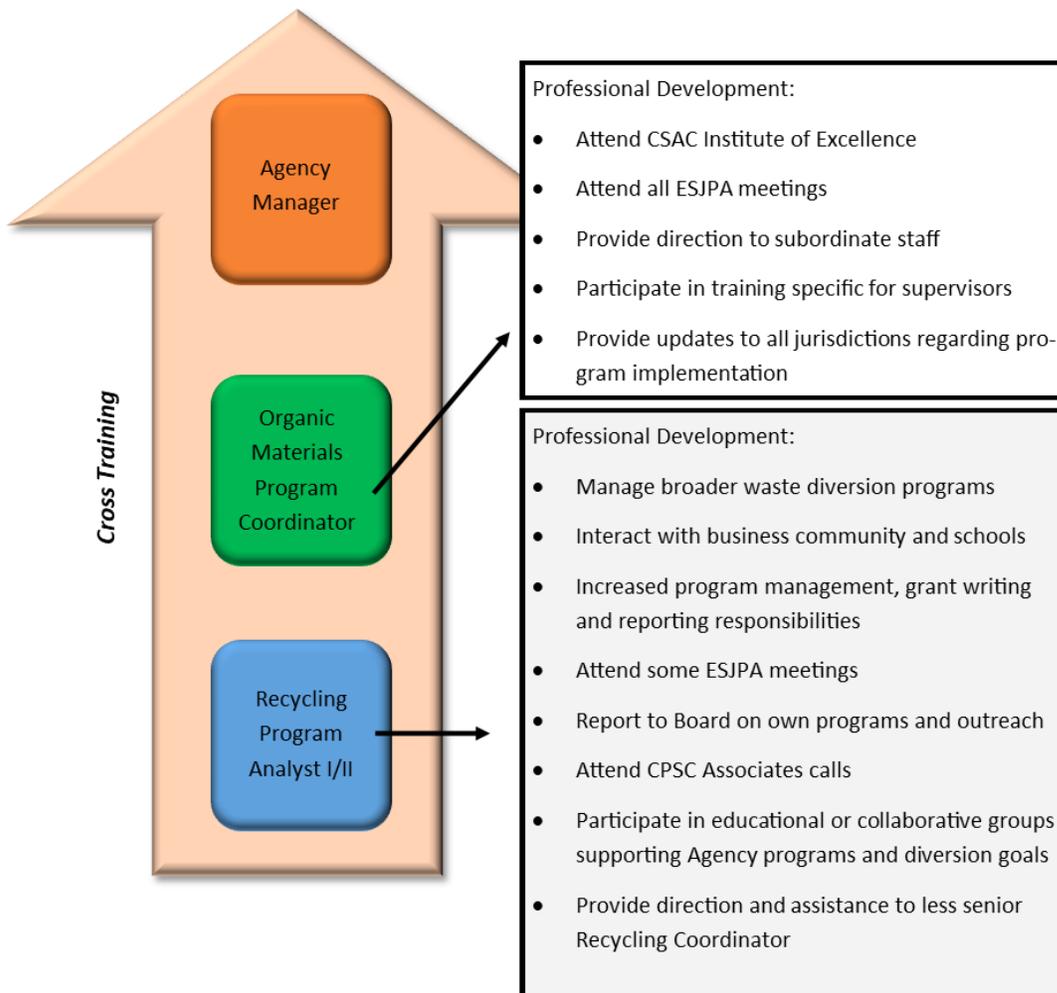
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Cell Liner Analysis	Full Board	June
Final Recommended Budget	Full Board	June
Untarped Load Fee Report	Full Board	June
Final FY Budget Recap (Previous FY)	Full Board	October
Next CY Meeting Schedule	Full Board	October
AB 109 Hold Harmless Agreements	Full Board	October
Pay-in-Lieu Vacation/PTO Requests	Full Board	October
Contracts/Negotiations/RFP/etc.	Full Board	As needed

ATTACHMENT C

AGENCY ORGANIZATIONAL STRUCTURE  
AND PROFESSIONAL DEVELOPMENT CHART



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**ATTACHMENT D  
STAFF ASSIGNMENTS**

