



# City of Oceanside

300 North Coast Highway,  
Oceanside, California 92054

## Staff Report

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**File #:** 25-982

**Agenda Date:** 9/17/2025

**Agenda #:** 10.

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**DATE:** September 17, 2025

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Human Resources Department

**TITLE: RECLASSIFY THE METER SERVICE WORKER SERIES TO METER SERVICE TECHNICIAN SERIES AND UPDATE ASSOCIATED JOB DESCRIPTIONS**

### **RECOMMENDATION**

Staff recommends that the City Council approve the reclassification of the existing Senior Meter Service Worker and Meter Service Worker I-II-III positions to Senior Meter Service Technician and Meter Services Technician I-II-III positions in the Water Utilities Department; update the City's salary schedule to reflect the job title changes in accordance with CalPERS guidelines, and accept updates to associated job descriptions effective the pay period following ratification and adoption of this recommendation.

### **BACKGROUND AND ANALYSIS**

The City's meter reading program has evolved significantly with the implementation of the Advanced Metering Infrastructure (AMI) system, a metering technology that enables remote reading of water meters using wireless data transmission instead of manual reads. Some manual meter reading tasks are still required, including installation of new meters, and turning water service on or off for new or departing customers. In light of these changes, it is now necessary to modify job descriptions to ensure that roles, duties and responsibilities are aligned to best reflect work being performed.

The Water Utilities Department Meter Services Division currently has staff consisting of one Meter Service Supervisor, one Senior Meter Service Worker (vacant), two Meter Service Worker IIIs, three Meter Service Worker IIs and one part-time Professional Assistant. This team is the primary group responsible for handling the operation and maintenance of the Advanced Metering Infrastructure system including automated water meters, Automated Metering Infrastructure hardware, associated equipment, and software. In addition, this group supports many other customer service tasks for the Department including responding to calls and completing service orders.

Reclassifying the Senior Meter Service Worker to Senior Meter Service Technician; and the Meter Service Worker I-II-III series to Meter Service Technician I-II-III reflects the more complex duties associated with the City's AMI System. The positions titles and job description changes provide a better description of the current duties being performed now as the City's metering activities has shifted to respond to the newly installed AMI system. The new system requires the Division to move

away from manual meter reading and utilize skills associated with an automated system which includes computers, software, data transmission and electronic troubleshooting. The Human Resources Department has conferred with the representative group for these job titles and descriptions, Oceanside City Employees Association (OCEA), and they are supportive of these changes.

### **FISCAL IMPACT**

There is no fiscal impact arising from this action, as it is an administrative requirement to comply with CALPERS regulations. Salaries were updated when City Council approved the Water Utilities Compensation Study at its April 9, 2025 meeting.

### **COMMISSION OR COMMITTEE REPORT**

Does not apply.

### **CITY ATTORNEY'S ANALYSIS**

Does not apply.

Prepared by: Chelsea Phebus, Human Resources Director

Reviewed by: Robert O'Brien, Deputy City Manager

Submitted by: Jonathan Borrego, City Manager

### **ATTACHMENTS:**

1. Staff Report
2. Salary Schedule
3. Meter Service Technician I-II-III Job Description
4. Senior Meter Service Worker Technician Job Description