**Recycling Program Analyst I/II**

<b>Item</b>	<b>Due</b>	<b>Submitted to</b>
Tire Grant Application and Management	Varies	CalRecycle
Other Grant Application and Management (if avail)	Varies	CalRecycle
Beverage Container City/County Payment Program Management	Varies	CalRecycle, Jurisdictions
Outreach - Farmers' Markets	Spring	Chamber of Commerce
Outreach - Material Design and Supply Planning	Varies	Agency Manager
Outreach - Tehama District Fair	February	Tehama District Fair
Outreach - 4R Kids Exhibit	Varies	Tehama County schools
Outreach - Lesson Plan Videos	Varies	Agency Manager
Outreach - Social Media Videos	Varies	Agency Manager
Outreach - Community Festivals	Fall	Event Organizers
REAP - Material Sorting, Transport and Program Management	As Needed	Agency Manager
RMDZ - Marketing and Feedstock Analysis	Annually	Agency Manager
MCR - Outreach, Compliance Tracking, and Mandatory Notification	Ongoing	CalRecycle, Agency Manager
AB 939 Annual Report - Track and Import Data	August	Agency Manager
Publications - Community Newsletter Submissions	Monthly	Agency Manager
Publications - Electronic Newsletter	Monthly	Agency Manager
Publications - Educator's Newsletter	Quarterly	Agency Manager
Publications - Public Information flyer	Semi-Annually	Agency Manager, Waste Connections
Press Releases	Quarterly	Agency Manager
Maintain Facebook Page	As Needed	Agency Manager
Maintain Website	As Needed	Agency Manager
General Office Duties - Phones, Mail, Filing, etc.	As Needed	Varies
Safety Coordinator	As Needed	Safety Committee, Agency Manager
Maintain HHW Programs, including ABOP, Collection and Documentation	As Needed	Agency Manager
Agenda Preparation - Preparation of RPA Items, Director Notification and Minutes for Board	As Required	Agency Manager

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Vehicle Maintenance - Track and Schedule	As Needed	Agency Manager
CalRecycle Oil Payment Program Application and Management	As Needed	CalRecycle, Agency Manager
Annual Form 303 Report	October	CalRecycle, CUPA, Agency Manager
Submit PaintCare Reimbursement Claims	Quarterly	Agency Manager, PaintCare
Submit Oil CCC Claims	Quarterly	Agency Manager, CalRecycle

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**Organic Materials Program Coordinator**

<b>Item</b>	<b>Due</b>	<b>Submitted to</b>
SB 1383 Grant Application and Management	Varies	CalRecycle
Outreach – Compost Classes	Spring/Fall	Agency Manager
Outreach - Material Design and Supply Planning	Varies	Agency Manager
Outreach – Edible Food Generator Notification	January	Agency Manager, Edible Food Generators
Outreach – Compost Presentations	Varies	Tehama County schools and community partners
Outreach - Lesson Plan Videos	Varies	Agency Manager
Outreach - Social Media Videos	Varies	Agency Manager
Outreach – Print/Electronic	January 2027	Agency Manager, All Organic Waste Generators
REAP - Material Sorting, Transport and Program Management	Assist As Needed	RPA I/II
RMDZ - Marketing and Feedstock Analysis, Website Management, ZIF Application and Management	Annually	Agency Manager
SB 1383 - Outreach, Compliance Tracking, and Mandatory Notification	Ongoing	CalRecycle, Agency Manager
AB 939/SB 1383 Annual Report - Track and Import Data	August	CalRecycle, Agency Manager
Publications - Community Newsletter Submissions	Assist As Needed	Agency Manager
Publications - Electronic Newsletter	Assist As Needed	Agency Manager
Publications - Public Information flyer	Semi-Annually, Assist As Needed	Agency Manager, Waste Connections
Press Releases	Assist As Needed	Agency Manager
General Office Duties - Phones, Mail, Filing, etc.	As Needed	Varies
Recordkeeping – Paper Purchases	As Received	SB 1383 Implementation Record
Recordkeeping – Organic Waste Product Procurement	As Needed Beginning 2027	SB 1383 Implementation Record, EAR
Recordkeeping – Complaints	As Received	SB 1383 Implementation Record, Agency Manager
Recordkeeping – Edible Food Donations	March	SB 1383 Implementation Record, EAR

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EC Agenda Preparation - Preparation of Items, Director Notification and Minutes for Board	As Required	Agency Manager
Inspections – Edible Food Generators	Annually	SB 1383 Implementation Record
Inspections – Food Recovery Organizations	Annually	SB 1383 Implementation Record
CalGreen & MWELO	Assist As Needed	CalRecycle, EAR
Route Reviews and/or Waste Evaluations	Annually beginning 2027	SB 1383 Implementation Record, EAR, Waste Haulers